



Job Shadow Checklist

- Read online materials in preparation for your job shadow experience
 - Hospital Mission, Vision, and Values
 - Confidentiality
 - Safety Information
 - Hospital Emergency Information
 - Shadow Expectations
- Complete online virtual tours
- Complete job shadow application online - REMEMBER! accuracy and completeness are important
- Print Form Packet
- Review and complete printed Form Packet (evaluations will be completed during your shadow) - you will bring these completed forms to the hospital on the day of your shadow
- 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
- On day of your shadow, check in at Volunteer Services, 1st floor, Building B, 10-15 minutes prior to your scheduled shadow
- Remember to follow the hospital dress code and come ready to learn!