

## JOB SHADOW GUIDELINES & CHECKLIST

Updated August 2021

### 1. APPLY FOR A JOB SHADOW

- New Applicants: Create a “New Student Account” for the online job shadow portal at <https://www.workplacelearningconnections.com/Default.aspx?wpn=IWCC> - save your username & password for future use!
- Complete a Job Shadow Application via the online database <https://www.workplacelearningconnections.com/Default.aspx?wpn=IWCC>
- 10<sup>th</sup>-12<sup>th</sup> grade students are eligible to apply. Please note: Some career areas and/or businesses may have an additional application and requirements. Additionally, some career areas have limited job shadows available (ie, health science, law enforcement)
- A parent and school contact are required to sign the job shadow participation consent form.
  - This form will be e-mailed immediately following your job shadow application. Be sure to use current e-mail addresses for both contacts. Shadows will not be placed without this consent signature.
- Please note the following application deadline dates for job shadows:
  - **Fall 2021 Job Shadows: Applications due October 8<sup>th</sup>, 2021** ▪ **Spring 2022 Job Shadows: Applications due February 11th, 2022**

### 2. AFTER APPLYING

- You will receive an initial e-mail stating that we have received your application and are beginning to work on your job shadow business placement. It is important to check your e-mail regularly.
- Fall Job Shadows will typically take place mid-October –early December. Spring Job Shadows will typically take place mid-February-early May.
- We will do our best to confirm a business host as soon as possible; however, some placements take longer than others.

### 3. PLACEMENT CONFIRMATION

- Once a business placement has been made, you will receive an e-mail confirmation with the date & time of your job shadow, employer site location, contact information, dress code and logistic information for your job shadow. It is the student’s responsibility to check their email regularly for placement information. **Students MUST confirm their shadow placement, which is included in this e-mail.**
- An e-mail confirmation will also be sent to your school and parent contacts.
- If the student is unable to attend their scheduled job shadow for any reason (other than weather), it is the student’s responsibility to contact both the business and the program specialist (Jolene French, [jfrench@iwcc.edu](mailto:jfrench@iwcc.edu)). If the student does not contact the business and their coordinator, they may be disqualified from participating in future Southwest Iowa Workplace Connection shadows.
- If school is canceled due to inclement weather, the student’s shadow will be canceled. The student should notify their business site and/or reschedule. The student will also need to contact the program specialist (Jolene French, [jfrench@iwcc.edu](mailto:jfrench@iwcc.edu)) to inform if the job shadow was canceled or rescheduled.

### 4. EXPECTATIONS AND PREPARATION

- Students are required to confirm their job shadow placement within 72 hours of the scheduled shadow date.
- Students are responsible for letting teachers know they will be missing class and are responsible for any make-up work.
- Transportation to and from the job shadow is the student’s responsibility.
- Students should prepare questions to ask during the visit. Samples questions are available at: [www.iwcc.edu/highschool/siwc/hss.asp](http://www.iwcc.edu/highschool/siwc/hss.asp)
- Students should wear professional attire, or clothing appropriate to the job site, and plan to arrive at least 15 minutes early.
- Students are required to follow the host businesses mask policy.
- Upon completion of the job shadow, students will be expected to send a thank you note to your host within 24 hours ([How to Write a Thank You Letter](#)) and complete a job shadow survey, which will be emailed to them.