

JOB SHADOWING CHECKLIST

Job Shadowing Information:

Date: _____ Time: _____

Location: _____ Supervisor: _____

Before the job shadowing experience, the student will:

	Item	Due Date
<input type="checkbox"/>	complete the Passport to Safety online test at http://www.passporttosafety.com and/or other appropriate materials on workplace health and safety (as provided by the teacher). Note: your teacher will have a password/PIN number for the Passport to Safety online test so you can take the test for free.	
<input type="checkbox"/>	**return the following forms to the teacher - Job Shadowing Statement Parent/Guardian Consent form - Other forms as required by your board ** (NOTE: teacher will list the names of all the forms you are handing to the student that require parent signature and need to be returned to you. Each Board has its own policies.)	
<input type="checkbox"/>	review and the list of "OSP Skills and Work Habits" (go to http://skills.edu.gov.on.ca and then click on "OSP Skills and Work Habits" located in the navigation bar at the top of the page).	

- Be sure to dress appropriately for the workplace.
- Bring this **Job Shadowing Checklist** and the **OSP Skills and Work Habits Tracker** to the workplace.

During the job shadowing experience, the student will:

	Item	Due Date
<input type="checkbox"/>	complete the OSP Skills and Work Habits Tracker	
<input type="checkbox"/>	collect Authentic Workplace Materials, if possible	

After the job shadowing experience, the student will hand in the following to the teacher:

	Item	Due Date
<input type="checkbox"/>	completed OSP Skills and Work Habits Tracker	
<input type="checkbox"/>	Visual Report (any Authentic Workplace Materials you collected may be incorporated into your report)	