Job Shadow Host Guide

Titan Takeover: Job Shadow Program Overview

The intent of the Titan Takeover: Job Shadow Program is to provide students with an opportunity to explore various career paths and gain first hand insight into an organization’s culture, structure, operations, and day to day activities. This insider look into your organization will also provide students with the knowledge of certain skills and responsibilities necessary to be successful within a particular position of interest. This shadow program is not intended to supplement an internship with an organization, but could potentially serve as a pre-internship experience should your organization offer such opportunities.

Timeframe

The Titan Takeover: Job Shadow Program will take place during the week of Monday, March 26, 2018 – Friday, March 30, 2018. You will have an opportunity to choose from one day to five days in terms of how many days you would like to host a student(s) at your organization. You will also be given the choice to host 1-5+ students on any given shadow day. The shadow experience can be offered as a ½ day (4hr) or full day (8hr) schedule.

Shadow Assignment Process

Students are required to submit an application with their resume and brief response regarding their career goals. Additionally, students will participate in a job shadow prep webinar prior to the experience to help them prepare. Students will be given an opportunity to choose their “top 3” host organizations and will be matched by Career Center based on the availability and number of students the organization indicated they are open to hosting. Once a student has been matched with an organization they will be required to reach out to the organization’s designated shadow host and introduce themselves, confirm date(s), and discuss the structure of the shadow experience.

Host Expectations

Your expectations as a host consists of introducing your profession and industry to your job shadowee while providing them with an opportunity to view the day to day routine within your organization. We have provided sample formats and structures for you to utilize that can be found at the end of this document. You will not be required to pay for any expenses related to transportation, parking or meals, however, if you would like to cover any of the above mentioned expenses it is open to your discretion.

Host Responsibilities

As the host you will determine the number of students you would like to accommodate. You may also choose your preferred dates and number of days you would like to host a student(s). In addition to assigning an employee(s) to participate in the job shadow program while considering diversity such as ranges in age and experience, and potentially any alumni that may work in your organization. Please check if there are items to clear with your company such as clearance for the visit and ensure that all supervisors are aware of your organization’s participation in the Titan Takeover: Job Shadow Program.
Please provide your job shadowee(s) with any information that would help inform them about your organization’s policies such as dress code, office etiquette, organization mission, purpose, structure, etc. prior to their shadow day(s) visit. Along with directions to your office and any pertinent parking information.

**Job Shadow Timeline**

Organization Open Registration: **October 2017 – Tuesday, January 9, 2018**

Student Registration: **Monday, January 22, 2018 – Monday, February 12, 2018**

Organizations notified of matches: **Wednesday, February 28, 2018**

Students will contact Host to confirm shadow details: **Monday, March 5, 2018 – Monday, March 12, 2018**

Job Shadow Week Begins/Ends: **Monday, March 26, 2018 – Friday, March 30, 2018**

**How to Structure a Job Shadow Experience**

The format and structure of your job shadow experience as host organization is completely up to your interpretation. 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. Below are some tips on structuring a mutually beneficial and enjoyable experience in addition to a couple of sample job shadow day agendas.

**Job Shadow Day Tips**

Before:

1. When the student reaches out to confirm their job shadow day experience with your organization it would be a good idea to confirm logistics, such as, directions/parking and meeting location.
2. Prepare an outline of the agenda/schedule for the day and provide it to the student in preparation for the experience.
3. Provide materials, websites, and resources for the student to review and research prior to their visit.
4. Discuss with the student their interests as it pertains to your industry and organization to assist with ideas for activities you will provide throughout their shadow day.
5. Review the students resume and brief essay addressing their interest in participating in the program.
**Job Shadow Format Templates**

**Sample half-day agenda**

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  Student to conduct informational interviews with various employees to learn more about pathways into the organization OR have an employee panel with representation from each department that can share their daily duties and pathway’s into the organization.

10:00am – 11:00am  Observe a client or departmental meeting.

11:00am – 12:00pm  Shadowing time – observe day-to-day activities of designated employee(s) host.

12:00pm – 1:00pm  Debrief of the shadow experience and conclude with any last questions from the student.

**Sample full-day agenda**

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.

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