

ELEVATE LANE COUNTY JOB SHADOW EXPECTATIONS

Expectations of Students

Students who agree to be involved in these highly sought-after job shadows must be aware that they are committing to:

- Follow-up immediately with employers' requests for information or interviews
- Be 10 minutes early for work or appointments
- Listen, take notes, and ask clarifying questions to ensure understanding
- Limit use of cell phones and personal messages
- Treat all information received as highly confidential
- Be alert to the type of clothing worn by other workers and dress accordingly.

If in doubt, ask.

Expectations of Parents and Guardians

It is equally important for parents and guardians to prioritize the opportunity with their son or daughter. Your child will be expected to perform in an adult setting alongside other adults which means honoring the commitments they made for this internship position. It means you must:

- Sign appropriate forms to allow your student to participate. Each school district has procedures for students to participate with employers which often include parental approval.
- Ensure your child has appropriate work attire (Connected Lane County can assist with this, if needed).

Application Directions:

Students should print and complete the application and job shadow preference form (pages 2-4).

Please address your envelope to Connected Lane County – Elevate Lane County, Attn: Heidi Larwick. You may deliver your application to 1200 Highway 99 North, or scan it and attach to email sent to info@connectedlanecounty.org. We do not accept faxes.

Questions? Email info@connectedlanecounty.org.

NEW DEADLINE: Applications are due by 5:00 p.m., Friday, March 17, 2017.

ELEVATE LANE COUNTY JOB SHADOW APPLICATION

Student & Parent Contact Information

Student Information

Name _____ Birthday ___/___/___ Gender _____
Street _____ City _____ Zip Code _____
_____ Home # (____) ____ - _____
High School _____ Cell # (____) ____ - _____
Email _____ Grade in 2016-2017 _____

Parent/Guardian Information

Name _____ Relationship to Student _____
Street _____ City _____ Zip Code _____
_____ Home # (____) ____ - _____
Email _____ Cell # (____) ____ - _____

Parent Contact Preferences (check all that apply)

I prefer to be contacted:

_____ by phone _____ by text _____ by email

Student and Parent Agreement

I understand that I am applying to be considered for admission into Elevate Lane County—Job Shadows. I understand that this is a commitment of responsibility, time, energy, and enthusiasm and I will meet this commitment to the best of my ability. I further understand that my participation in group meetings, projects, and service hours is part of my commitment, and if I fail to meet the participation guidelines, I will be asked to leave the program.

Signature of Applicant: _____ Date _____

I support my child in their application for Elevate Lane County. If my child does not have their own transportation, I also pledge to provide transportation to and from group meetings, projects, and service opportunities.

Signature of Parent/Guardian: _____ Date _____

ELEVATE LANE COUNTY JOB SHADOW PREFERENCES

1. Please introduce yourself.

2. Indicate your availability for job shadowing (days & times):

<u>Monday</u> AM: PM:	<u>Tuesday</u> AM: PM:	<u>Wednesday</u> AM: PM:	<u>Thursday</u> AM: PM:	<u>Friday</u> AM: PM:
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3. Do you have any geographical preferences or restrictions (within Lane County)?

4. What is your industry of interest? Indicate your top three choices.

- | | |
|---|---|
| <input type="checkbox"/> Agriculture & Natural Resources | <input type="checkbox"/> Health Sciences & Medical Technology |
| <input type="checkbox"/> Arts, Media, & Entertainment | <input type="checkbox"/> Hospitality & Tourism |
| <input type="checkbox"/> Building, Trades, & Construction | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Education, Child Development & Family Services | <input type="checkbox"/> Manufacturing & Product Development |
| <input type="checkbox"/> Energy & Utilities | <input type="checkbox"/> Marketing, Sales & Service |
| <input type="checkbox"/> Engineering & Design | <input type="checkbox"/> Public Services |
| <input type="checkbox"/> Fashion & Interior Design | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Finance & Business | |

3. Which of the following daily activities would you be most interested in? Circle up to 8.

Accounting	Data entry	Fundraising	Marketing
Administrative services	Database management	Graphic design	Math/statistics
Communications	Education	Health/medical services	Photography
Community organizing	Engineering	Human resources	Project management
Construction/landscape	Event planning	Logistics planning	Social Media
Customer service	Food service	Maintenance	Research
Sales	Supply/procurement	Technology	Writing/editing

5. What do you expect to gain from this job shadow? Rank the following, with 1=most important and 4=least important.

Career exploration Networking
 Technical skills Professionalism

6. Any other information that you would like us to know?
