

## Student Job Shadow Steps

Remember -- There are specific dates when you can register (portal will be open) and specific dates that the job shadow must be completed.

### Log on

- NIACC Career Connections at [www.niacc.edu/career-connections/](http://www.niacc.edu/career-connections/)
- Go to student portal
- Click on student login

**Complete Job Shadow Pre-Application (Request)** – You will need to know:

- The email you will use to check on this job shadow
- Your parent's or counselor's email address and phone number
- Your career choice
- **Student/Parent Information**
  - Complete student/parent information
  - Make sure information is accurate
- **Job Shadow Request**
  - Career Choice – From dropdown menu select first career choice
  - Interests, Activities, Career Fields Considering – Enter as much information as possible so we can ensure a good career match
- **Parental Approval**
  - Your parents or other designated person will receive an email directing them to the NIACC Career Connections site
  - They must complete, approve, and submit the parental permission form
  - Their approval must be submitted within 24 hours of receiving the email
  - If not approved and sent within 24 hours the link will be closed and will need to be reopened by NIACC Career Connections
- **Counselor Approval**
  - Your counselor will receive an email directing him/her to the NIACC Career Connections site
  - Counselor must complete, approve, sign and submit counselor permission form

### Student Confirmation

- After approved parental and counselor forms are received, you will receive an email stating you have been approved for job shadow placement
- The email will also tell you what other forms may need to be completed
- Once all requirements are met you will be placed with a business

- Your job shadow must take place on the date established by NIACC Career Connections

### **Final Confirmation**

- An email confirmation will be sent to you, your counselor and the business

### **Enjoy Your Job Shadow!**

- This is an opportunity to immerse yourself in a career you're interested in pursuing

### **Evaluate Your Experience**

- Your evaluation helps confirm that you completed the job shadow
- Your comments provide us with information on how we can improve future job shadow experiences for other students; what went well and what didn't

### **Write a Thank You**

- It's important to thank your host
- Send your thank you directly to your host, or give it to your counselor to mail