



JOB SHADOWING ACTIVITY CHECKLIST



LMC Brentwood Rotaract Club is sponsoring a Job Shadowing Activity with the Rotary Club of Brentwood.

STUDENT COMMITMENT

Before Job Shadowing Activity:

- ☐ Complete a *Job Shadowing Application* and return to front office, ATTN: Thais Kishi, Rotaract Advisor.
- ☐ Rotaract Advisor, Thais Kishi will make arrangements for your visit with a Rotary Member/Job Shadowing Mentor. You will be contacted by phone once we have an appointment scheduled for you.
NOTE: Minimum of 2-4 hours of initial contact with a Rotary Member (*Any additional contact will be with mutual agreement between student/Rotary Member*).
- ☐ Once we have an appointment scheduled for you with a Job Shadowing Mentor, please pick up a Job Shadowing Evaluation Sheet along with your appointment reminder at the LMC Brentwood Center's front office.

During Job Shadowing Activity:

- ☐ Be on time.
- ☐ Prepare and plan what you want to discuss with your Job Shadowing Mentor.
- ☐ Dress appropriately "business casual."
- ☐ Observe and ask thoughtful questions (See Job Shadowing Questions Below).
- ☐ Take notes.
- ☐ Thank your host for his or her time.

After Job Shadowing Activity:

- ☐ Write a thank you note to your Job Shadowing Mentor as soon as possible and mention what you found interesting and helpful during your job shadowing experience.
- ☐ Complete the Job Shadowing Evaluation and submit it to Thais Kishi, Rotaract Advisor by the end of the semester at the LMC Brentwood Center front office.

JOB SHADOWING QUESTIONS

- ☐ What are the major attractions or attributes to your career?
- ☐ What are the advantages of working in this field? Disadvantages?
- ☐ What skills, training, education/degrees are required?
- ☐ What are the main duties of the job?
- ☐ What skills, talents, and personality traits are important for this job?
- ☐ How does the current economic picture affect your work?
- ☐ How does technology impact your work?
- ☐ What changes do you foresee in your field/company?
- ☐ Are there any opportunities for internships?
- ☐ What salary and benefits can one expect?
- ☐ Where can interested students find out more about this job and related fields?
- ☐ Who or what encouraged you to get into this field of work?
- ☐ What do you like and dislike about your work?