

JOB SHADOW

Student Expectations and Responsibilities

- **Punctuality**

- Show up on time – Plan to arrive 10 – 15 minutes early
- If you have to cancel, you are responsible for making the call to the business contact person and your instructor. You can find this information in the placement email.

- **Professional Conduct**

- Smile and make eye contact
- Use a firm handshake and friendly greeting
- Be attentive—avoid slouching or shuffling
- Speak distinctly and pleasantly – avoid slang
- Bring some prepared questions with you (see Talking Points) so you can ask informative questions of your Job Shadow host

- **Professional Dress & Grooming**

- Wear clean and neat clothing – dress appropriately for where you are doing your Job Shadow
- Jeans are only allowed if appropriate for the workplace
- Clean shoes, laces tied, appropriate outfit (no open toe shoes)
- Modest jewelry
- Hair must be clean, styled or combed (facial hair must be clean, well groomed, and neatly trimmed)
- Proper personal hygiene
- Please cover any tattoos
- NO strong scents (it is best if you abstain from wearing perfume or cologne during your shadow)
- NO tee shirts with logos, hats, or shorts
- NO tight pants or extremely baggy, No underwear showing and NO tight or short skirts, revealing necklines or waists – tops need to cover shoulders, back and waist.
- NO facial piercings

****If you are not appropriately dressed, the employer will ask you to leave****

Your behavior and appearance throughout the job shadowing experience is a reflection of your character, your family, your school, and your school district. Make yourself and others proud of your efforts. Please remember, this is a GIFT from our community.

I _____, have read the above protocols and agree to all conditions outlined.

Signature

Date

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