TIPS for Scheduling a Job Shadowing Experience

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* School staff person who coordinates this program must obtain approval from school administrators. Confirm with school staff that the job shadowing experience is not to be scheduled three weeks prior to the end of any school quarter.
* Arrange the schedule to avoid any conflicts with other student activities or other event. Commitment and confirmation may require added assistance and/or forms.
* This Job Shadowing experience is arranged so as to avoid any school conflicts. Generally this event is held at the end of the school year. Teachers need to be informed about the program, dates and requirements.
* About a week before the job shadow, both a phone contact and email or other written announcement is needed to remind the employer of the job shadow date they agreed would work best. This same process is also needed for the parent/guardian.
* It is recommended that the Job Shadower provide verbal or written evaluation of this experience the following week after their experience.
* A sample of how to prepare a thank you note to an employer is available at:

<http://www.quintcareers.com/sample_thank-you_letters.html>

* Students can gain better practice writing a short thank you note with a model provided. This model can be generated from a student who is invited to share what they consider to be a short, effective thank you note.