

Job Shadow Checklist Kent City High School



The upcoming job shadow experience will be invaluable to your future planning and a great addition to your portfolio. It is extremely important that you follow all of the steps listed below in order to have an effective and responsible job shadowing visitation.

- ___1. Inform your parents/guardian about job shadow graduation requirement.
- ___2. Make a telephone contact to your potential job shadow host. Job shadow with someone who is employed in an area you would like to explore. Remember that a visit to Kent Career Technical Center during your 9th, 10th and 11th grade years will count for one of your two required job shadow experiences.
- ___3. Once you have arranged a job shadow, complete the Job Shadow Confirmation Sheet and turn into your counselor.
- ___4. Are you an athlete? Be sure to speak with your coach regarding your job shadow. Schedule your job shadow so it doesn't interfere with practices and games.
- ___5. Print the student Job Shadow Evaluation and Job Shadow Interview Form from www.kentcityschools.org > "High School" > "Student Services".
- ___7. If for any reason you are unable to keep your job shadow appointment, it is your responsibility to contact your job shadow host and reschedule your visit.
- ___8. Borrow a camera to take to your visitation. Ask someone at the site to take a picture of you standing by a company sign or with your host. This will make an excellent addition to your senior portfolio.
- ___9. On your visitation day, interview your host and fill out the Job Shadow Interview Sheet. Be sure to have your host sign the interview sheet to verify that you were present at the visitation.
- ___10. After your visitation day, complete a thank you letter for your job shadow host. Guidelines for the thank you letter can be found at www.kentcityschools.org > "High School" > "Student Services".
- ___11. An essay reflecting your job shadow experience along with the above mentioned forms must be turned into your counselor in order to ensure that your absence is a school related absence. This is still required if you complete your job shadow during summer break.
- ___12. Your paperwork for the job shadow will be kept on file in the counseling department and could be referenced by colleges and potential employers. So do your personal best.