

GREATER GREEN BAY HEALTHCARE ALLIANCE

ADULT JOB SHADOW INSTRUCTIONS

Congratulations on exploring a career in healthcare! Before you will be scheduled for an in-depth, one-on-one job shadow experience, your first step is to visit:

NWTC Career Services

Room SC128

2740 West Mason Street

P.O. Box 19042

Green Bay, WI 54307-9042

(920) 498-6250 or 800-422-NWTC ext. 6250

Email: careers@nwtc.edu

Visit [NWTC Career Services](#) to confirm their hours.

When you arrive, inform the staff representative you are interested in learning more about healthcare careers and scheduling a job shadow experience.

Through career exploration websites, a staff member from NWTC Career Services will work with you to provide computer access to fully explore health careers. You will receive an application form. In most cases, the application form will be electronic, which will allow you to complete the application online while you are at the facility. The representative will discuss with you the job shadow application process.

1. Open the electronic application. You may begin entering your personal information and completing the first page of the application. The second page asks a variety of questions about the career you wish to shadow. Answer the questions, if possible, electronically.
2. SAVE the application to **your USB (also referred to as a thumb or jump drive)** or onto the computer you are working at.
3. PRINT and share or EMAIL your application to a staff member at NWTC Career Services. **They will review your application and provide you with contact information at an area healthcare facility willing to provide the job shadow.**
4. EMAIL your application (*in the form of an attachment*) to the healthcare facility representative. In the content (message) of the email, indicate you have worked with NWTC Career Services to complete the application and are interested in scheduling a job shadow.
5. The healthcare facility will arrange your job shadow experience and inform you (*in most cases via email*) of the date, time and place. They will also provide you with dress code regulations, confidentiality agreement, etc.
6. On the scheduled date of your job shadow, arrive at the healthcare facility 15 minutes prior to the start time of the experience. **Be sure to bring a photo ID with you.**
7. Complete the job shadow experience. Remember, this is your chance to ask questions of people who work in the field you are interested in!
8. Upon completion of the job shadow, please **send a thank you note to the facility for sharing their time and expertise.**

Please allow 2-3 weeks for the forms to be reviewed and the job shadow experience to be established.