

JUNIOR JOB SHADOWING

WEDNESDAY, FEBRUARY 29, 2012

STUDENT CHECKLIST

Monday, October 3—Begin typing resumés using Career Cruising online during Homeroom/Advisory period.

Wednesday, October 19—Student permission forms are due to Homeroom/Advisory teacher.

Wednesday, February 15, 2012—Students meet with homeroom teacher to receive job shadow assignment and then meet in auditorium with Mrs. Stancil and counselors to go over everything.

Week of February 20, 2012 (before you job shadow)

You need to call your job shadow employer to introduce yourself 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 29, 2012—Job Shadow Day

Thursday, March 1, 2012—Materials Due to Homeroom/Advisory Teacher

_____ JOB SHADOW STUDENT EVALUATION (In your Student Packet)

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

***NOTE: Students who are job shadowing at an earlier date will be called in to meet with Mrs. Jansen in Room C1 or their counselor.**