JOB SHADOW CHECKLIST

PURPOSE: Practice pre-employment strategies in: choice making, learn how to locate occupational resources; network in the community; practice communications with a worker performing preferred job tasks.

MATERIALS

Job Shadow Research worksheet (library ref book: Occupational Outlook Handbook or website [http://www.bls.gov/OCO/](http://www.google.com/url?q=http%3A%2F%2Fwww.bls.gov%2FOCO%2F&sa=D&sntz=1&usg=AFQjCNFptg5Bv3t3aqZtSsO3DPBgo2IqRA)); Parent Permission Form (responsible for transportation); Informational Interview handout or link ([http://www.quintcareers.com/informational\_interviewing.html](http://www.google.com/url?q=http%3A%2F%2Fwww.quintcareers.com%2Finformational_interviewing.html&sa=D&sntz=1&usg=AFQjCNHIdu05J6RV5T2VZwCNfhof3UeUmA)); Accomplishments Worksheet. Complete the application with parent signature.

To practice before doing a job shadowing please: C:\Documents and Settings\Compaq_Administrator\Local Settings\Temporary Internet Files\Content.IE5\QCCJ2KO1\MC900389454[1].wmf

1.       Review the hand out: Informational Interviewing.

Practice asking some of these questions in a role play. Create a list of these questions to take with.

2.       Job Shadower completes the research on a job of interest.

3.       Contact Transition/ Vocational Counselor to submit completed job research form.

4.       Transition Counselor/Parents/Student/Employment Specialist assist in locating a worker doing this job (about 2 weeks) who is willing to be job shadowed.

5.       -------- contacts Job Shadower to set up a schedule to connect for a 3-4 hour Job Shadow. Parent permission must be signed at that time confirming the date, time, location of the worker. Release of information is also signed. The only info shared is the name of the person and occupational interest.

**STUDENT EXPECTATION**

Limit questions to about 15 minutes and know when the worker would prefer to answer questions. You are an observer, do not wander around or distract others.  You must dress in your Sunday or business casual clothing. Positive hygiene is expected. Your manners may make a difference as to whether or not this co worker would consider doing this volunteer task in the future for someone just like you. When you sign below you agree to uphold these items.

Transition Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_