

## Job Shadowing Guidelines

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Job shadowing is an enriching experience driven by students and approved by parents. Even though it is a non-school activity, following are some suggestions to make the experience successful.

### Before the shadowing:

- Long term absent form and parent permission note
- Drive by address the day before, so you are familiar with the location and time it takes to get there
- Complete the assessment/interview questions

### Day of shadowing:

- Professional attire (represent yourself, school, and they may be a potential employer)
- Bring your assessment, worksheets, and writing utensils
- Bring the phone number, address, and contact information for the business/person you are meeting
- Show up 10-15 minutes early

### After shadowing

- Process the experience
  - Send thank you note
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