Titan Takeover: Job Shadow Program

Quick Facts:
Location: Hybrid; May be in-person or virtual
Date and time commitment: One day OR one half-day during the month of April
   Plus one orientation the week of March 4th, 2024.
Applications due: Monday, February 9th by 11:50 pm
Who can participate: All class years are eligible to participate, including alumni and graduate students

Overview:
The purpose of Titan Takeover: Job Shadow program is to provide YOU with an opportunity to explore an area you are interested to work in, explore various career paths, and gain first-hand insight into the culture, structure, and daily operations of a given organization.

What Is a Job Shadow?
A job shadow is a unique experience where you will go to your host’s location to learn more about what your host does in their job. Some opportunities include presentations from managers and front-line workers, others include physically following your host as they attend meetings and perform other work tasks they do in a day.

What is expected of me during the shadow?
Being placed with a job shadow host is a privilege, and you will need to fully commit to the experience. This will involve:

1. **Represent CSUF well**
   This includes arriving on time, being present and approachable while you are there, and presenting a good attitude to your hosts.

2. **Be present and ask questions!**
   Think ahead of time about what you would like to know: things like teamworking opportunities or opportunities for growth
   - Don’t forget to put away your phone!
   - Bring a notepad and pen to take notes.

3. **Communicate with your host well**
   You will be responsible for making contact and getting logistic information from your host. Don’t worry—we’ll help you with this part during Job Shadow Program orientations.

How to participate:
Getting started is easy—first, submit an application through Titan Link: [https://bit.ly/3TtfEWY](https://bit.ly/3TtfEWY) (make sure to include “https://” when typing the link in your browser)

Applications are due
February 9th, 2024 by 12:00 pm

After you apply
**Employer Matching**
Once your application is accepted, the Career Center will match you with an employer partner based on your interest and employer availability.

**Look out for an email!**
Once you are matched with an employer, the Career Center will email you with next steps.

**Orientation**
Once you get your confirmation from the Career Center, you will need to sign up for an orientation. This will help prepare you to get the most out of your experience.

You will find out your employer match at the orientations too!

**Attend your shadow**
Shadows are all scheduled to happen during the month of April 2024.

**Full Timeline**— See our comprehensive timeline on the next page!

Visit the career center website for additional details and the host site list: [https://bit.ly/3axSPss](https://bit.ly/3axSPss)
Student Timeline:

- Monday, January 29th, 2024: Application opens
- Monday, February 9th, 2024 11:59 PM: Application Closes
- Monday, February 12th, 2024
  - The career center will begin the matching process
- February 19th – February 23rd: Confirmation Emails Distributed
  - The Career Center will begin to notify applicants that they have been matched with an employer
- March 4th – March 8th: Orientations
  - There will be multiple orientation options to choose from between these dates—specific information will come in your confirmation email
  - You will get your host assignment and contact information at your orientation
- April 2024
  - Your shadow day will be held during this month!

FAQ’s

Q: What do I bring, wear, etc.?  
A: We will cover this and MORE during orientation!

Q: What if I don’t have a resume?  
A: That’s okay! You will need to create one to apply, but the career center is here to help!

Option 1: Drop by the career center during our Spring drive-thru hours for a 10-15 minute appointment and we can help get you started!

Find the Career Center Drop-In Hours here:  
https://www.fullerton.edu/career/contact-us/drop-in.php

Option 2: Utilize Titan Resume Builder for help creating your resume. As a Titan, you also have access to instant resume feedback via Vmock, the virtual resume assistant.

Find all resume resources here:  

Q: What if I don’t have transportation to my host site?  
A: The career center cannot provide transportation to or from your host site. However, you can reach out to the career center (jecasica@fullerton.edu)

Q: Can I be assigned to more than one site if I am interested?  
A: That is possible! Contact the career center (jecasica@fullerton.edu) for more information.

and let us know you are interested in carpooling with other students who are participating in the Job Shadow Program.

Q: How do I sign up for orientation?  
A: Look for an email from the career center during the week of February 24th. This will inform you about your application status and give more details about next steps.

Q: How does the matching process work?  
A: We will match you with an organization based upon your major and area of interest, and the capacity of the participating organizations. Each organization hosts a different number of students on different day(s), so availability of some organizations can be limited.

We expect Titans who apply for the Job Shadow Program to take full advantage of this opportunity, even if you are not matched with the organization you have in mind. If you have specific questions about this, email jecasica@fullerton.edu