



Job Shadow Process

This is a list of the steps that will need to take place to complete the Job Shadow process. Print off the checklist to guide you in completing all steps of the application process

1. Review materials on:

- Hospital Mission and Vision
- Confidentiality
- Safety Information
- Hospital Emergency Information
- Shadow Expectations

2. Print and complete job shadow application and submit the job shadow application (via mail or drop off).

Our mailing address is: Education Services, Avera McKennan Hospital and University Health Center, PO Box 5045, Sioux Falls, SD 57117. Our location is Avera Education Center, 810 E 23rd St, Sioux Falls, SD. Someone from Education Services will contact you within seven days to confirm receipt of your application and job shadow location, time, and date. The job shadow will occur within approximately 21 business days of receiving your application. This is based on the number of applications received.

If you have questions or need to check the status of your application, contact Education Services at 605-322-8950.



Job Shadow Checklist

Read the online materials in preparation for your job shadow experience

- Hospital Mission, Vision, and Values
- Confidentiality
- Safety Information
- Hospital Emergency Information
- Shadow Expectations

Complete the Job Shadow application – REMEMBER! Accuracy and completeness are **Important!**

- Print Forms
- Review and complete printed Forms–
- Mail or drop off your completed forms to Education Services, Avera McKennan Hospital and University Health Center, PO Box 5045, Sioux Falls, SD 57117.
- Prepare questions to ask during your job shadow experience

On the day of your job shadow, check in at the Volunteer Desk in the lobby of the hospital 15 minutes prior to your scheduled job shadow experience to pick up your student observer badge.

Remember to follow the hospital dress code and come ready to learn.

**Remember what you see here, what you hear here, must
stay here when you leave here!**