

## **Job Shadow Timeline (2017-2018):**

**Step 1:** Choose a job you are interested in and a business/organization in which you would like to conduct your job shadow. Call, go in person, or send an email requesting to conduct a job shadow. If you are struggling to choose a job shadow, please talk to your teacher ASAP (Must be completed NLT Friday, March 16).

**Step 2:** Once someone agrees to a job shadow, you must also get a background check done of the person you are job shadowing. See **Background Check Directions** on the SHS AG Job Shadow Website in order to complete this process. Once the paperwork is submitted, it takes up to two weeks for the background check to be cleared. **Please note that you cannot conduct the job shadow without a cleared background check.** Also, before submitting a background check form, check to see if the person you are job shadowing has already submitted a background check in the last 3 years. Each background check is good for 3 years (Must be submitted NLT Friday, March 16). **Background Check Exemptions: Silver Falls School District Staff, Silverton Hospital Staff, Silverton Police Department Staff.**

**Step 3:** Schedule a job shadow time and date with the person you are job shadowing. Fill out the **AG pre-arranged absence form** and follow the directions on the form. Turn in the form to Julie Brown at the attendance office. Also, fill out the **Job Shadow Agreement Document** and have your parents/guardians sign the document as well. Turn the document in to your AG teacher (Must be completed NLT Friday, April 13).

**Step 4:** Conduct the job shadow at the specified time and date. Bring the **Job Shadow Questions** and the **Job Shadow Performance Evaluation**. You will interview the person you are job shadowing with the questions and write down the answers they give you. Before you leave the job shadow, you will ask the person to fill out the Job Shadow Performance Evaluation. You will turn both of these documents into your AG teacher. Make sure to take pictures of yourself at your Job Shadow experience or find some other form of **evidence** to present to the class and turn in to your AG teacher. (Must be completed NLT Thursday, April 26).

**Step 5:** You will fill out the **Job Shadow CRLE** document reflecting on your experience. You will turn this document into your AG teacher, and you will give a presentation to your class about your experience. Be prepared to show your evidence at this time as well (Must be completed NLT Tuesday, May 15).

**NOTE: If you conduct your Job Shadow before getting a cleared Background Check, you will have to redo your Job shadow. This rule exists to protect all students. If it protects one student from an unsafe situation, then it is worth it.**