

A CLOSER LOOK

Junior Job Shadow Day 2019

Junior students will participate in the **Junior Job Shadow Day on January 17, 2019!** It's your chance to learn more about a career that interests you by visiting a job-site and shadowing a career professional. Here's how you do it...

- Find a business/organization with professionals who are involved in your career of interest. Contact them and set **Job Shadow Day** for **1/17/19** at their site. Be sure to ask them any specific information you need for that day such as dress code, parking details, etc. You can use the attached script to help you with your phone call to the business.
- Fill out the **Job Shadow Permission Form**, and have a parent/guardian sign it. Submit the **Permission Form** to the **College and Career Center (back of LRC) or the Counseling Office** by **January 10, 2019**.
- Be sure to confirm your **Job Shadow** a couple of days before the **1/17/19** date.
- Participate in the **Job Shadow Day!** Make sure to complete the **Post-Job Shadow Confirmation/Evaluation Form**, including the signature of the person you were with at your **Job Shadow** site.
- Submit your completed **Post-Job Shadow Confirmation/Evaluation Form** to the **Counseling Office** by **January 31, 2019**.
- It is appropriate to send a thank-you note/email to the contact person at the Business/Organization, in recognition of his/her help.

*If you have any questions, please see **Mrs. Farnan** in the **College and Career Center (back of LRC)** or **Ms. Sekula** in the **Counseling Office**.

