

Important Information and Instructions for 2024 LHS Job Shadow

Website: <https://www.lhsjobshadow.org>

Email: lhsjobshadow@gmail.com

Key Dates

Monday Jan 29th	Student Sign Up for account
Monday Jan 29th – Friday Feb 2nd	Student Registration
Monday February 5th	Student Eligibility Status posted in student account
Wednesday February 5th	Job Descriptions available online
Monday February 12th	Junior Job Selection Begins
Tuesday February 13th	Senior Job Selection Begins
Wednesday February 14th	Sophomore Job Selection Begins
Thursday February 15th	Freshman Job Selection Begins
Wednesday March 6th, Tutorial	Mandatory Orientation
Tuesday, March 12th	Confirm with host and JS Chairs
Monday March 18th	JOB SHADOW DAY
Monday March 25th	Send Thank You Notes & Complete Survey

Job Shadow procedure (overview) - see Details below

1. Create an account on Job Shadow website - from January 29, 2024
2. Registration - January 29, 2024 - February 2, 2024
3. Verify that you are eligible to participate by February 5, 2024
4. Sign up for Jobs beginning:
 - February 12, 2024 (Juniors)
 - February 13, 2024 (Seniors)
 - February 14, 2024 (Sophomores)
 - February 15, 2024 (Freshman)
5. Attend **mandatory orientation** on March 6, 2024 during Tutorial in the auditorium
6. Confirm with your host (and cc lhsjobshadow@gmail.com) by March 12, 2024
7. Go to Job Shadow assignment - March 18, 2024 (No School Day) or another day that week.
8. Write Thank you note to host (and cc lhsjobshadow@gmail.com) by March 25, 2024
9. Take the online survey by Mar 25, 2024

Details:

1. Create Account – January 29, 2024 - February 2, 2024

- a. **Note: all accounts created before January 29th will be removed.**
- b. Go to lhsjobshadow.org and click on “Signup”
- c. You must sign up with your LHS student email (___@student.fuhd.org)
- d. Fill out the fields and save by clicking on “Submit”
- e. Please make sure you **save your password**. You will be using that to login multiple times. [If you forget your password, please email anish.lakkapragada@gmail.com with [JOB SHADOW FORGOT PASSWORD] in the subject line and cc lhsjobshadow@gmail.com]
- f. You will see a message to “Confirm your account through email”
- g. Complete account setup by clicking the link sent to your email. If you do not see this confirmation email from LHS Job Shadow (team@lhsjobshadow.org), then please check your spam/junk folder. Any issues creating an account, send email to lhsjobshadow@gmail.com
- h. It will take you back to the job shadow website
- i. Click on [Login](#) and sign into your account
- j. You should see this message “You are currently NOT approved to participate in this event” after you login
- k. You will get approved once you’ve completed the registration process

2. Registration – January 29, 2024 – February 2, 2024

- a. Go to lhsjobshadow.org and click on the “[Registration Form](#)” button
- b. Print out Job Shadow Registration Form
- c. Fill it out COMPLETELY with all required SIGNATURES and INITIALS.
- d. Turn in the completed form to the front office during brunch, tutorial, lunch, and after school until 4:00 pm.

3. Verify Eligibility - February 5, 2024

- a. Log in to your account that you created on lhsjobshadow.org
- b. If you have been approved to participate in job shadow, you will see this message “You are approved to participate in this event” by February 5th.
- c. If you see that you have not been approved by Feb 6th, and you feel that you should be eligible, please email lhsjobshadow@gmail.com

4. Sign up for Jobs – February 12, 2024 – February 15, 2024 when your class is eligible

February 12, 2024 (Juniors) - 10:00 pm onwards

February 13, 2024 (Seniors) - 10:00 pm onwards

February 14, 2024 (Sophomores) - 10:00 pm onwards

February 15, 2024 (Freshman) - 10:00 pm onwards

Until February 16, 2024 - 8:00 pm

- a. Look over the available jobs on our website from the [Job Descriptions](#) button.
 - i. Verify that you meet the **special requirements** of the job.
 - ii. Check the **day and time** of the job shadow. Please note that some hosts are hosting on a different day other than March 18, 2024 (No School Day). If on an **alternate day**, check with your parents that they are ok with you missing school. Your parents must call in your absence into the attendance line the night before.
 - iii. Look at the host's **address** and make sure you will be able to go to that location. You are responsible for your transportation to and from the location.
 - iv. Check the number of openings available for each job. Your chances of getting a job will be higher if you choose a host that has more openings.
- b. When your class is eligible to sign up for a job, log in to your [lhsjobshadow.org](#) account & select your job preferences from the drop down menu per preference. You must select at least one job to participate. Reload your browser before you select to get the current status of slots open. You can select up to 10 jobs but be sure that you are willing to go to any of these. **Only select Jobs that you are willing to go to!**
- c. Once you are done selecting your jobs, click on the submit button. You can only submit **ONCE**.
- d. If you are having problems submitting your preferences, please make sure that you do not have duplicate preferences or that you did not skip a preference level.
- e. You should see your list of job preferences on your dashboard.
- f. Check your account periodically from 4 hours after preference submission up to 3 days later to see whether you've been assigned a job.
 - If you've been assigned a job, then you need to accept or reject this assignment within 24 hours.
 - If you Accept the Job - You should see a confirmation message on your Dashboard.
 - If you Reject the Job - You should see a message reflecting this and you will not get another chance to be matched for another job unless there are any openings by Feb 26th.
 - If you have not been assigned a job you are still in the system and you are still eligible to be matched, only if there are openings in your selected preferences.
- g. If you have not been assigned any job by February 16 and there are still openings in jobs that you may be interested in, you can email us at lhsjobshadow@gmail.com and let us know your new job preferences.
- h. All job assignments will be completed by February 26, 2024.
- i. If there are any issues or questions or you do not see any status messages in your dashboard, please email lhsjobshadow@gmail.com.

5. Mandatory Orientation - Wednesday March 6, 2024 in the Auditorium during Tutorial

- a. If you have accepted your assignment, you **MUST** attend the Job Shadow Mandatory Orientation . Please be on time, as no late entries will be allowed. If you do not attend this orientation, you will not be allowed to participate in the job shadow.
- b. Bring your student ID.

- c. You will see the details of your job shadow assignment (host name and contact info, where to meet host, etc.) on your student dashboard on Sunday, March 10, 2024.

6. Confirm with your host

- a. Confirm with your host about your attendance by Tuesday March 12, 2024 via email and cc lhsjobshadow@gmail.com
- b. In the email thank your host for providing you this opportunity to shadow them.
- c. Please do not call your host unless it is an emergency, only use email.

7. Go to Job Shadow assignment on your assigned date

- a. Dress appropriately and arrive early to your host company. Remember you are representing Lynbrook.
- b. Bring your student ID to your job assignment.
- c. If your Job Shadow date is not March 18
 - i. Parent must call in your absence the day before
 - ii. You are missing school, please contact teacher to make up assignments
- d. Have a list of questions to ask the host.

8. Email a Thank you note to your host and cc lhsjobshadow@gmail.com by March 25, 2024

9. Take the online survey at lhsjobshadow.org by March 25, 2024.