



665 Winter St. SE
Post Office Box 14001
Salem, Oregon 97309-5014

Job Shadow Checklist

- Read and familiarize yourself with online materials in preparing for your shadow experience
 - Hospital Mission and Vision
 - Patient FIRST Values
 - Confidentiality
 - Safety Information
 - Hospital Emergency Information
 - Shadow Expectations

- Complete online virtual tours

- Complete online job shadow application - REMEMBER! accuracy and completeness are important

- Print a hard copy of complete application, then submit online

- Print packet of forms

- Review and complete printed forms (evaluations will be completed during your shadow)

- Bring forms on day of your shadow, as well as any forms needed by your school

- Contact Salem Hospital Volunteer Services if you have not received an e-mail within 2 business days of submitting an application

- Prepare questions to ask on shadow

- Attend shadow dressed appropriately and ready to learn!