

TITAN TAKEOVER

CAREER EXPLORATION PROGRAM

HOST GUIDE

Overview

Titan Takeover: Career Exploration Program offers students the chance to explore career paths and gain firsthand insight into an organization's culture, structure, and day-to-day operations. By providing this behind-the-scenes experience, hosts help students understand the skills, responsibilities, and realities of careers they're interested in—supporting them in making informed career decisions.

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



Connect with your student match



Meet with your student match,
virtually or in-person

Titan Takeover Timeline

November – January Employer application period

January – February Student application period and the matching process begins

March Organizations are notified of their student matches and students will contact Host to confirm shadow details

April Titan Takeover shadow experiences will take place during the month of April

Agenda Examples

Half Day Agenda (Sample)

9:00am – 9:30am	Introductions and tour, 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 – 11:00am	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 Agenda (Sample)

9:00am – 10:00am	Welcome and introductions to the company
10:00am – 11:00am	Tour of office, employee panel
11:00am – 12:00pm	Lunch with leadership and staff
12:00pm – 2:00pm	Break into groups, rotational department meet & greets
2:00pm – 2:30pm	Closing and goodbye!

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Step 1: Submit a Host Application

Submit your host application here: <https://bit.ly/TTHostApp>

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

- About your organization
- What students can expect during their shadow visit with your organization
- 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.

Step 2: Connecting with your student match

After you submit your host application, please allow a few weeks before hearing from your student match. Students must complete several steps before they are connected with a host.

To participate, students submit an application that includes their resume, career goals, and their top three preferred hosts from the Titan Takeover list. The Career Center then matches students and hosts based on availability, academic background, and preferences.

The student/host matching process begins in February.

Students also complete a required **Titan Takeover Orientation** before reaching out to their hosts. During this session, they learn about their match and receive guidance on professional communication and scheduling their visit. This may result in a short delay before you are contacted, but it ensures all participants are well-prepared and professional.

That's right! Your student match will contact you first to introduce themselves and discuss the structure and timing of their shadow experience. This step gives students a valuable opportunity to practice professional communication and email etiquette.

A member of the Career Center will follow up in **March** to confirm that your connection with your Titan has been established.

Step 3: Meeting with your student match

The structure of your meeting is completely up to you! We encourage you to design an experience that gives students meaningful insight into your organization. Consider introducing them to team members, showcasing different roles, or sharing how various departments collaborate. Activities like these help students better understand your organization and the career paths within it.

See sample itineraries on previous page.