

JOB SHADOW HELPFUL STUDENT INFORMATION

BEFORE YOU JOB SHADOW:

1. Phone your employer to reconfirm your assignment
2. Practice driving to the site so you will know where to go.
3. Plan for your wardrobe, lunch & tools (pen, notepad, report questions, etc.)
4. Decide on amount of driving time (allow for rush hour & parking).
5. Get plenty of sleep the night before.
6. Have your own transportation ready.

ON THE JOB:

1. Be prompt (arrive 10 minutes early)!
2. Be dressed appropriately!
3. Smile! Be friendly! Introduce yourself!
4. Shake hands firmly! Establish eye contact!
5. Ask questions! (It comes back to you on your evaluation.)
6. Listen! Listen! Listen!
7. Take (or be prepared to take) notes (bring tools)!
- 8. Be polite!**
9. Be enthusiastic and ready to work/pitch in!
10. No GUM!
11. Look and act interested! Walk tall! Sit and stand properly (no slouching or leaning head on hands)! Stay alert!
12. Be aware of your opportunity and be appreciative! **YOU** are the student and **THEY** are at work (this is a big favor on their part)!
13. Remember that **YOU** are an ambassador of Dunlap High School. Be on your best behavior, and have a wonderful experience!

AFTER YOU SHADOW:

1. Before you leave the job site: personally thank all who have helped. Remember this may be a future job contact.
2. Upon return: Prepare evaluation and thank you letter and give to your Homeroom/Advisory teacher on **Thursday, March 1, 2012.**