

Student Job Shadow Expectations

- Be friendly
- Ask questions
- Use a clear speaking voice
- Smile and act enthusiastic
- Be on time
- The best practice is to arrive 10-15 minutes early
- Remember your conduct is a reflection on your school
- Cell phones are not to be used during the duration of the job shadow experience
- If you must cancel (only for a true emergency), you must contact both your job shadow host and NIACC Career Connections ASAP
- An employer evaluation will be emailed to your job shadow host and results will be sent to your school
- You must write and send a thank you note
- You must complete the student evaluation

Before the Job Shadow

- Complete all necessary forms
- Talk with your parents and/or counselor about the job shadow
- Make travel plans ahead of the day of the job shadow
 - Being early is essential for any job that you will have in your future
 - Arriving early helps create a great first impression
- Plan what you will wear so you have the appropriate attire for the job shadow
- Look up information about your host site
- Come prepared with questions and talking points for your host

While on the Job Shadow

- Introduce yourself with a smile and a firm handshake
- Listen and observe
 - Your host will be able to provide you guidance and information about the career
 - Observe what your host does on a daily basis to see if it would be something you would like to do in the future
- Ask questions

- This is the perfect time to ask specific and appropriate questions that you wonder about
- Listen to the response and ask follow-up questions
- Remember your manners
 - Use “Please” and “Thank You”
 - Do not use any gum or tobacco products
- At the end of your day, remember to say thank you to your host and shake his/her hand again

After the Job Shadow

Evaluation

Part of your job shadow expectations is that you complete an evaluation. Your evaluation should be completed within twenty-four hours of your job shadow.

Send a Thank You Note

Sending a thank you note is important. By sending a thank you, you show your host your appreciation and gratitude for the meaningful experience he/she took time to give you. It also reinforces to your host the importance of providing job shadow opportunities for other students.

***Evaluations and Thank You Template referred to in this document are on the [NIACC Career Connections Website](#)**

Tips to Writing a Thank You

- Send your thank you within 24 hours of your job shadow
- It should not be longer than one page.
- Be genuine
- Personalize your thank you, such as writing about a memorable conversation or experience you had with the person(s) hosting the job shadow
- Proofread your thank you
- A handwritten thank you personalizes your letter because so many people do not take the time to write one
- Keep in mind if your handwriting is not neat, you should probably type it and sign your name

Appropriate Dress

Dress appropriately for your job shadow experience. If you are going to a bank, then business dress is best. If you are going to an advanced manufacturing job shadow, clean jeans and no open-toed shoes are best.

Clothing

- Your clothing should be neat and clean - your outfit should be appropriate for your job shadow work site
- Wear clothes that fit nicely - overly baggy or too tight clothes are not professional
- Jeans are only allowed if appropriate to worksite
- Dress modestly - no revealing clothing
- No short.

Accessories

- No open-toed shoes should be worn
- Jewelry should be modest
- Cover tattoos and remove facial piercings

Hygiene

- Hair should be clean and styled or combed, and facial hair should be neatly trimmed
- Brush your teeth the morning of the job shadow
- You should have fresh breath.
- You should smell clean, but avoid strong scents, since some people are sensitive to them
- Makeup should be modest (no crazy colors).