

**To assist you in preparing for the BASICS Career Shadowing Week experience, a list of responsibilities follows:**

1. Give the student a brief tour of the workplace and introduce him/her to other employees.
2. Provide the student with the opportunity to spend time with an employee or several employees, observing daily activities and asking questions about the job and workplace.
3. Review with the student all relevant health and safety requirements and provide safety gear if necessary.
4. Be available to the student at all times.
5. View the student as a visitor in your place of business.
6. Reinforce the importance of schoolwork, attendance, and punctuality as it relates to the workplace.
7. Describe the application and interview process at your business and what makes a good interview.
8. Talk about the various careers and opportunities available at your business.
9. Complete the **Employer Evaluation Form** received by email or accessed electronically on the website, [www.blairbasics.net](http://www.blairbasics.net).
10. Complete the Verification Form provided by the Career Shadow student.