Career Development Center

Job Shadow Checklist

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Use the Job Shadow checklist to assist you in completing all of the necessary steps to receive credit for the assignment and ensure an educational job shadow experience.

☐ Contact Job Shadow host and schedule job shadow visit
   Date: ____________________  Time: ____________________

☐ Email professor the organization, date, and time of your upcoming ‘shadow’

☐ Research the organization’s website and possibly the occupation of the job shadow host using resources from the CDC website:
   http://www.spu.edu/depts/cdc/shared/industryresearch.asp?a=s

☐ Develop a list of questions and goals/objectives for the ‘shadow’ experience

☐ Send a thank you note to the Job Shadow host (within 48 hours of your visit)

☐ Complete the evaluation form and return it to the Career Development Center