

Host Guidelines & Sample Agenda

Thank you for your interest in hosting a UCI student in the Career Pathway's Job Shadow Program. While you have a great deal of latitude in tailoring the job shadow day to fit your needs and workload, the following suggestions might help to make the experience go more smoothly.

1. **Discuss the student's job shadow day schedule.** Students have been asked to email you to discuss the exact date(s), structure, and other details of the visit. Be sure to confirm the exact start and end time of your job shadow opportunity.
2. **Tell the student about your organization.** If you think it would be helpful, send the student material about your organization in advance. You might also suggest other readings if you think it is appropriate.
3. **Advise the student about office dress code.** If your office environment requires a dress code, it is appropriate and advisable to mention that when the student reaches out.
4. **Clarify the job shadow's goals.** Please meet with the student when s/he arrives to clarify the goals for the job shadow day and to provide a written or verbal agenda for the time period. If the student will be expected to participate in a project, please explain it clearly and describe how it fits into your work. If the student will be shadowing you or meeting with others, it will be helpful for the student to know what your expectations are.

How to Structure a Job Shadow

Key Elements in Planning Successful Job Shadows

- Prepare a written schedule to provide structure and clarify time commitments
- Arrange informational interviews with colleagues for the student to learn about other areas of the organization and to obtain a variety of career perspectives
- Arrange a tour of the organization

Please keep in mind that most students participate in the Job Shadow Program to learn more about a specific career and the options available within a career field. They want to know what your workday and work environment is like. Many students are also seeking advice on strategies for obtaining a job in the field or information about the background and experience needed to enter the field.

Four Possible Approaches to Structuring a Job Shadow:

Shadowing

In some professions (e.g. medicine or journalism) having the student observe a typical day at work provides a great deal of information and insight. Answering questions, providing commentary throughout the day, and meeting with the student to discuss your field at the beginning and/or end of the day may be sufficient.

Observing Activities and Meeting with Colleagues

It is highly suggested that the host develop an agenda of activities for the student. The schedule might include: 1) meeting with the host to gain an overview of the organization and the career field 2) a tour of the facility 3) individual appointments with colleagues at different levels and/or performing different functions in the organization 4) observing activities, such as a meeting, a public hearing, a sales call, or court proceedings 5)

keynote speakers that provide a presentation on the history of the organization, along with an overview of the culture of the organization.

Involving Colleagues in Hosting

If hosting the student is delegated to other staff, it is helpful for the initial host to meet with the student at some point – at lunch, for example. It is also helpful to ensure in advance that a schedule of appointments and activities have been planned for the student.

Hands-On Experience

Even a small amount of career-related, hands-on experience, when combined with the observation and activities described above, can be valuable to a student. A small project, in which the student gathers or analyzes information, can help the student learn something about the organization or field.

Sample Agenda

Hello!

Thank you for expressing interest in learning more about our organization and our team! We are excited to meet you all and have planned out a fun and informative schedule for the day. Please read through the information below and feel free to let us know if you have any questions.

Address:

Our office is located at [Insert Address Here] and parking is free.

Dress Code:

Our organization has a business casual dress code. For women, business casual can be either dress slacks/skirt and blouse or a professional dress, and for men dress pants and button down shirt (no tie required).

Preparation/Schedule:

We've planned the day to take place from 9am-4pm, which will include a catered lunch and other activities. (Should you have any dietary restrictions, please let us know as soon as possible.) Before your visit, we ask that you complete the following:

1. Visit our website [Insert Website Address Here] & explore our social media to see what we're all about.
2. Come prepared with any specific questions you have to ask about our industry, organization or other interests.
3. Bring a hard copy of your resume if you would like some feedback.

Agenda

9:00 AM – 10:00 AM	Arrival, Introductions, Meet the staff
10:00 AM – 12:00 PM	Overview of field/Observe work
12:00 PM – 1:00 PM	Lunch Time with the staff
1:00 PM – 2:00 PM	Presentation from Executive/Facility tour/Meet with staff member
2:00 PM – 3:00 PM	Group activity/Hands-on activity/Meet with staff member
3:00 PM – 4:00 PM	Closing, Questions, Reflections