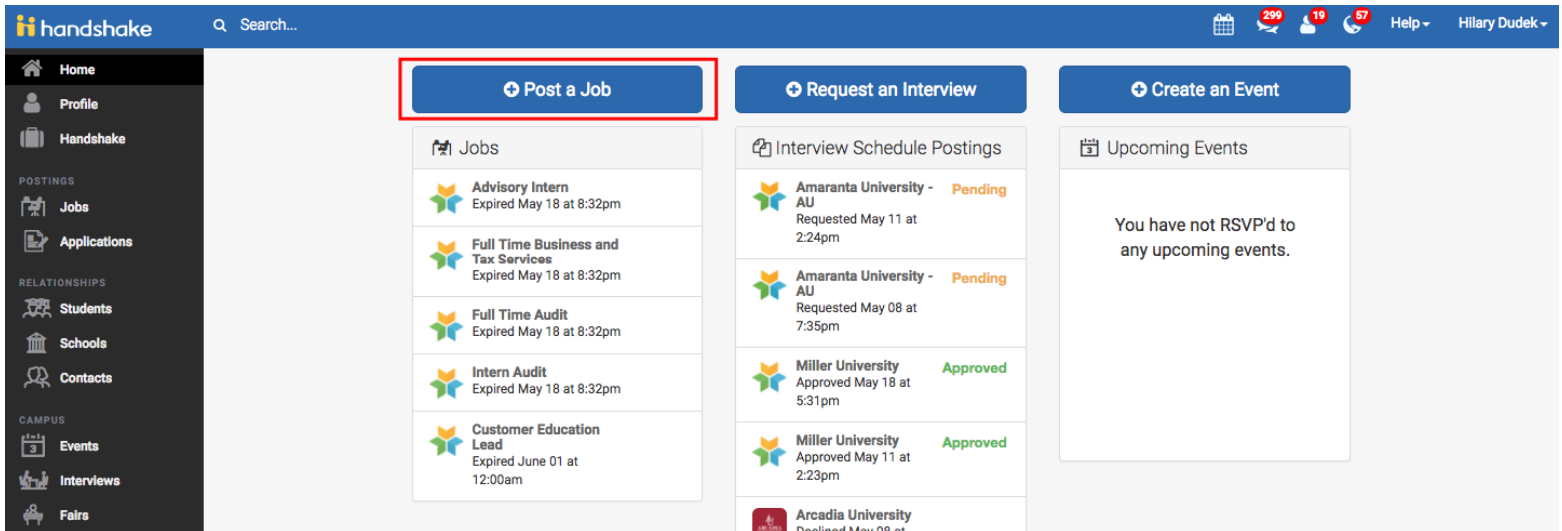


## Host Posting Instructions

Thank you for your interest in participating in the 2019 Job Shadow Program (JSP)! Please follow the detailed instructions below to post your job shadow opportunity. Once you have completed the fields below and submit your job shadow opportunity, our team will review the post and reach out to confirm approval. The more details you are able to add about your job shadow opportunity, the more interest you will be able to garner from our students and the better prepared students will be of your expectations and plans for the day.

### 1) Handshake: Log in/Create a Free Account

- a. Follow the link to Handshake: <https://uci.joinhandshake.com/login>
- b. Click on “Post a Job”.



### 2) Basics

- c. 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 26 | Irvine, CA (3 Openings)  
*\*\*Note: If you are offering to host the same job shadow opportunity more than once/multiple days of the week for different students, a new job shadow listing must be made for each date even if it includes the same information. Students are asked to apply only for the date they can commit to. To duplicate your job, please follow the instructions [here](#).*
- d. Where should students submit their application?: Select “Apply in Handshake”.
- e. Job Type: Select “Experiential Learning”.
- f. Employment Type: Click on “Part-Time”.

⌵ Job title

JSP | Career Services | March 26 | Irvine, CA (3 Openings)

+ add an [ATS / job code](#) to match against your applicant tracking system (this will not sync applications)

Company Division

Employer Relations x ▼

\* Where should students submit their application?

- Apply in Handshake
- Apply through external system

Display your contact information to students?

- Name only
- Don't show my info

⌵ Job Type

- Internship
- Cooperative Education
- Experiential Learning
- On Campus Student Employment
- Fellowship
- Graduate School
- Job
- Volunteer

Please make these default selections

⌵ Employment Type

- Full-Time
- Part-Time

Duration

- Permanent
- Temporary / Seasonal

Start date

2019-02-04 📅

End date

2019-02-18 📅

Is this a work study job?

- Yes
- No

Work study jobs are for eligible students only.

### 3) Details

g. Description: Please provide a simple overview/agenda of your job shadow opportunity.

