

Work-Based Learning Toolkit

Student Job Shadowing Checklist

Student Job Shadowing Checklist

Preparing for a Successful Job Shadowing Experience

A job shadowing experience offers a fantastic opportunity to gain insights into the working world. It allows you to ask questions, practice professional conduct, and enhance your communication skills when interacting with professionals. To make the most of your job shadow, follow this checklist and consider your interests and goals for the day:

Preparation Phase:

- Ensure all required forms are submitted.
- Reflect on your interests and decide the type of job or company you'd like to explore during your job shadow.
- Conduct research on your host company. Visit their website and familiarize yourself with their history, activities, and community impact.
- Collaborate with your teacher or coordinator to finalize your learning plan for the job shadow.

Success on the Job Shadow Day:

- Arrive at the workplace punctually and dressed appropriately. Attend any orientation offered.
- Silence your cellphone unless using it for photos (with permission).
- Work with your job shadow host to set specific learning goals and actively pursue them.
- Adhere to health and safety guidelines.
- Be observant and ask relevant questions.
- Reflect on the connections between your classroom learning and real-world workplace experiences.

Post-Job Shadow Actions:

- Reflect on the day's experiences and discuss them with classmates and teachers to assess your interest in pursuing a career in the industry.
- Engage in classroom activities that help you understand the value of the job shadow.
- Update your resume and Employability Skills Profile and contemplate your next career steps.
- Send a follow-up email to thank your host employer for their time. Inquire about connecting on LinkedIn and express your interest in potential employment.
- Complete any evaluation forms honestly to contribute to the improvement of future job shadows.
- Share your job shadow experience with peers on social media, such as writing a blog post about your day.

This checklist will help you make the most of your job shadowing opportunity and move forward in your career journey.

Are You Ready?

Ensure you've checked off these important steps:

Forms Completed: Have you submitted all the necessary forms?

Company Research: Did you take the time to learn about the host company?

First Impressions: Have you considered how to leave a positive impression on the employer?

Social Media Strategy: Thought about how you'll share your experience on social media?

Updated Credentials: Is your resume and Employability Skills Profile up to date?

With these essentials in place, you're well-prepared to make the most of your game day experience.