

# Job Shadow Checklist

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

## A. Before Job Shadow

- Research at least 2 careers utilizing AzCIS.
- Select an career in your pathway  
Science & Natural Resources   Arts & Communication   Business & Marketing   Engineering & Technology   Health & Human Services  
Career: \_\_\_\_\_
- Identify modes of transportation available to you.
- Research potential job shadow hosts.
- Contact job shadow hosts

## B. Prepare for Job Shadow

Business/Organization Name \_\_\_\_\_

Date of Job Shadow \_\_\_\_\_

Business Address \_\_\_\_\_

City, Zip \_\_\_\_\_

Host Name \_\_\_\_\_

Telephone (\_\_\_\_)\_\_\_\_\_

- Plan appropriate dress and grooming
- Review interview skills and write a list of questions to ask
- Make arrangements for meals, if necessary
- Check/practice route to the job shadow site
- Confirm appointment, get directions if necessary
- Determine whether there are special requirements (i.e. security, immunizations, personal protective equipment)
- Prepare your Job Shadow Packet with contact information, questions, pen or pencil, paper and hard writing surface.

***IF YOU CANNOT ATTEND FOR ANY REASON,  
YOU MUST NOTIFY THE EMPLOYER BY PHONE BEFORE YOUR APPOINTMENT TIME.***

## C. During the Job Shadow

- Remember your Job Shadow Packet
- Review Tips for Successful Job Shadows
- Arrive at least five minutes early
- Introduce yourself
- Follow the lead of your host
- Look for opportunities to ask questions and observe
- Thank your host and leave at the agreed-upon time

## D. After Job Shadow

- Write and mail a "Thank You" note
- Plan next steps for your career exploration and preparation

## E. Notes: