

## 2019 Job Shadow Program – Student Information

Thank you for your interest in being a part of the 6<sup>th</sup> Annual Job Shadow Program (JSP), hosted by the UC Irvine Division of Career Pathways! The Job Shadow Program is a learning experience and an opportunity to explore an industry, organization, or job function that you are interested in for one day during Spring Break (March 25-29, 2019)! Your Job Shadow Day may consist of sitting in on meetings, facility tours, observation of daily work, informational interviews, or hands-on experience – all dependent on the nature of the industry and organization that you visit. Don't miss out on this one-of-a-kind opportunity to gain first-hand exposure to a career field and be mentored by actual professionals in the industry!

*The UCI Job Shadow Program is not a paid experience. Students are responsible for their own transportation to and from the host site as well as their lunch (unless otherwise notified) during the Job Shadow Program.*

### Important Dates for Students

<b>Student Resume &amp; Application Submission Window</b>	Begins: February 4, 2019, 12AM	Ends: February 18, 2019 11:59PM	<i>You will review available JSP opportunities and apply to the positions you are interested in directly. Our team will make the employer/student matches based on the JSP host opportunity listed and your submitted materials.</i>
<b>Info Sessions</b>	Jan 17, 2019 (3PM) Jan 22, 2019 (3PM) Jan 29, 2019 (12PM)	N/A	
<b>Mandatory Orientations (Students Notified of Matches)</b>	<b>Select One:</b> Mar 4, 2019 (12PM) Mar 5, 2019 (2PM) Mar 6, 2019 (1PM) Mar 7, 2019 (12PM) Mar 8, 2019 (1PM)	N/A	<i>You will be notified of your acceptance status via email by the end of February/early March and invited to attend one of our Mandatory Orientation sessions. Following the Orientation, you will be provided with the contact information of the host you have been matched with.</i>
<b>Program Dates</b>	Mar 25, 2019 Mar 26, 2019 Mar 27, 2019 Mar 28, 2019 Mar 29, 2019	N/A	<i>All Job Shadow dates will occur during Spring Break Week.</i>

### Student Matching Process

During the Resume & Application Submission Window starting Monday, February 4 at 12:00am, you will be able to review all the different Job Shadow Opportunities via Handshake and apply directly to the opportunities you are interested in shadowing (up to a maximum of 10 different opportunities). After the submission window closes on Monday, February 18 at 11:59pm, the Career Pathways team will match you with an employer host based on your application materials, major, career interests, and preferences. Students will be matched on a rolling basis, and you will be notified of the status of your submission by early March.

### Student Resume & Application Submission Instructions

To apply, simply follow the instructions below to submit your resume and application:

- 1) Log in to Handshake [here](#).
- 2) Click on "Jobs" at the top of the homepage, and you will be brought to the Job Search tab.
- 3) At the top of the page, search for the keyword "JSP".
- 4) Browse through and click on the opportunities listed to find the JSP Opportunities that you are interested in applying for.
- 5) Once you have found an opportunity you wish to apply for, be sure to click on the name of the opportunity – which will take you to the full description page for that opportunity, and click on the "Apply" Button.
- 6) **When prompted, upload your resume** for each JSP opportunity you are interested in.
- 7) **You must complete the Student Application, which can be found here:**  
<https://goo.gl/forms/8iHtXMwxXjTcmYAf1>

*You are allowed to apply for a maximum of 10 different opportunities.*

**IMPORTANT NOTE: You must apply for only the opportunities that you are 100% sure you are able to attend. If the PROGRAM DATE listed on a potential opportunity you are interested in does not work for you, please find an alternate opportunity that works with your availability. Please pay attention to the LOCATION of the opportunity as well. You are responsible for transportation to and from your Job Shadow Site. Applying for an opportunity means that you are willing to take part in that opportunity and will be committed to attending that opportunity should you be matched with the host.**

*\*\*\*To help you in your creation of a JSP tailored resume – please refer to the next few pages! We highly encourage you to have your resume reviewed during drop-in hours M-F 11am-2pm at the Career Pathways office before you make your submission. Don't wait until the last minute!*

### For additional inquiries, please contact:

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