

Memorial Hospital of Lafayette County

800 Clay Street, Darlington, WI 53530 608.776.4466

Job Shadow Student Expectations

1. Please be on time for your job shadow. In an emergency please call MHLC at 776-4466. Direct your call to the department you will be shadowing and let them know if you will be late or are ill.
2. Good grooming and professional dress are required for the worksite. Please no jeans, sleeveless tops or open toed shoes
3. A mature professional attitude must be shown at all times at the worksite. You will be treated as part of the regular work force.
4. Records and workplace conversations are highly personal and sensitive in nature. Confidentiality is of great importance.* (see our confidentiality agreement)
5. Clients and customers are the core of the business and are to be treated with respect and courtesy at all times.

Worksite Mentor Responsibilities

1. Coordinator will review with the youth policies and procedures specific to the worksite
2. Coordinator will schedule the youth to observe and have some hands on experience in a safe and educational manner, under the direct supervision of an experienced employee.
3. Encourage high standards of performance.