



# Job Shadowing: Sponsor Information

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**AUBURN UNIVERSITY CAREER CENTER**  
**YOUR CAREER. OUR MISSION.**

303 MARTIN HALL | 334.844.4744 | AUBURN.EDU/CAREER

## WHAT EXACTLY IS JOB SHADOWING?

An Auburn University student is matched with you so they may spend from one day to several weeks shadowing you in your professional role. The time(s) are determined by you and the student.

## WHAT IS THE PURPOSE OF JOB SHADOWING?

- To gain insight into careers of interest and make informed decisions about career choices
- To build a professional network
- See knowledge applied in real situations
- Not to seek employment, pay or credit

## WHAT MIGHT A STUDENT DO JOB SHADOWING?

- Observe work being performed
- Attend staff or committee meetings or presentations
- Tour the organization
- Conduct informational interviews with professionals
- Attend new employee training program
- Assist with completion of a sample work assignment
- Visit a client or a site

## WHO PARTICIPATES IN JOB SHADOWING?

- Any Auburn student or alumni may participate in the Job Shadowing program
- Students are placed on a first come, first serve basis

## WHAT ARE MY SPONSOR RESPONSIBILITIES?

- Complete Sponsor Participation Form
- Be available for phone call/email from potential Shadowing students to arrange Shadowing
- If it is evident that the student is not a match, communicate this to student
- Inform student of any schedule changes once dates have been confirmed
- Introduce your profession, industry or organization and exchange ideas
- Discuss your job responsibilities
- Give a tour of the workplace
- Allow opportunity for student to observe daily routine
- Complete program evaluation

## WHAT ARE THE STUDENT'S RESPONSIBILITIES?

- Attend a mandatory orientation session
- Complete an application
- Research sponsor's profession

- Create resume and goals for experience
- Schedule Shadowing time(s) with you
- Dress professionally and arrive on time
- Ask meaningful questions
- Complete program evaluation

## SUGGESTIONS FOR SPONSORS

- Prior to student arriving, conduct a brief phone or email dialogue with student to discuss agenda for his/her visit
- Determine if student should meet with other colleagues to better explore his/her career interests
- Job Shadowing experiences vary greatly with different industries, career fields and employers. Here are some suggestions that may be incorporated if appropriate to your organization:
  - Tour of your department/organization
  - Informational interview with you and other colleagues
  - Attend staff meeting
  - Visit with client/customer
  - Informational meeting with human resources
  - “Show and tell” projects on which you are currently working
  - Review weekly calendar to illustrate with whom you meet and why
  - Suggest niches within field that he/she may consider and ways to explore those areas
  - Allow student to contribute to your work on a project so he/she may gain valuable skills while helping to complete a needed project

## IMPORTANT SPONSOR INFORMATION

- Please share successful Job Shadowing models and ideas with us as there are many different ways to make this a successful program
- Shadowing may be scheduled anytime that does not conflict with classes
- You determine how often to host students, the length of each experience and the activities in which students participate
- Shadowing is not intended to be an interview
- Your responsibility ends when Shadowing experience is over unless you elect to remain in contact
- Make students aware of confidentiality issues within an organization and their responsibilities regarding these



# Job Shadowing: Sponsor Participation Form

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Name \_\_\_\_\_ Company/Organization \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

## Educational Background

Degree \_\_\_\_\_ Major \_\_\_\_\_

Institution of Degree \_\_\_\_\_

Degree \_\_\_\_\_ Major \_\_\_\_\_

Institution of Degree \_\_\_\_\_

Degree \_\_\_\_\_ Major \_\_\_\_\_

Institution of Degree \_\_\_\_\_

## Occupational Background

Present Position \_\_\_\_\_ Type of Business \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Anticipated Length of Shadowing Experience

- ☐ 1 Day      ☐ 3 Day      ☐ 1 Week      ☐ 3 Weeks  
☐ 2 Day      ☐ 4 Day      ☐ 2 Weeks      ☐ Other \_\_\_\_\_

## Possible Activities for Shadowing Students

- ☐ Observe work being performed  
☐ Attend staff or committee meetings or presentations  
☐ Tour the organization  
☐ Conduct an informational interview with a professional in the field  
☐ Attend a training program for new employees  
☐ Complete or assist with completion of a sample work assignment  
☐ Other \_\_\_\_\_

Preferred method of communication

- ☐ Phone      ☐ Email  
☐ Other \_\_\_\_\_



# Job Shadowing: Sponsor Evaluation Form

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Name \_\_\_\_\_ Company \_\_\_\_\_

Date of Shadowing \_\_\_\_\_ Student Name \_\_\_\_\_

1. Did the Career Center prepare you for Shadowing by explaining the program, providing you with student information and addressing concerns? ☐ Yes ☐ No

If no, please explain: \_\_\_\_\_

2. If there are any ways we could have better assisted you or can improve the program, please list your suggestions:

\_\_\_\_\_  
\_\_\_\_\_

3. Please check appropriate box concerning your student:

Was prepared to shadow: ☐ Yes ☐ No

Asked relevant questions: ☐ Yes ☐ No

Showed initiative: ☐ Yes ☐ No

Suggested activities: ☐ Yes ☐ No

Dressed professionally: ☐ Yes ☐ No

Was courteous and respectful of your time and efforts: ☐ Yes ☐ No

Comments: \_\_\_\_\_

4. Overall, would you recommend that this student pursue a career in your field?

☐ Yes ☐ No

Comments: \_\_\_\_\_

\_\_\_\_\_

5. Did you have enough time with to accomplish planned activities and student goals?

☐ Yes ☐ No

Comments: \_\_\_\_\_

\_\_\_\_\_

6. Rate your shadowing experience overall.

☐ Excellent ☐ Very Good ☐ Good ☐ Not Good ☐ Poor

Comments: \_\_\_\_\_

\_\_\_\_\_

7. Are you willing to host another student? ☐ Yes ☐ No

If "No," why not? \_\_\_\_\_

\_\_\_\_\_

If "Yes," what times are best for you? \_\_\_\_\_