Host Introduction & Invitation

Thank you for your interest in being a part of UC Irvine Career Center’s 4th Annual Job Shadow Program (JSP)! 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.

Attached you will find a complete JSP Packet with instructions and assistance on how to get started! This includes how to post your opportunity for review through Zotlink for students to apply for, a sample agenda, suggestions for structuring your JSP opportunity, and more! We truly hope that you will be able to join us as a host this year!

<table>
<thead>
<tr>
<th>Important Dates for Hosts:</th>
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<tr>
<td><strong>Host Job Shadow Submission Period</strong></td>
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<td><strong>Student Resume &amp; Cover Letter Submission Window</strong></td>
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<td><strong>Hosts Notified of Matches</strong></td>
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<td><strong>JSP Program Dates</strong></td>
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For additional inquiries, please contact:

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Host Posting Instructions

Thank you for your interest in participating in the 2017 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 will reach out to confirm approval for your job shadow opportunity. 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. Below are the required fields, but you are welcome to fill out all requested fields in greater detail.

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

2) Complete the Job Shadow Form
   a. Job Shadow Period: Choose 2017 Job Shadow Program from the drop down menu
   b. Title: Please follow this format: DATE OF JSP OPPORTUNITY | FIELD OF JOB SHADOW | CITY, STATE OF JSP OPPORTUNITY
      **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 exact information so that students are able to apply only for the date that they can commit to. Use the “Copy Existing” Dropdown Menu to select the opportunity created & simply change the date.

3) Job Description
   c. Please provide a simple overview/agenda of your job shadow opportunity
   d. 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

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

5) Graduation Date – Range Start & Range End
   f. Please select June 2017 & June 2021 to account for all students, as job shadow opportunities should be open to students at all stages of their career exploration

6) Desired Major(s)
   g. You may select the majors you believe would benefit most from your Job Shadow Opportunity, otherwise feel free to select “All Majors”

7) Location
   h. Complete the fields for your Job Shadow Site Location
Host Guidelines & Sample Agenda

Thank you for your interest in hosting a student in the UCI Career Center’s Job Shadow Program, for Spring Break 2017. 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 hours you expect them to be with you. The student has been informed of the job shadow duration, which you originally indicated.

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 emails.

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 do 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 Student!

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 sheath 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.

<table>
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<tr>
<th>Time</th>
<th>Activity</th>
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<tr>
<td>9:00 AM - 10:00 AM</td>
<td>Arrival, Introductions, Meet the Staff</td>
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<tr>
<td>10:00 AM - 12:00 PM</td>
<td>Overview of Field/Observe Work</td>
</tr>
<tr>
<td>12:00 PM - 1:00 PM</td>
<td>Lunch Time with the Staff</td>
</tr>
<tr>
<td>1:00 PM - 2:00 PM</td>
<td>Presentation from Executive/Facility Tour/Meet with Staff Member</td>
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<tr>
<td>2:00 PM - 3:00 PM</td>
<td>Group Activity/Hands-on Activity/Meet with Staff Member</td>
</tr>
<tr>
<td>3:00 PM - 4:00 PM</td>
<td>Closing, Questions, Reflections</td>
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Frequently Asked Questions

How do I participate as a host?
The process of registering to participate in our Job Shadow Program this year will take place through Zotlink, UCI’s online job search platform. To be a host, you simply need to post the job shadow opportunity on Zotlink. Please refer to the Job Shadow Posting Instructions for detailed information on required fields and instructions on how to make your post. The host job shadow submission period runs from November 18, 2016 – January 23, 2017.

What is the 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. However, there is no guarantee that we will be able to match your organization with a student.

When and how long are the job shadows?
The job shadows take place during the UC Irvine Spring Break period, March 27-31, 2017. Job shadows will be 1 day (4-8 hours). As a host, you are allowed to offer more than one job shadow opportunity for students.

What would be my responsibilities as a host?
You are responsible for creating a schedule for the job shadow opportunity and introducing the job shadowee to the various facets of your profession. The schedule can include showing them what a typical day at your job consists of, a tour of the organization, attending meetings, a networking lunch with staff, and/or answering questions about your career field and work environment. Please keep in mind that the Job Shadow Program is meant to be a learning opportunity and a chance for our students to gain valuable exposure to potential career fields of interest and work environments, while also an opportunity for you to showcase your organization and introduce students to your industry. Please see the Host Guidelines and Sample Agenda for ideas on how to structure your Job Shadow opportunity.

Can I host more than one shadowee or select multiple dates to host a job shadow opportunity?
Certainly! You can select multiple dates between March 27, 2017 – March 31, 2017 to host a job shadow opportunity. We welcome employers to host more than one student if the job shadow schedule and structure permit multiple students to experience the opportunity.

Can I choose the student’s major or class-level?
No. We will try to match you with a student we believe is well-qualified and deserving of shadowing your functional area. However, this does not necessarily mean the student will be of a directly related major.

Am I expected to pay students for the job shadow?
Students do not receive any pay for the job shadow, and they are responsible for covering costs like transportation, meals, etc.