JOB SHADOW CHECKLIST

STEP ONE: BEFORE YOU APPLY FOR A JOB SHADOW

- Identify three possible career choices or places that you would like to job shadow.
- Review your three choices with your parents.
- Fill out the job shadow form and return to Miss Bates.
- Receive confirmation of job shadow.

STEP TWO: PREPARING FOR YOUR JOB SHADOW

- Arrange transportation for the day of your job shadow if needed.
- Plan to arrive 15 minutes early so you know the route to your job shadow.
- Prepare questions that you might have for your host.
- Research your company so that you have an understanding of who they are and what they do for the community.

STEP THREE: AFTER YOUR JOB SHADOW

- Complete the evaluation and return to Miss Bates.
- Write a thank you letter to your host—see the sample letter in this booklet for help.
- If this job shadow was required for a class, remember to complete any required information given to you by your teacher.

Be sure to follow each step to have the most successful job shadow experience!

Please share your experience with friends and family.

It is important to complete each step to be eligible for more job shadow experiences.