

Student's Checklist for Success

Before you go....

Many people say that the workplace is the ultimate classroom. Are you up for the challenge? Going to work takes preparation. Let's face it, people who are the most prepared are the most successful on the job. To help you prepare for your job shadow day, here is a checklist of what you will need.

- Completed forms for Mrs. Walters, including parent consent form.
- Folder or small notebook with questions for your business host, along with blank paper for notes you may want to take.
- Pen or pencil.
- Neat appearance. (Employers expect you to dress professionally!)
- Manners. (Remember, you are a guest, so make sure you act with courtesy and respect at all times.)
- Keen observation skills. (There is a lot to see.)
- Active listening skills. (There is more to learn than you can imagine.)
- A positive attitude. (A job site can be a lot of fun.)

Ten Tips for Success in the Workplace

1. Be honest.
2. Be on time.
3. Have a positive attitude. Smile. Make eye contact. Be friendly.
4. Always be reliable.
5. Don't be afraid to ask questions.
6. Take responsibility for your actions.
7. Do your best at all times.
8. Learn everything you can.
9. Treat people with respect.
10. Do more than is expected.