



## Job Shadow Checklist

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The upcoming job shadow experience will be invaluable to your future planning and a great addition to your college and job applications. It is extremely important that you follow all of the steps listed below in order to have an effective and responsible job shadowing visitation.

\_\_\_ 1. Inform your parents/guardian about the job shadow graduation requirement. Then, have them fill out the Job Shadow Information and Guidelines sheet.

\_\_\_ 2. Make a telephone contact to your potential job shadow host. Job shadow with someone who is employed in an area you would like to explore.

\_\_\_ 3. Once you have arranged a job shadow, complete the Job Shadow Confirmation Sheet and Waiver, and turn into your school guidance counselor.

\_\_\_ 4. Are you an athlete? Be sure to speak with your coach regarding your job shadow. Schedule your job shadow so it doesn't interfere with practices and games.

\_\_\_ 5. Review the Students Expectations and Best Practices

\_\_\_ 6. Print the student Job Shadow Evaluation, Employer Evaluation and Job Shadow Interview Questions from [www.ucalions.org](http://www.ucalions.org) > "Academics" > "Job Shadow Experience" to take with you to your job shadow experience.

\_\_\_ 7. If for any reason you are unable to keep your job shadow appointment, it is your responsibility to contact your job shadow host and reschedule your visit.

\_\_\_ 8. On your visitation day, interview your host and fill out the questions from your suggested questions sheet.

\_\_\_ 9. After your visitation day, complete a thank you letter for your job shadow host. Guidelines for the thank you letter can be found at [www.ucalions.org](http://www.ucalions.org) > "Academics" > "Job Shadow Experience".

\_\_\_ 10. An essay reflecting your job shadow experience along with the above mentioned forms must be turned into your school guidance counselor in order to ensure that your absence is a school related absence. This is still **required** if you complete your job shadow during summer break.

\_\_\_ 11. Your paperwork for the job shadow will be kept on file in the counseling department and could be referenced by colleges and potential employers. So do your personal best.