

JUNIOR JOB SHADOWING

WEDNESDAY, FEBRUARY 24, 2010

STUDENT CHECKLIST

October 5—Begin typing resumés using Career Cruising online during Homeroom/Advisory period.

October 21—Student permission forms are due to Homeroom/Advisory teacher.

Week of February 15, 2010

_____ Students meet with job placement volunteers to receive their job shadow assignment in library. This process will take at least two days.

Week of February 22, 2010 (before you job shadow)

_____ Students call job shadow employer to introduce him/herself and reconfirm instructions about dress, parking, arrival time and hours, lunch, any questions or concerns, etc. (Students have sometimes been not allowed to go if they do not do this step. Employers are expecting your confirmation call). It is best if you do this once you get your assignment the prior week.

Wednesday, February 24, 2010—Job Shadow Day

Thursday, February 25, 2010—Materials Due to Homeroom/Advisory Teacher

_____ JOB SHADOW STUDENT EVALUATION (In Student Packet)

_____ THANK YOU NOTE/LETTER TO EMPLOYER (See Sample for help in Student Packet)

***NOTE: Students who are job shadowing at an earlier date will be called in to meet with Mrs. Stancil in Room S12 or their counselor.**