2017 Job Shadow Program - Host Information

Thank you for your interest in being a part of UC Irvine Career Center’s 4th Annual Job Shadow Program! This one-day program will take place during March 27-31, 2017, 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 education 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

<table>
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<tr>
<th>Host Job Shadow Submission Period</th>
<th>Begins: November 18, 2016</th>
<th>Deadline: January 23, 2017</th>
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<tr>
<td>Student Resume &amp; Cover Letter Submission Window</td>
<td>Begins: February 3, 2017</td>
<td>Ends: February 17, 2017</td>
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<tr>
<td>Hosts Notified of Matches</td>
<td>Begins: March 6, 2017</td>
<td>Ends: March 10, 2017</td>
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Posting Instructions

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

1) Log in to ZotLink. Click on the “Jobs/Internships” Tab. Click on the “Job Shadow” Tab, then “Add New”.

2) Complete the Job Shadow Form. Job Shadow Period: Choose 2017 Job Shadow Program from the drop down menu. Title: Please follow this format: DATE OF JSP OPPORTUNITY | FIELD OF JOB SHADOW | CITY, STATE OF JSP OPPORTUNITY.

3) Job 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.

4) Number of Slots. Note the number of students you would be able to host at one time

5) Graduation Date – Range Start & Range End. Select June 2017 & June 2021 to account for all students.

6) Desired Major(s). Select the majors you believe would benefit most from your job shadow opportunity, otherwise select “All Majors”.

7) Location. Complete the fields for your job shadow site location.

* Above are the required fields, but you are welcome to fill out all required fields in greater detail.

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 & Cover Letter Submission Window. After the submission window closes, our team will run an algorithm and 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.