Titan Takeover: Job Shadow Program

Program Overview

The intent of the Virtual Edition of Titan Takeover: Job Shadow Program is to provide students with an informational interview/shadow opportunity to explore 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 skills and responsibilities necessary to be successful within a position and/or company of interest. While additionally, guiding students through their career decision-making process.

This Virtual Job Shadow 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 internship/career candidates and advertise any positions your organization may offer.

Becoming a Host: Process Overview

Step 1: Determine your availability

Virtual Job Shadow Informational Interviews will take place during the month of April 2021. While the campus and students will be online during the spring semester, we ask that once you are matched with a student you work with the student to determine a mutually agreed upon date and time during the month of April.

Step 2: Titan Shadowee matching

Students are required to submit an application with their resume and brief description of their career goals in order to participate in the Titan Job Shadow Program. As a part of their application, they will be asked to choose their top 3 host organizations. Then, they will be matched with a host by Career Center based on the availability and number of students each organization indicated a willingness to host.

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

Students will not be matched with an employer until they have completed their Career Center job shadow 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 they will be required to reach out to their host first and introduce themselves, confirm date(s), and discuss the structure of the shadow experience. This allows Titans a crucial opportunity to practice professional email and appointment-setting etiquette.

Host Expectations

Hosts are expected to:

- Introduce your profession and industry
- 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.

How to Structure a Virtual Job Shadow Experience

The format and structure of your virtual job shadow/informational interview experience as host organization is completely up to you to determine during this virtual shadowing experience.

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 Stephanie Reyes, Sr. Associate Director of Employer Relations at sreyes@fullerton.edu.
### Virtual Job Shadow SAMPLE Agenda Example

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am – 9:30am</td>
<td>Introductions and virtual tour (if possible), company overview, mission, culture, etc.</td>
</tr>
<tr>
<td>9:30am – 10:00am</td>
<td>Informational interviews with various employees/leaders within the organization to learn more about pathways into the organization.</td>
</tr>
<tr>
<td>10:00am – 11:00pm</td>
<td>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”.</td>
</tr>
</tbody>
</table>

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