Jacket Job Shadowing Checklist

The upcoming job shadow experience will be invaluable to your future planning and a great addition to your portfolio. It is extremely important that you follow all of the steps listed below in order to have an effective and responsible job shadowing experience.

**Before**

___ 1. Inform your parents/guardian about job shadow opportunity.

___ 2. Make contact with a job shadow host. Job shadow with someone who is employed in an area you would like to explore. Refer to the contact template to assist you in finding a job placement.

___ 3. Once you have arranged a job shadow, complete the Job Shadow Confirmation Sheet and turn into your counseling office with a parent signature a week before.

___ 4. Print the Job Shadow Interview Form.

**During**

___ 5. If for any reason you are unable to keep your job shadow appointment, it is your responsibility to contact your job shadow host and reschedule your visit.

___ 6. On your visitation day, interview your host and fill out the Job Shadow Interview Sheet. Be sure to have your host sign the interview sheet to verify that you were present at the visitation.

**After**

___ 7. Turn your Interview paperwork into the Counseling office. It will be kept on file in the counseling department and could be referenced by colleges and potential employers. So do your personal best!

___ 8. Write a thank you note to your host. Mrs. Butler will follow up with you during AF and provide you Greenville Public Schools stationary.