

# Cal U's Job Shadow Experience

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### *What is Cal U's Job Shadow Experience?*

Cal U's Job Shadow Experience is a volunteer job shadowing program, open to both undergraduate and graduate students. The purpose of the program is to give students the opportunity to spend time – usually one to five days – with professionals in order to explore career fields of interest and to provide students with a realistic view of a typical day on the job.

### *Why be a Sponsor?*

Sponsorship can be a very rewarding experience.

As a sponsor you can:

- Assist students in exploring their career path and understanding opportunities available in your organization
- Receive a new perspective on your organization with an opportunity to gain insights from Cal U students
- Find potential candidates for co-ops/internships/full-time hires
- Create a brand image for your organization that distinguishes you from other employers

### *What does a sponsor do?*

As a sponsor, you will create a schedule of activities that introduces the selected students to your organization and work environment. You will also discuss your career path with the student. As site sponsor, you can decide what is appropriate for your work environment. Suggested activities for your job shadow experience for students include:

- Observing interactions with colleagues and customers
- Conducting and arranging informational interview with staff
- Attending meetings and other organizational events
- Helping out with office tasks, reports or projects
- Assist sponsoring teachers with classroom projects
- Learning office policies and procedures
- Touring the facility
- Teaching networking techniques

### *Are there costs to participate?*

Students are responsible for all expenses. Sponsors may choose to take their sponsor to lunch or provide free parking, but students are instructed not to expect any perks.

## *How do I get started?*

Register online for the Job Shadow Experience at [www.collegecentral.com/caluc](http://www.collegecentral.com/caluc)

- Click on the Employers icon
- Choose the link for Register Now
- Enter registration information with an email address so that we may contact you

You will need to be approved by the Career Services Office. Once approved, you will receive an email notification confirming your Access ID and informing you of your Password.

The Job Shadow Experience will take place three times each year - the week before the Spring Semester begins, the week of Spring Break, and the week after Spring graduation.

Check on the Career Services website at [www.calu.edu/](http://www.calu.edu/) for exact dates and deadlines to participate.

If you have any questions about sponsor registration, please contact Cal U Career Services at 724-938-4413 or [careers@calu.edu](mailto:careers@calu.edu).

## *What are the requirements?*

- The Job Shadow Experience Program is open to all Cal U students in all majors from freshmen to graduate students
- Interested students must complete an online application form and submit their resume.
- Students wishing to participate are required to attend an information session. At this workshop, students will be informed of the program requirements and instructed on office etiquette.
- Upon notification of placement, students are required to contact their sponsor to set-up the logistics of the experience.

## *How are students placed?*

Once all applications and resumes have been submitted, the Career Services staff will begin the process of matching students to their desired sponsors.

Sponsors have the opportunity to assist with the selection process by requesting that students meet specific requirements for placement.

## *What if a match is not made?*

The goal of this program is to provide quality job shadowing experiences that will benefit both the student and the sponsor. Cal U Career Services will make every effort to provide an acceptable match. If there is no adequate match, we will not place a student in a position just to fill a spot.

We appreciate your willingness to assist our students and respect the time that you have made available for them. If a match is not made, please continue to volunteer your services as a sponsor in the future.

## *Questions?*

Contact Cal U Career Services at 724-938-4413 or [careers@calu.edu](mailto:careers@calu.edu).