The overview/agenda should at the minimum include:

- i. The length/time of the opportunity (min: 4 hrs/day | max: 8 hrs/day)
- ii. The job title of the specific mentor/host for the day
- iii. An overview of what the student should expect to be able to experience/learn during the day

Example:

Job Shadow Opportunity: March 25, 2019 (9:00 AM – 2:00 PM) – 5 hours total

Host for the Day: Peter Anteater, *Career Counselor*

Overview: Curious about Career Services? At the UCI Division of Career Pathways, we educate and engage students and alumni to realize their career potential. Located in the heart of the UCI Student Center Terrace and Ring Road, we collaborate with the campus community to provide students and alumni with tools and support to attain their career development goals.

We've planned the Job Shadow Day to give you some insight on the daily responsibilities of a Career Counselor and the skills and background needed to pursue a similar career. Come see how our team engages, educates, and empowers students to reach their career aspirations.

- 9:00 AM - 9:30 AM Introductions
- 9:30 AM - 10:30 AM Meet the Team & Facility Tour
- 10:30 AM - 11:00 AM Hands-On Activity
- 11:00 AM - 12:00 AM Observe Counseling Work
- 12:00 PM - 1:00 PM Lunch with the Team
- 1:00 PM - 2:00 PM Closing, Questions, etc.

#### Description

Heading 3 **B** *I* U A

Job Shadow Opportunity: March 25, 9:00 AM - 1:30 PM (5 hrs total)

Host for the Day: Peter Anteater, *Career Counselor*

Overview: Curious about Career Services? At the UCI Division of Career Pathways, we educate and engage students and alumni to realize their career potential. Located in the heart of the UCI Student Center Terrace and Ring Road, we collaborate with the campus community to provide students and alumni with tools and support to attain their career development goals.

We've planned the Job Shadow Day to give you some insight on the daily responsibilities of a Career Counselor and the skills and background needed to pursue a similar career. Come see how our team

You can copy and paste a description directly from your website – we'll retain all the formatting.

- h. Job Functions: Please select relevant **job functions** for your JSP opportunity.
- i. How many students do you expect to hire for this position?: Enter your number of openings.
- j. Approximate Salary: Please select **“Unpaid”**.

**\* Job function**

This will help students interested in specific functions search for your job.

**\* How many students do you expect to hire for this position?**

This number can be approximate and will not be displayed to students.

Include the number of openings you have for this job shadow day

**Approximate salary**

Paid  Unpaid

- k. Job Location: Complete the fields for your Job Shadow Site location.
- l. Eligibility for international student (non-US citizens or permanent residents): **Select “No” for both questions** in this section as eligibility for international students does not apply to JSP. (Please note that citizenship status will not be taken into consideration when students are placed with their hosts as JSP is an all-inclusive educational opportunity for UCI students.)
- m. Required Documents: Please ensure that only **“Resume”** is checked off.

**\* Job location**

[+ add another location](#)

Allow remote workers

**Eligibility for international students (non-US citizens or permanent residents)**

**\* Would you sponsor a work visa for the right candidate?**

Yes  No

**\* Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for an internship under OPT/CPT)**

Yes  No

**Required documents**

- Resume
- Cover Letter
- Transcript
- Other Document (e.g. work sample, course schedule, or other misc documents)

Please Note: 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.

#### 4) Preferences

- n. Graduation date range/Majors: 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.




#### 5) Schools

- o. On the left side bar, search for and select “University of California, Irvine”.

The screenshot shows a 'Job postings' form. On the left, there is a dropdown menu with 'University of California, Irvine' selected. To the right, there are two date selection fields: 'Global apply start date' and 'Global expiration date', both with calendar icons.

- p. Global apply start date: 2019-02-04 12:00 AM
- q. Global post expiration: 2019-02-18 11:59 PM
- r. Interview on campus?: Please leave this field **unchecked**.

The screenshot shows the 'Job postings' form with a search bar containing 'Search your schools to add job postings'. Below the search bar are 'Add All Schools' and 'Find More' buttons. To the right, the 'Global apply start date' is set to '2019-02-04 12:00 am' and the 'Global expiration date' is set to '2019-02-18 11:59 pm'. Below this is a table of schools:

Schools	Interview on campus?	Apply start date	Expiration date
 University of California, Irvine	<input type="checkbox"/>	 2019-02-04 12:00 am	 2019-02-18 11:59 pm

- 6) **Click Save.** Please feel free to email [jsp@uci.edu](mailto:jsp@uci.edu) to confirm receipt of your job shadow opportunity.

**Thank you for participating in the Job Shadow Program!**