

Student Information: Job Shadowing Day

Before you go....

Many people say that the workplace is the ultimate classroom. Are you up for the challenge? Going to work takes preparation. Let's face it; people who are the most prepared are the most successful on the job. To help you prepare for your job shadow day, here is a checklist of what you will need.

- Completed forms as directed by your Career Specialist
- Folder or small notebook with on-site questions for your business host, along with blank paper for notes you may want to take.
- Pen or pencil.
- Active listening skills. (There is more to learn than you can imagine.)
- A positive attitude. (A job site can be a lot of fun.)

While you are shadowing....

- ✓ Ask questions.
- ✓ Dress in good taste.
- ✓ Use your best manners. Remember that you are a guest, so make sure you act with courtesy and respect at all times.
- ✓ Have a positive attitude and be pleasant and respectful. Make eye contact and be friendly!
- ✓ Observe. There is a lot to see.
- ✓ Listen. There is more to learn than you can imagine.
- ✓ At the end of the day, thank your host for his/her time.

When your job shadowing experience is over....

Complete the interview form and write your THANK YOU LETTER. Give the form and your THANK YOU LETTER to your Career Specialist.

Ten tips for success in the workplace....

1. Be honest.
2. Be on time. (Ten minutes early is appropriate for "on time." Call if you will be delayed for any length of time.)
3. Have a positive attitude. Smile. Make eye contact. Be friendly.
4. Always be reliable.
5. Don't be afraid to ask questions.
6. Take responsibility for your actions.
7. Do your best at all times.
8. Learn everything you can.
9. Treat people with respect.
10. Do more than is expected.

