

Job Shadow Checklist

Step 1

Print two-page Application Form

Complete and sign both pages of the Application Form

Step 2

Select the Career you want to shadow

Decide where you plan to do your shadow

Make contact with Job Shadow site to set date and time for shadow

Enter the date and time on the application form

Submit application to Career Center at least 3 days before your shadow date.

Pick up Job Shadow Packet from Career Center before shadow

Step 3

Go to your Job Shadow Site.

Following shadow, return your completed packet to the Career Center by the due date

Our relationship with businesses is very important. If an appointment is missed you must call the business immediately, apologize and reschedule.