



Job Shadow Expectations

Job Shadows are highly sought-after experiences. Please be aware that by accepting a Job Shadow opportunity, you are committing to the following expectations:

- You must attend a 90-minute orientation before your Job Shadow.
- Timely communication: Please respond to emails, messages, or texts within 24 hours.
- Arrange transportation for your job shadow ahead of time. Let Elevate staff know if this is a barrier for you so we can support you in making alternative arrangements.
- Be polite and use language that appropriately reflects the professional setting.
- Arrive 10 minutes before the scheduled Job Shadow.
- Abide by the dress code outlined in your placement email. If you need assistance with appropriate clothing, please let us know so we can help.
- Actively listen to instructions and observe safety regulations.
- Do not use your cell phone during the Job Shadow.
- Ask permission before taking any photos with your phone.
- Treat all information received as highly confidential.
- Text or call your Elevate contact if you feel uncomfortable in a situation and feel like you need to leave.
- You must attend the 90-minute wrap-up session after your Job Shadow.

Job Shadow Safety: During Elevate Job Shadows, you are expected to strictly follow directions and safety protocols given to you by company representatives. You may be expected to dress in a particular way, wear high-visibility safety vests, safety glasses, and walk only in designated areas, depending on the type of workplace you visit. It is very unlikely you will be able to use or operate any tools, appliances, or machinery on your Job Shadow. We ask that you take all safety precautions seriously. **Please do not touch anything that you have not been permitted to use, and if in doubt, ask!**