

# 2020 JOB SHADOW PROGRAM

**UCI** Division of Career Pathways

## 2020 Job Shadow Program – Host Information

Thank you for your interest in being a part of the 7<sup>th</sup> annual Job Shadow Program (JSP), hosted by the UC Irvine Division of Career Pathways! This one-day program will take place during March 23-27, 2020, and is an opportunity to mentor and provide insight to students interested in your field while providing greater exposure for your organization, job function, and industry to UCI students. The program is designed to be an educational experience for students, as this may be their initial exposure to a professional environment. For others, it will be a chance to explore a career area they might otherwise not have exposure to. The job shadow day itself may consist of observation of daily work, sitting in on meetings/other activities, touring your facility, speaking engagements from executives, informational interviews, or hands-on experience – all dependent on the nature of your industry and organization. We hope you will join us!

### Important Dates for Hosts

<b>Host Job Shadow Submission Period</b>	Begins: September 25, 2019	Deadline: January 31, 2020
<b>Student Resume &amp; Application Submission Window</b>	Begins: February 3, 2020	Ends: February 17, 2020
<b>Hosts Notified of Matches</b>	Begins: March 9, 2020	Ends: March 13, 2020
<b>Program Dates</b>	March 23, 2020 (Monday) March 24, 2020 (Tuesday) March 25, 2020 (Wednesday) March 26, 2020 (Thursday) March 27, 2020 (Friday)	N/A

### Posting Instructions

To participate as host, simply follow the instructions below to post your job shadow opportunity:

*\*Unless specified, categories not mentioned below are optional\**

- 1) Handshake: Log in/create a free account.** Follow the link to Handshake: <https://uci.joinhandshake.com/login>. After you have created an account, click on "Post a Job".
- 2) Basics.** Job Title: Please follow this format: **JSP | FIELD OF JOB SHADOW | DATE OF JOB SHADOW | CITY, STATE OF JSP OPPORTUNITY (# of Openings)**  
Example: JSP | Career Services | March 25 | Irvine, CA (2 Openings)  
Where should students submit their application?: Select "Apply in Handshake".  
Job Type: Select "Experiential Learning".  
Employment Type: Click on "Part-Time".
- 3) Details.**  
Description: Provide a simple overview/agenda of your job shadow opportunity. Include: The length/time of the opportunity (min: 4 hrs/day | max: 8 hrs/day), the job title of the specific mentor/host for the day, and an overview of what the student should expect to experience/learn.  
Job Functions: Select relevant job functions for your JSP opportunity.

How many students do you expect to hire for this position?: Enter your number of openings.

Approximate Salary: Select "Unpaid".

Job Location: Complete the fields for your job shadow location.

Work Authorization: Select "Yes" for both questions in this section as the Job Shadow Program is an all-inclusive learning experience for UCI students. There is a possibility that international student(s) will be matched to your job shadow opportunity.

Required Documents: Select only "Resume".

- 4) Preferences.** You are welcome to select majors/classes of your interest, but please note that you may not be placed with student(s) in your chosen majors/classes as job shadow opportunities should allow students to explore careers outside of their field of study.

Applicant Packages: Please leave this section blank.

- 5) Schools.** On the left side bar, search for and select "University of California, Irvine".

Global apply start date: 2020-02-03, 12:00 AM

Global post expiration: 2020-02-17, 11:59 PM

Interview on campus?: Please leave this field unchecked.

### Matching Process

After posting your job shadow opportunity, our team will review the required fields. Upon approval, your job shadow opportunity will be available for students to apply to during the Resume & Application Submission Window. After the submission window closes, our team will match students with employers based on the student's major, career interests, and preferences. You will be notified of the student(s) matched to your job shadow opportunity. We will try to match as many qualified students with hosts as possible.

### Sample 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

### The Job Shadow Program Encourages, Engages, and Empowers UCI's Diverse Student Population

Your participation in the Job Shadow Program signifies your commitment to empowering UC Irvine's diverse student population. Our students participate in the Job Shadow Program to gain insight into specific industries and careers. For many, this will be their first time stepping into a professional environment. **Please note that the matching process will be completed by the Career Pathways staff, as the Job Shadow Program serves as an inclusive, educational experience to bridge the gap between students and the professional world.** The program serves as an early career launch tool and vehicle to enhance a student's career readiness by building their confidence and opening them to opportunities and experiences designed to increase their social capital. We **thank you** in advance for supporting UC Irvine students through the Job Shadow Program.