Job Shadow Request Packet

What is Job Shadowing?
Job Shadowing is a learning experience that takes place at a business or organization in your community. Job Shadowing is for observation only and is intended to be a short-term experience.

Why is Job Shadowing important?
Job Shadowing gives you a chance to:
- Begin to identify career interests by observing the daily routine of workers.
- Learn about the academic, technical, and personal skills required by particular jobs.
- Understand the connection between school, work, and your goals for the future.
- Develop the skills required to secure future employment.

What can I expect during Job Shadowing?
- See how the knowledge I am gaining in school is used on the job.
- Observe job duties and responsibilities.
- Understand the skills and education that I need to get a good job.
- Find out more about the workplace I am visiting.
- Explore some new career ideas for myself.

Job Shadowing Requirements
Student must be at least 14 years old to shadow most areas. Some departments require the Shadow Student to be at least 16 years old.

Student must contact Tammy Taylor (910-615-7724) at least two weeks in advance to schedule a consultation to review forms, policies, and procedures. If the student is under the age of 18, a parent or guardian must be present during the consultation.

Student must provide proof of current vaccinations. Students between the ages of 19 – 64, who are requesting to shadow a department with direct contact to children or infant patients will be required to show proof of a Tdap immunization. All other Students are required to show proof of a current Tetanus immunization. If the Student has not had chicken pox, they will also be required to obtain a chicken pox vaccination or titer.

What should I do now?

- Review entire contents of Job Shadow Request Packet.
- Review the Summary of Cape Fear Valley Health System’s Corporate Compliance Policy
- Visit www.capefearvalley.com and complete the online orientation. The orientation link can be found in the bottom toolbar of the Cape Fear Valley home page.
- Contact Tammy Taylor (910-615-7724) to schedule your consultation at least two weeks in advance of your requested shadow date.

What do I bring to the consultation?

- Proof of current vaccinations
- Proof of Tdap or Tetanus immunization
- Proof of chicken pox vaccination or titer if student has not had chicken pox
- A parent or guardian if student is under the age of 18
- Proof of online orientation completion
What should I wear on the day that I shadow?

- Khaki Slacks with a Polo Shirt or any other shirt with a collar are recommended.
- Comfortable low heeled, closed-toe shoes.
- Clothes are to fit properly according to body frame, weight, and height and are to be neat, clean and in good repair.
- Student badges are to be worn above the waist at all times.
- Professional/Business Pants or Skirts are acceptable (length is to be below mid calf to ankle length).
- A professional appearance is to be projected at all times. The following are not considered to be professional attire and therefore, are not permitted.
  - Sweatpants, stretch pants, warm up pants and pants made of jean material (regardless of color) are not permitted. Denim shirts and jumpers are not permitted.
  - Shorts, thin-strap tank tops, T-shirts, halters, knickers, capris, mini-skirts (considered more than 2 inches above the top of the knee), casual pants with drawstrings and etc. and sundress are prohibited.
  - All T-Shirts or Shirts that display slogans, team names or insignias, or other inappropriate markings, i.e., beer advertisements are not accepted.
  - Clothing that reveals bare chest (cleavage) or midriff, or shoulders are not permitted.
  - Hats, caps and sunglasses are not permitted unless department uniform dictates.
  - Shirts and blouses designed with shirttails must be tucked in unless the apparel is designed to be worn on the outside.
- Large rings, bracelets, loop earrings, etc. are not to be worn, as they may be a safety hazard and cause serious injury. Wedding bands and watches are permitted. No more than two (2) earrings may be worn in each ear at a time and earrings or other types of ornaments are not to be worn in the nose, tongue, and eyebrows or in other visible areas of the body. (Regardless is covered or not)
Excessive, visible tattoos are not permitted. When possible, tattoos must be covered. Tattoos displaying obscenities or obscene images are prohibited.

Hair is to be clean and neatly styled. Long hair is to be worn pulled back so that it does not come in contact with the patient, sterile, or visual fields. Hair cannot be of unnatural colors (examples: rainbow colors, blue, pink, green etc). Excessive ornaments are not allowed. Male students are to be clean-shaven or with neatly trimmed beards or mustaches.

Contact Information

Cape Fear Valley Health System  
Human Resources Department  
1320 Medical Drive  
Fayetteville, NC 28304  
(910) 615-6646  

Tammy Taylor  
Volunteer Coordinator  
(910) 615-7724