

Job Shadow Host Guide

Role of a Job Shadow Host

As a host, you will facilitate a one-on-one experience that helps a student gain insight into your field and organization. Hosts are encouraged to curate an experience that reflects their role and work environment.

This may include:

- Providing an overview of your career path and current role
- Allowing the student to observe day-to-day work activities (as appropriate)
- Hosting informational conversations or Q&A
- Introducing the student to colleagues or team members
- Offering advice on career preparation and professional development

Activities to consider

Review the list of activities for ideas to structure the job shadowing experience with the students. For hosts working in confidential and proprietary work activities, you are welcome to organize the experience as a position overview without direct observation.

- Invite the student to observe meetings (virtually or in-person) with the clients and team members
- Walk the student(s) through your communication process with clients and colleagues. May provide examples of typical documents or email templates (for client outreach, marketing campaigns, case management follow-up, presentations, etc)
- Discuss with the student about your own professional background and academic history, career journey, relevant skills for past and current positions, industry trends, best practices in your professional field, job outlook and opportunities.
- Share with the student(s) professional resources such as professional associations, publications, industry website, LinkedIn pages, and other resources to help their career exploration process
- Share examples of past projects or key initiatives you have completed
- Arrange a small panel consisting of current interns or early career employees who can discuss their career experiences and answer questions

- Eat lunch or coffee together with the students and other members of the company for networking
- Demonstrate or explain software programs typically utilized within your role

Program Benefits

- Provide exposure to students about company culture, values, and mission
- Promote career and internship opportunities
- Identify early talent for possible career and internship opportunities
- Obtain useful feedback from participating students on their interests and careers that may be useful to company recruiting team

Office of Career Management's Role

- Provide support to job shadow hosts when creating a shadow agenda
- Manage registration process for hosts and students
- Posting job shadow opportunities on Handshake for students to register
- Market opportunities to students
- Work with employers to select students
- Notify students of selection decision