

Job Shadow

Student Expectations & Responsibilities

- **Punctuality**

- ~Show up on time-plan to arrive 10 minutes early

- ~If you have to cancel, you are responsible for making the call to the business and job shadow coordinator. This information is on the enclosed letter.

- **Professional Conduct**

- ~Smile and make eye contact

- ~Use a firm handshake & friendly greeting

- ~Be attentive and ask questions (sample questions are enclosed)

- **Professional Dress & Grooming**

- ~Wear clean & neat clothing

- ~Jeans are only allowed if appropriate for the workplace

- ~No tee shirts with logos/slogans, no hats, no shorts

- ~Tops need to cover shoulders, back and waist

- **Thank you**

- ~Please write a brief thank you to the business. A thank-you card/envelope is enclosed.