

JOB SHADOW STUDENT CHECKLIST

Source: Tigard-Tualatin School District

This checklist is to be completed by the student and returned to the School Supervisor.

Student Name _____ School Contact _____

Company _____ Telephone No. _____

Business Contact _____ Title _____

Street _____

Address _____

City, State, ZIP _____

Job Shadow Date _____ Job Shadow Time _____

BEFORE JOB SHADOW

	Date Completed	Initials
____ Review Job Shadow Student Guide	_____	_____
____ Contact school supervisor	_____	_____
____ Arrange the job shadow	_____	_____
____ Return parental permission form to school staff	_____	_____
____ Contact all your teachers	_____	_____
____ Return Absentee Report form to school staff	_____	_____
____ Day before confirm job shadow	_____	_____
____ Review all guidelines with school staff	_____	_____

DAY OF JOB SHADOW

- ____ Dress in appropriate attire (Hats and shorts are not to be worn)
- ____ Arrive 10-15 minutes early. If you are sick or will be late, call the business contact person and the school staff responsible for the job shadow.
- ____ When you arrive
 - shake his/her hand
 - maintain eye contact
 - if your host does not give you a business card, politely ask for one. You will need a complete name, job title, and address for the thank you letter
 - Take a copy of your resume/fact sheet; share with the business contact
- ____ Be polite and make a good impression for yourself and your school
- ____ No chewing GUM!!!!

WITHIN ONE WEEK AFTER JOB SHADOW

- ____ Write the business contact person a thank you letter _____
- ____ Turn in a reflection sheet to school staff _____