

## RESPONSIBILITIES FOR THE JOB SHADOW REQUIREMENT

To receive credit for a Job Shadow, you need to :

- Complete, sign and return the Responsibilities sheet (applications will not be processed till this requirement is in to Mr. Kamimoto).
- Complete a Job Shadow application on-line or (find your own).

### Upon being placed by the Yakima Chamber of Commerce:

- complete a signed agreement form with 2 signatures and the insurance information and get Mr. Kamimoto's signature at least **3 days** before attending the job shadow.
- contact the Business to confirm, reschedule or cancel the job shadow at least 24 hours in advance
- take your agreement form with you and return the signed agreement (business signature) to Mr. Kamimoto upon completion of the job shadow
- complete an evaluation on-line
- write a Thank You card (card will be provided, **you need to provide the correct stamp**)

**\*\* For job shadows done on your own, papers must be in at least a week in advance** with a date, time, contact person and phone number before an SIA is issued.

**If a placement is not completed for any reason (not showing up, not rescheduling or canceling), you will not receive credit for it. Getting another may be a little difficult with the demands placed on the Chamber of Commerce for placements.**

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I understand my responsibilities and obligations in regards to applying for and completing a job shadow for credit either through the Greater Yakima Chamber of Commerce or on my own.

I also understand that this a requirement for Ram Prep and I accept the consequences of not fulfilling this obligation. **ALL REQUIREMENTS ARE DUE NO LATER THAN MAY 16, 2008**

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Print - Student name

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Ram Prep Teacher

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Student signature

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date

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Parent signature

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date

07-08

(On-line at WVHS home page; Pathways; Job shadows)

## JOB SHADOW APPLICATION PROCEDURES

1. LOG IN LIKE YOU NORMALLY DO and click on the INTERNET EXPLORER to get to the WEST VALLEY HOME PAGE

- On the left side menu items, click on **Pathways**
- Look at the quick links on the right for the Yakima Chamber of Commerce link and On-Line Forms link...click on the **Yakima Chamber of Commerce** link
- On the Greater Yakima Chamber of Commerce Home Page look at the top left for **Career Search** and click on it.. Notice the 4<sup>th</sup> one over is an **On Line** forms link
  - 3 rectangles will appear, click on the yellow **Student** link
    - a.Fill in your **Pathway, Opportunity Type** (Job Shadowing), **Community** (Yakima) then select **View Selected Opportunities**.
    - b.Copy the **5 digit catalog numbers** of at least 2 opportunities you would like to apply for. Please go through the whole list first before you decide to apply for a particular opportunity. If you click on the blue opportunity, a short description of the job shadow will appear to assist you .

2. APPLYING FOR A JOB SHADOW ( on-line)

- Fill out the information in all cells even if they say you do not have to.
- The School to Work Coordinator is Mr. Kamimoto .
- Under Teacher/Advisor put the name of your Ram Prep Teacher.
- In the bottom 4 rectangles, for #1 make sure you name the careers you are interested in . For Box #2 put down classes or work experiences you have so they can place you at the proper level. In box #3 put in the time you do not want do the job shadow and not the periods of the classes.

You need to provide your own transportation so the 4<sup>th</sup> box, do nothing with it.

Then **Process the application**.

## FOLLOW UP ACTIVITIES / RESPONSIBILITIES

When the Chamber has a placement Mr. Kamimoto will contact you to;

- Fill out and obtain signatures on the Job Shadow Agreement / Insurance form.
- Return the signed agreement to Mr. Kamimoto for his signature at least 3 days before your job shadow.

The SIA will be for 1/2 hr before and 1/2 hr after the job shadow usually.

**If papers are not signed (3 signatures required), you do not go !!**

Call the business to confirm you are attending at least 24 hours before the event, to reschedule or to cancel the job shadow. It is your responsibility to do this! If you reschedule a job shadow make sure to tell Mr. Kamimoto so the SIA can be changed.

- Take your signed agreement form with you to the job shadow and have the business representative sign it.
- Return signed papers to Mr. Kamimoto
- Complete the evaluation of the job shadow on-line. Fill out information in all cells.
- Write a thank you note to the business.
- After evaluations are completed and papers returned, a credit form will be given to the appropriate Ram Prep teacher.

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If you are arranging for your own job shadow, you need to have the following **completed a week before** it is scheduled.

1. Job Shadow agreement/Insurance form (get one from Mr. Kamimoto)
2. Fill out the information needed with:
  - a. Name of Business
  - b. Name of contact person and phone number
  - c. Date and time of the job shadow.

Once the event has been verified, an SIA will be issued.

07-08

(On-line at WVHS Home page; Pathways; Job Shadow)

**STUDENT CHECKLIST for a Job Shadow**

**GREATER YAKIMA CHAMBER OF COMMERCE**  
**BUSINESS PARTNERSHIP PROGRAM**

\_\_\_\_\_ Responsibilities for Job Shadow Requirement Sheet completed & turned in.

After reviewing the Career Opportunities and selecting 2 choices on the Yakima Chamber's site:

\_\_\_\_\_ Fill out an application on line at The Yakima Chamber of Commerce Web Page ([www.businesseducation.org/](http://www.businesseducation.org/))

***ONLINE FORMS***

2nd item – ***CAREER OPPORTUNITY APPLICATION FORM***

IF DOING ONE ON YOUR OWN, GET THE NECESSARY PAPERS AND INFORMATION TO MR. KAMIMOTO AT LEAST A WEEK BEFORE THE JOB SHADOW DATE.

**AFTER BEING PLACED:**

\_\_\_\_\_ 1. Fill out the Job Shadowing and Mentor Agreement, sign it and obtain your parent's or guardian's signature. Fill out the Insurance information or the insurance waiver and have it signed.

\_\_\_\_\_ 2. At least 3 days before your job shadow, Return the signed agreement to Mr. Kamimoto for his signature, need to have this done before you go.

\_\_\_\_\_ 3. Call the business to confirm your placement date and time at least 24 hours in advance.

If you are unable to attend, call the business to let them know you will not be able to attend and **YOU** reschedule another date and time if needed or to cancel the job shadow.

\_\_\_\_\_ 4. Take your agreement form to the business during the job shadow and have the business representative sign it

\_\_\_\_\_ 5. Return the signed agreement form to Mr. Kamimoto

\_\_\_\_\_ 6. Complete the evaluation of the job shadow online at the same location as the application, under ONLINE FORMS the 2<sup>nd</sup> menu item.

***MAKE SURE YOU FILL OUT ALL THE INFORMATION (except your SSN) EVEN THOUGH SOME ARE NOT REQUIRED BY THE CHAMBER. If incomplete evaluations are returned, you will need to do it over before you are checked off.***

\_\_\_\_\_ 7. Write a thank you to the business. (Cards provided but you need a stamp)

**Return the card to Mr. Kamimoto to be mailed, do not mail it yourself!** 07-08

(On-line at WVHS home page, Pathways, Job Shadows)