

Pass out to students on Sept 12, 2014: Due October 3, 2014

1. Responsibilities sheet / Request for Job Shadow Placement
2. Student Checklist

Classroom packet for Jr. Achievement : To be completed before Job Shadow Placement occurs

1. The 16 Success Skills
2. Self –Assessment
3. High Expectations
4. Career Cluster Table
5. Resume
6. Career Cluster Table

Student Packet upon being placed for a job shadow:

PRE JOB SHADOW FORMS: (due 3days before or a week before for those finding their own)

1. Scheduled Job Shadow Placement form with Information on Business
2. District Field Trip Permission Form/ Addendum, Photo Release
3. Proof of Insurance / Insurance Waiver Information
4. 10 Additional Interview Questions
5. District Student Driving Permission Form (optional if being driven or to drive another student to the Job Shadow)

POST JOB SHADOW FORMS: (due no later than 2 weeks after)

6. Business Host Placement Evaluation
7. Answers to interview questions
8. Today's In-Box Worksheet
9. Personal Action Plan
10. Thank you card with address and stamp

ASVAB TEST December 11, 2012 7:50-11 11:30-2:20