

Job Shadowing Frequently Asked Questions

1. What do I do with completed forms?

Return all forms to:

Trinity Regional Medical Center (Attn: Human Resources)
802 Kenyon Road
Fort Dodge, IA 50501

Or our fax number is: 515-574-6683

2. I've returned all the forms and have a day scheduled for my job shadow.

What do I do if I'm sick on my scheduled day?

Please be considerate of our patients and staff and reschedule your job shadow day. Contact your assigned staff person or Human Resources at 515-574-6699.

3. What happens if the weather is bad and there is a snowstorm or other inclement weather?

If you feel uncomfortable driving, it's best to call and reschedule your job shadow day.

4. What should I do if I'm late on the day of my scheduled visit?

Call your assigned staff member as soon as possible and let them know you will be tardy.

5. What do I need to bring with me?

You may want to bring a small notebook and a pen for questions or thoughts and a small amount of cash in case you want something from the cafeteria. Cell phones must be turned off or set to Silent. We are not responsible for lost, stolen or damaged items, so please leave other valuables at home. You may also bring a form that verifies completion of job shadow hours and your assigned staff member will sign it.

6. How do I know what day I will be shadowing?

Completed applications will be reviewed and approved by Human Resources and the department manager. If your job shadow request is approved, you will be notified of the date and time and where to report. You will also be given the name and contact number of the staff person that you will be assigned to.

7. What if I need verification of the job shadow?

If you have a form that needs to be signed please bring it with you on your job shadow day and your assigned staff person can sign it. This is a job shadow experience only and will not count toward the requirement for volunteer experience or clinical hours.

8. Can I use this to fulfill requirements for volunteering?

No, the requirements for volunteering are different. If you would like to be a volunteer, please contact our Volunteer Services office at 515-574-6656.

9. I'm home for the weekend, can I job shadow tomorrow?

We will need at least one week's notice before your request will be approved. That gives us ample time to review your submitted forms and make sure that all the information is complete. We also need to contact the department(s) and schedule a visit on a day that works for them. Please plan accordingly and submit your forms at least one week in advance. Normally job shadow experiences are scheduled on Monday through Friday, so unfortunately we wouldn't be able to honor a request to shadow on a weekend.