Job Shadow Host Organizations - Frequently Asked Questions

What is a job shadow?

A job shadow is a chance for UC Irvine (UCI) students to gain valuable exposure to career fields of interest. This program connects employers to students who are eager to experience an insider’s view of a position and organization that is not offered in a typical classroom setting. By sharing expertise and knowledge about work and careers with UCI students, you serve as a coach for shadowees’ with their career development and help them to appreciate your organization and how it operates. The students can also provide limited assistance with projects or tasks.

When and how long are the job shadows?

The job shadows take place during the UC Irvine Spring Break period, March 21-24, 2016. As the host you may choose the date of the job shadow, but if there is flexibility during that week, you can coordinate with the shadowee the best day for both of you. Job shadows will be 1 day (4-8 hours), although if both parties would like to continue beyond that, this is acceptable.

How do I apply?

Applications will be available on the Career Center website by November under the Recruiters tab. Please complete the application should you wish to participate after fully understanding the program. Applications are due January 19, 2016 at 5PM.

Where are job shadows offered?

Job shadows are offered in a wide range of professions primarily in Southern California. However, if your organization has someone that would like to participate and is located in geography, this may be possible to accommodate.

What would be my responsibilities as a host?

You are responsible for introducing the job shadowee to the various facets of your profession, showing them what a typical day at your job consists of, and answering questions about your career field and work environment.

How should the job shadow be structured?

This depends somewhat on your field and the demands of your job. Ultimately, it is up to you and the student on how structured you would like the job shadow to be.

See the Host Guidelines document for more information on this question.

What do the shadowees do?

While shadowing you, students will primarily be observing your day-to-day activities to help them gain a familiarity with their career of interest. The students may provide very limited assistance, where appropriate, with projects or tasks to help acquaint them with the organization.

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.

Am I responsible for providing transportation?

No, students are responsible for their own transportation.

Can I host more than one shadowee?
Yes, as long as there are enough qualified students that apply to your job shadow site.

How are students selected?

The program is designed for students of any major and class level who submit to our office a resume and interest statement for their top choice of job shadow sites. The Career Center looks for students that clearly articulate a deep interest in your organization/industry/job function and will develop professionally from this experience. The Job Shadow Program staff matches candidates and host opportunities, and makes assignments to hosts in February. By the end of February, you'll be contacted by the student(s) placed with you to confirm the schedule for the assignment.

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 guaranteed a student to host?

No. 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.

Will my personal information be posted in the job shadow listing?

Your personal information will be kept confidential. Online postings will only contain information about the job shadow offered.

Important Dates for Hosts

<table>
<thead>
<tr>
<th>Event</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Application Cycle</td>
<td>Application Opens: January 21, 2016</td>
<td>Deadline to Apply: February 12, 2016</td>
</tr>
<tr>
<td>Application Review/Matching</td>
<td>February 2016</td>
<td>Final Selections: February 26, 2016</td>
</tr>
<tr>
<td>Hosts Notified of Matches</td>
<td>March 2, 2016</td>
<td>N/A</td>
</tr>
</tbody>
</table>

For additional information contact:

Denise Khaw, Employer Outreach Specialist  
Phone: 949.824.4643  
Email: dkhaw@uci.edu

Connie Wong, Job Shadow Program Coordinator  
Phone: 949.824.6881  
Email: jsp@uci.edu