



TOOLS

Student Checklist for Job Shadow

Use this checklist as a quick reference to ensure you have completed all the steps defined in this guide.

Before the Job Shadow

- Review the **Job Shadow Fact Sheet**.
- Locate placement for the job shadow.
- Research the company or organization that you will visit.
- Find out how to dress and act appropriately at this particular workplace.
- Get **Job Shadow Permission** form signed.
- Turn in signed **Job Shadow Permission** form.
- Develop questions about the work, career opportunities and connections to academics at this workplace.
- Make sure you know when and where the mentoring will take place. With the help of the instructor make arrangements for transportation.

During the Job Shadow

- Pay close attention to safety issues at the workplace.
- Arrive at workplace appropriately dressed and on time.
- Be observant and ask appropriate questions. Take notes to document experience.
- Comply with all health, safety and environmental standards and regulations.

After the Job Shadow

- Use your notes for individual and group reflection exercises.
- Write thank-you notes to workplace host. Electronic methods are acceptable.
- Discuss the next step in learning about careers.
- Update your ICAP academic plan based on your experience and upload any documentation to My Documents in OKCG.
- Complete a **Job Shadow Program Evaluation**.