

Bothwell Regional Health Center Job Shadow Checklist

Documents that must be submitted to the Human Resources Office at least one week prior to job shadow:

- ✓ Completed Application
- ✓ Signed Standards of Behavior
- ✓ Photo identification (school photo or current drivers license)
- ✓ Immunization records must be available upon request
- ✓ Influenza vaccine recommended

Requirements for the day of your job shadow:

- ✓ Arrive at the Human Resources office 15 minutes prior to scheduled time
- ✓ Obtain Photo ID from Human Resources
- ✓ Dress professional. Scrubs and clean comfortable tennis shoes may be worn in clinical areas. Business casual is required in all other departments. Jeans are not allowed for job shadowing
- ✓ Sign confidentiality paperwork with Human Resources