

What is a Job Shadow?

A job shadow is a one day (full or half day) experience that allows students to explore a career path or industry of interest. The goal is for students to learn about the day to day work as well as the skills and knowledge needed in a job or industry.

Who Participates in a Job Shadow?

Any L&S student is able to participate in the job shadow. In the past the majority of participants have been first and second year students. Please note, we cannot create a process for hosts to make specific requests (year in school, major, etc) for students to participate in their job shadow.

Expectations of the Host

Hosts are expected to:

- Respond to any communication from SuccessWorks staff in a timely fashion
- Create the content and schedule for the day of the job shadow
- Communicate with the student in a timely manner with any expectations, logistics, or changes to the job shadow
- Provide a safe and inclusive environment for the job shadow
- Inform SuccessWorks staff of any changes to the job shadow schedule or student cancellations

Sample Job Shadow Agenda

10am	Student arrives Host provides a tour of the facilities and introduces the student to key staff
11am	Host introduces the profession, industry and/or organization Host allows the student to observe the daily routine
12pm	Break for lunch Host introduces student to coworkers and colleagues
1pm	Host allows the student to shadow a professional in another area of interest
2pm	Student accompanies the host to a team meeting or similar group activity
3pm	Time is set aside time for the student to conduct an informational interview Sample topics for the student to ask/host to address: <ul style="list-style-type: none">● How your education and experience relate to your current position● Courses that may be helpful for the student to take to succeed in this company/industry● Licenses or certifications required for this company/industry● Company/industry growth potential, current trends in the industry● Advice for someone entering the field
4pm	Job shadowing comes to a close

SuccessWorks' Role

SuccessWorks will:

- Manage the student sign up and confirmation process
- Provide guidance and feedback to the host on job shadow content if necessary
- Provide student contact information to the hosts
- Assist hosts with contacting students if necessary
- Request feedback from both students and hosts

Timeline:

- July-September → Host Sign-up
- September 13 → Host Sign-up closes
- October 1 → Student Sign-up opens
- October 31 → Student Sign-up closes
- November 4-11 → SuccessWorks confirms that students will participate
- November 13 → SuccessWorks shares student information with hosts
- November 13- December 6 → Hosts reach out to students
- December 11 → Last day of class
- January 6-17 → Job Shadows!

How do I Sign-Up to be a Host?

Sign-ups will open via the link below on Monday, Jul 1, 2024

[Sign-up here!](#)

A few notes about the sign-up process:

1. You may host a maximum of 2 days. Please do not select more than 2 dates during sign-up.
2. You will receive a confirmation email with your selected dates after staff have reviewed all the information you submitted
3. Job shadows must be open to all students. We are unable to accommodate requests for specific majors or school years