



Suggestions for a Successful Job Shadow *Student*

When you receive your confirmation letter:

- Read “**Special Instructions**” on you remain.
- Prepare questions to ask your host.
- Visit the company’s website.

Job Shadow Scheduling:

Job Shadows are usually scheduled only once. **If you cannot participate as scheduled, please:**

- Call Bridges Workplace Connection (218-822-7117) or your designated school representative. If referred to voice mail, leave a message including your name, school, and date of job shadow.
- Tell your school contact that you canceled your job shadow.
- If school is canceled because of bad weather, your job shadow is canceled. If school is delayed, base your decision on safety.

Day of the Job Shadow:

- See “**Special Instructions**” for appropriate dress via your email.
- Arrive 10-15 minutes early.
- Introduce yourself with a handshake and make eye contact.
- Ask host your prepared questions.
- Thank your host for allowing you to job shadow.

After the Job Shadow:

- Complete the student evaluation and return it to your school representative or complete the online evaluation.
- Write a thank you postcard (**host’s name and address are on the confirmation letter**) and return it to your school contact.