Job Shadowing

SPONSOR BROCHURE

Job Shadowing is an opportunity to "shadow" or follow an employer, gaining information about careers in which you are interested, allowing you to make informed decisions about career choices.

AUBURN

UNIVERSITY

CAREER DEVELOPMENT SERVICES

SPONSOR BROCHURE

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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 an informational interview with a professional in the field
- 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 Participation Form
- Be available for phone call/email from potential Shadowing students to arrange shadowing
- If it is evident that the student is not an acceptable match, be prepared to communicate this to student. The student is responsible for contacting Career Development Services of this
- 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 your 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 the student arriving, conduct a brief phone or email dialogue with student to discuss the agenda for his/her visit
- Determine if student should meet with other colleagues to better explore his/her career interests
- Structure of Job Shadowing experiences varies 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 in area of interest
  – 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
- Peak Shadowing times are during breaks, summer, spring, holiday, etc., but 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 the Shadowing experience is over unless you elect to remain in contact with the student
- Students are aware of confidentiality issues within an organization and their responsibilities regarding these

Job Shadowing Participation Form

Please write neatly or type.

Name _____

Company/Organization _____

Business Address _____

Business Phone _____ Fax _____

Email Address _____ Website _____

Educational Background

Degree _____

Major _____ Year _____

Institution of Degree _____

Degree _____

Major _____ Year _____

Institution of Degree _____

Degree _____

Major _____ Year _____

Institution of Degree _____

Occupational Background

Present Position _____

Type of Business _____

Job Responsibilities _____

_____

_____

Anticipated Length of Shadowing Experience
☐ 1 Day   ☐ 1 Week
☐ 2 Day   ☐ 2 Weeks
☐ 3 Day   ☐ 3 Weeks
☐ 4 Day   ☐ 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 professoinal 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

Name _____ Company _____

Name of Student who Shadowed You _____

1. Did Career Development Services prepare you for Shadowing by explaining the program, giving you student responsibility information, making suggestions for activities, providing you with student information and addressing concerns you have about the program in general?

   ☐ 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

   Please comment: _____

   _____

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

   ☐ Yes   ☐ No

   Please explain: _____

   _____

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

   ☐ Yes   ☐ No

   Please explain: _____

   _____

6. Rate your shadowing experience overall.

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

   Please explain: _____

   _____

7. Are you willing to host another student?

   ☐ Yes   ☐ No

   If "No," why not? _____

   _____

   If "Yes," please let us know if you have specific times in mind or indicate general time when

   you may be available: _____