

JOB SHADOW PROCESS

1. Complete and sign the Responsibilities sheet to acknowledge their requirements first before anything goes any further
2. Students must register with the Chamber of Commerce on-line
We will use the same library log-in information(USER NAME BUT ADD @ BEFORE PW)
3. Apply for job shadow opportunity on web site

AFTER PLACEMENT

Fill out Job Shadow Agreement forms

Fill out information for job shadow(Business, supervisor, phone, address, date & time)

- A. Insurance information
- B. Obtain parent & student signatures
- C. At least 3 days before the job shadow, return completed agreement form to Mr.Kamimoto for his signature
- D. Call business to confirm job shadow date & time (Also student needs to call to reschedule or cancel on their own if they can not make the scheduled date & time)
- E. Take agreement form to job shadow and get business supervisor's signature
- F. Return signed agreement form to Mr. Kamimoto after job shadow
- G. Complete evaluation of job shadow on-line at Yakima Chamber's site
- H. Write a thank you card (provided) and give it to Mr. Kamimoto to mail
Student must provide a stamp

MAY 18 DEADLINE FOR EVERYTHING TO BE COMPLETED

If students want to arrange their own job shadows, everything AFTER PLACEMENT applies. Notification must be made at least 1 week before the schedule job shadow so the proper SIA can be made. Students need to pick up a Job Shadow Agreement form at time of notification.

HEALTH CAREERS AT MEMORIAL HOSPITAL

Due to Federal regulations, opportunities are very limited. Anyone interested in doing a job shadow at Memorial must take an Orientation before any placements can be made. (**scheduled for Sept 16**) Students doing Dental job shadows now must also have HIPPA training.

AM and PM Running start students are still required to fulfill all responsibilities. I will be in on specific Tuesdays and Thursdays to answer questions and take care of business as needed. If contacting me is a problem, they can always e-mail me to make arrangements.

If students are added and/or transferred, please let me know of those changes asap so I can track them accurately.

I will usually be here during Ram Prep only, if students need to see me, send them within the first 10 minutes or the last 10 minutes so I can deliver placements notices in between. They can try and find me at any time during the period. If time is a problem, I may call you to send students to me instead.

Periodically I will send out updates as to what students have completed. Please print this out so they can see what they have or need to have completed before credit is given.

THANK YOU FOR YOUR COOPERATION... ..I APPRECIATE IT VERY MUCH.