

Tips and Reminders

(Take-A-Child-To-Work Day)

- Be on time. Ten minutes early is considered appropriate for “on time.”. Call if you have a conflict or if you are delayed.
- Be prepared with paper, pen, and questions.
- Try to relax, smile, show initiative and interest.
- Ask questions.
- Dress in business attire. (Boys: Dress pants, belt, shirt and tie or nice knit shirt with collar. Girls: Dress or skirt, not shorter than two inches above the knee, with no spaghetti straps and no midriff showing, or dressy slacks and modest blouse or top.)
- Use your best manners
- Have a positive attitude and be pleasant and respectful. (Make eye contact and be friendly!)
- Be able to tell the career host why you are interested in that particular career, and what your plans are after high school.
- At the end of the day, thank the career host for his / her time.
- Complete post-shadowing evaluation and return to your social studies teacher or Mrs. Walters the day you return from Job Shadowing.
- Write a thank you letter to your career host. (Ask your social studies teacher to give it to Mrs. Walters and she will be happy to mail it for you!)