

Titan Takeover

Career Exploration Program



Host Guide

Program Overview

The intent of Titan Takeover: Career Exploration Program is to provide students with an opportunity to learn about various career paths and gain firsthand insight into an organization's culture, structure, operations, and day-to-day activities.

Providing this insider look into your organization will educate students about the skills and responsibilities necessary to be successful in a position or company they are interested in. Experiences like this can help guide students through their career decision-making process.

Titan Takeover is intended for purely educational purposes and not to serve as a recruiting tool in any capacity. However, it is a great opportunity to meet potential candidates and advertise any opportunities your organization may offer.

Becoming a Host: Process Overview

- ✓ **Submit a Host Application**
- ✓ **Connecting with your student match**
- ✓ **Meet with your student match, virtually or in-person**

Step 1: Submit a Host Application

Submit your host application here:

<http://www.fullerton.edu/career/recruiters/titan-takeover.php>

On your application, you will be able to tell us:

- ✓ A little about your organization
- ✓ what students can expect during their meeting
- ✓ student class year(s) and major(s) you would like to connect with most.
- ✓ Your preferred meeting format (in-person, virtual, or either)

After submitting an application, you can expect a call from the Career Center to solidify details and answer questions.

→ **FAQ: When will Titan Takeover Happen?**

Once you connect with your student match, you can work together to determine the best time for you to meet during the month of April.

Step 2: Connecting with your student match

Students need to complete several steps prior to being informed of their match, so expect a few weeks' delay between submitting your application and hearing from your student.

Students are required to submit an application with their resume, a brief description of their career goals, and the top 3 employers from the Host List they would like to meet with in order to participate in Titan Takeover.

Then, the Career Center will match students and hosts based on host availability, major & class year compatibility, and student preferences.

The matching process will begin in February.

Additionally, **students are required to participate in a Titan Takeover orientation** prior to their meeting. Students learn who they are matched with, and will reach out to schedule their meeting during their orientation.

...THAT'S RIGHT! Your student match will be required to reach out to YOU first

to introduce themselves and discuss the structure and timing of the shadow experience. This allows Titans a crucial opportunity to practice professional email etiquette.

This may cause some delay in finding out the students you will be hosting. However, it ensures that all students participating in Titan Takeover are doing so with the utmost professionalism.

A member of the Career Center will be in contact during the month of March to confirm the connection between host and Titan has been made.

Step 3: Meeting with your student match

What you present to students when you meet is yours to plan! Meeting with current employees, learning about various roles in the organization, and similar activities will be helpful to students.

See sample itineraries on the next page

If you have any questions contact Stephanie Reyes, Sr. Associate Director of Employer Relations at sreyes@fullerton.edu.



Half Day Agenda (Sample)

9:00am – 9:30am	Introductions and virtual tour (if possible), company overview, mission, culture, etc.
9:30am – 10:00am	Informational interviews with employees/leaders within the organization to learn more about pathways into the organization.
10:00am – 11:00pm	Panel Meet and Greet with recently hired college grads to share their experience of the hiring process and what they experience in a “day in the life”.

Full Day, in-person agenda (Sample)

9:00-10:00	Welcome and intro to the company
10:00-11:00	Employee panel
11:00-12:00	Lunch with leadership and staff
12:00-2:00	Break into groups, rotational department meet & greets
2:00-2:30	Closing and goodbye!