

Suggested student steps to secure a Job Shadow (or Internship)

1. Identify your future career fields. Consider taking a career assessment in your Naviance account (Located under the “Career” tab of your Naviance account, there are three career assessments that will match careers to your strengths, skills, and interests).
2. Review your schedule and transportation. Identify possible times to complete the job shadow. You will need to be prepared to discuss your availability and to consider the office hours of the job shadow site.
3. Consider personal contacts through friends and family.
4. Consider businesses local to Troy and/or your home.
5. Review the lists of previous Troy Internship sites on Google classroom. Options can be discussed with your Pre-Internship coach.
6. During office hours (school break or lunch time recommended), call a few sites. If your call goes to voice mail, leave a phone message and clearly state your cell phone number. After waiting 2-3 days, politely call again and follow up until you have secured a job shadow.
7. On the day of the job shadow, bring a copy of the job shadow form for signature.