

STUDENT CHECKLIST for a Job Shadow

GREATER YAKIMA CHAMBER OF COMMERCE
BUSINESS PARTNERSHIP PROGRAM

_____ Job Shadow Requirement Sheet completed & turned in.

_____ Register on-line with the Chamber of Commerce

_____ Apply for a job shadow opportunity on line at The Yakima Chamber of Commerce Web Page

(www.businesseducation.org/)

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 2nd 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!

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

08-09

DEADLINE FOR ALL REQUIREMENTS IS : **MAY 18**

