



JOB SHADOWING ACTIVITY CHECKLIST

LMC Brentwood Center 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: Sharen McLean, LMC Brentwood Center.
- ☐ Rotary Advisor, Thais Kishi, will make arrangements for your visit with a Job Shadowing Mentor. Ms. Kishi will contact you by phone once she has an appointment scheduled for you, and will give you all the details about your appointment.

NOTE: A minimum of 2-4 hours of initial contact with a Job Shadowing Mentor. (Any additional contact will be with mutual agreement between student/Mentor).

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 examples of 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 Form* and submit it to Sharen McLean, LMC Brentwood Center front office, within two weeks after appointment.

QUESTIONS TO ASK YOUR JOB SHADOWING MENTOR

- ☐ 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?

For more information, contact Rotary Advisor, Thais Kishi, at (925) 778-2471 or email at thaiskishi@att.net