Titan Takeover: Career Exploration Program

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.

This insider look into your organization will educate students about skills and responsibilities necessary to be successful in a position, industry, or organization of interest, providing students with insights to guide them through their career decision-making process.

The Career Exploration Program is intended for purely educational purposes and not to serve as a “job interview” in any capacity.

However, it is a great opportunity to meet potential candidates and advertise any positions your organization may offer.

Becoming a Host: Process Overview

Step 1: Determine your availability

All Titan Takeover experiences, virtual or in person, will take place during the month of April. We ask that once you are matched with a student, you work with them to choose a date during the month of April that fits in the window provided on your application.

Step 2: The Matching Process

Students are required to submit an application in order to participate in Titan Takeover. As a part of their application, they will be asked to choose their top 3 host organizations. Students will be matched with a host by Career Center staff based on the availability and number of students each organization indicated a willingness to host.

The matching process will begin in February 2022

Students are required to participate in an orientation prior to Titan Takeover in order to learn imperative etiquette recommendations.

IMPORTANT: Students will not be informed of their host site until they have completed their Career Center Titan Takeover orientation.

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

Once a student has been matched with an organization the student will be required to reach out to their host first and introduce themselves as your matched Titan.

This allows Titans a crucial opportunity to practice professional email and appointment-setting etiquette.

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

Host Expectations

Hosts are expected to:

- Introduce your profession and industry to Titans
- Provide your Titan with an opportunity to learn about “a day in the life” at your organization.

(We have a provided sample format and structure at the end of this document)

- Contact CSUF Career Center with any questions or issues during the process. (657) 278-3121

How to Structure your time with a Titan

The format and structure of whichever version of Titan Takeover you choose as the host organization is completely up to you.

However, we would like to provide some tips to create a mutually beneficial experience for both you as the host and the student(s) you are matched with. As such, we have provided a sample agenda.

If you have any questions contact Halee Harrell, Career Educator and Employer Relations Specialist at hharrell@fullerton.edu
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Host Guide

Sample Half-day agenda (virtual or in-person)

9:00am – 9:30am  Introductions and tour (if possible), company overview, mission, culture, etc.
9:30am – 10:00am Informational interviews with various 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”.

Sample full-day agenda (In-person)

8:00am – 9:00am  Introductions and tour of facility. Provide an overview of your organization (departments, functions, etc.) and the agenda for the day.
9:00am – 10:00am Observe project, meetings, or phone call with client, etc.
10:00am – 11:00am Rotate through various departments/functions and conduct brief informational interviews with pre-assigned employees.
11:00am – 12:00pm Meet with new college hires to learn about the transition from college to career.
12:00pm – 1:30pm Luncheon.
1:30pm – 3:00pm Observe more projects, meetings, phone calls with clients, etc.
3:00pm – 4:00pm Meet with senior leadership staff to learn more about their professional journeys and job functions.
4:00pm – 5:00pm Debrief and wrap up with any last questions from the students.

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