

# HVMS Job Shadow Checklist

Student Name: \_\_\_\_\_

Job Shadow Site: \_\_\_\_\_

Job Shadow Host: \_\_\_\_\_

## Before:

- Arrange for your Job Shadow.
- Return the pink Activity Participation Disclosure & Acknowledgment Form to the Counseling Center by Thursday, April 22.
- Return the blue Resume Worksheet to the Counseling Center by Thursday, April 22.
- Make a confirmation call 1-2 days before your Job Shadow experience.
- Review the Job Shadow Assignment sheet before you go to your shadow site. It is due to the Counseling Center on Monday, May 3.

## During:

- Arrive on time.
- Maintain eye contact while introducing yourself.
- Dress appropriately and wear a mask.
- Maintain appropriate behavior throughout the Job Shadow experience.
- Ask appropriate questions, but remain a “shadow.”
- Complete Job Shadow assignment.

## After:

- Write and send a Thank You note or email.
- Turn in the Job Shadow Assignment by Monday, May 3 to the Counseling Center.

**Great Job! We hope you will continue to explore careers that interest you!**