



# JOB SHADOWING ACTIVITY CHECKLIST



LMC Brentwood Rotaract Club is sponsoring a Job Shadowing Activity with the Rotary Club of Brentwood.

## STUDENT COMMITMENT

### Before Job Shadowing Activity:

- Complete a *Job Shadowing Application* and return to front office, ATTN: Thais Kishi, Rotaract Advisor.
- Rotaract Advisor, Thais Kishi will make arrangements for your visit with a Rotary Member/Job Shadowing Mentor. You will be contacted by phone once we have an appointment scheduled for you.  
**NOTE:** Minimum of 2-4 hours of initial contact with a Rotary Member (*Any additional contact will be with mutual agreement between student/Rotary Member*).
- Once we have an appointment scheduled for you with a Job Shadowing Mentor, please pick up a Job Shadowing Evaluation Sheet along with your appointment reminder at the LMC Brentwood Center's front office.

### During Job Shadowing Activity:

- Be on time.
- Prepare and plan what you want to discuss with your Job Shadowing Mentor.
- Dress appropriately "business casual."
- Observe and ask thoughtful questions (See Job Shadowing Questions Below).
- Take notes.
- Thank your host for his or her time.

### After Job Shadowing Activity:

- Write a thank you note to your Job Shadowing Mentor as soon as possible and mention what you found interesting and helpful during your job shadowing experience.
- Complete the Job Shadowing Evaluation and submit it to Thais Kishi, Rotaract Advisor by the end of the semester at the LMC Brentwood Center front office.

## JOB SHADOWING QUESTIONS

- What are the major attractions or attributes to your career?
- What are the advantages of working in this field? Disadvantages?
- What skills, training, education/degrees are required?
- What are the main duties of the job?
- What skills, talents, and personality traits are important for this job?
- How does the current economic picture affect your work?
- How does technology impact your work?
- What changes do you foresee in your field/company?
- Are there any opportunities for internships?
- What salary and benefits can one expect?
- Where can interested students find out more about this job and related fields?
- Who or what encouraged you to get into this field of work?
- What do you like and dislike about your work?