

JOB SHADOW INSTRUCTIONS/REQUIREMENTS

WHEN YOU JOB SHADOW:

1. **PROVIDE YOUR OWN TRANSPORTATION AND ARRIVE 10 MINUTES EARLY.**
2. **INTRODUCE YOURSELF TO EVERYONE:** Tell him/her your name, what school you are from, and the Career Field and job you are interested in exploring. Use good eye contact and give a firm handshake.
3. **STAY ALERT AT ALL TIMES, SHOW INTEREST AND CONCERN, AND REALIZE THAT YOU ARE A GUEST.** Be courteous to employees, and do not interfere with the regular duties of the business.
4. **USE PROPER BUSINESS MANNERS.** (Respond with "Yes" and "No" instead of "Uh-huh", don't chew gum, hold doors for people, wait to be asked to take a seat, etc.)
5. **DRESS APPROPRIATELY! WEAR COMFORTABLE SHOES.** In an office setting girls should wear slacks or a skirt with a nice sweater or blouse. Boys should wear khakis with a nice shirt or sweater. If you are JOB-SHADOWING at a less formal place, wear what other employees would wear. Check with employer when you call to finalize instructions, but always look WELL-GROOMED AND CLEAN.
6. **BRING A LUNCH OR MONEY FOR LUNCH.** Some employers may offer to buy you lunch, but others may not. Be prepared to eat on your own in case the employer doesn't offer you lunch.
7. **ASK QUESTIONS.** These employers are letting you JOB SHADOW so you can find out more about his/her job. They are more than willing to answer your questions.
8. **YOU WILL PREPARE A WRITTEN EVALUATION OF YOUR JOB SHADOWING EXPERIENCE AND WRITE THE EMPLOYER A THANK YOU NOTE/LETTER.** The evaluation and thank you letter will be due to **your Homeroom/Advisory teacher on Thursday, February 25, 2010.** A sample letter is attached in the student packet. If you fail to report to your assignment, whether if you are sick or for other reasons, you are still held accountable for the thank you letter.
9. REMEMBER THAT JOB SHADOWING IS A SCHOOL SPONSORED EVENT AND COUNTS AS A SCHOOL DAY. THEREFORE, **ALL SCHOOL RULES APPLY.**

ATTENDANCE POLICY

If you are sick and cannot attend your assignment, you must call to report your absence to the following:

1. Call the School – 243-7751
2. Call Mrs. Stancil, Job Shadow Coordinator – 243-7751 Voicemail# 2224
3. Job Shadow Employer/Contact Person – you will get this information once you meet with the parent volunteer in February before you shadow.

If you are not job shadowing, you must be at school.