

Thank you for hosting a job shadow. To help you prepare, we have created the following checklist for you to use in preparing for your shadow. For your information, the following table outlines the details of your upcoming job shadow experience:

Date of job shadow:	Student Arrival Time:
Number of students:	Student Departure Time:
Student name(s):	
School:	
School contact name, phone and email:	

The following checklist is intended to help you structure the job shadow experience.

CHECKLIST	DONE?
Prepare any employees that will host student job shadow(s) (assume 1-3 students per employee). Provide materials.	<input type="checkbox"/>
Meet the student(s) at the agreed upon location at the appointed time.	<input type="checkbox"/>
Start the day with an orientation and introduction to the company.	<input type="checkbox"/>
Tell the student(s) a little bit about yourself (professional background, typical day, etc.) If time allows, let the student conduct an informational interview.	<input type="checkbox"/>
Tour the worksite. Try to interact with co-workers on all levels to give the students a good overview of how your organization runs and its culture.	<input type="checkbox"/>
Provide an opportunity for the student(s) to do some limited, hands-on tasks (under supervision).	<input type="checkbox"/>
Show the job shadow(s) all of the ways technology is used at your workplace.	<input type="checkbox"/>
Lunch (determine ahead of time if you will take the student to lunch)	<input type="checkbox"/>
Make sure the student is at the pick-up location at the appointed time.	<input type="checkbox"/>
Complete the Job Shadow Host Evaluation and email to coordinator	<input type="checkbox"/>