# FFA Job Shadowing Checklist

Job shadowing checklist for FFA members and advisors covering host contact, permission, preparation, behavior, and follow-up so students get the most from a day in the workplace.

Farm / unit: _____ Date: _____ By: _____

| ITEM | OK | FIX | N/A |
|---|---|---|---|
| Choose a career to explore | ☐ | ☐ | ☐ |
| Contact the host and set a date | ☐ | ☐ | ☐ |
| Get school permission | ☐ | ☐ | ☐ |
| Prepare questions to ask | ☐ | ☐ | ☐ |
| Plan transportation | ☐ | ☐ | ☐ |
| Dress appropriately for the workplace | ☐ | ☐ | ☐ |
| Review safety rules on site | ☐ | ☐ | ☐ |
| Take notes during the visit | ☐ | ☐ | ☐ |
| Send a thank-you note | ☐ | ☐ | ☐ |

**NOTES / REPAIRS NEEDED**

**TIP** Write down questions before the visit, since good questions make hosts glad to spend time with you.



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