Job Shadow Program

2018 Job Shadow Program - Student Information
Thank you for your interest in being a part of the 5th 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 26-30, 2018). Your Job Shadow Day may consist of sitting in on meetings, facility tours, observation of daily work, informational interviews, or even some hands-on experience – all dependent on the nature of the industry and organization that you will be visiting. 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 for one day!

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

| Student Resume & Application Submission Window | Begins: February 2, 2018 11:59PM |
| Ends: February 18, 2018 11:59PM |
| 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. |

| Info Sessions | Jan 11, 2018 at 11AM |
| Jan 16, 2018 at 2PM |
| Jan 23, 2018 at 2PM |
| You will be notified of your acceptance status via email by February/early March and invited to attend one of our mandatory orientation sessions. Following the orientation, you will be provided with your placement information to the host you have been matched with. |

| Mandatory Orientations (Students Notified of Matches) | Select One: |
| Mar 5, 2018 at 12PM |
| Mar 6, 2018 at 2PM |
| Mar 7, 2018 at 1PM |
| Mar 8, 2018 at 3PM |
| Mar 9, 2018 at 10AM |

| Program Dates | Mar 26, 2018 |
| Mar 27, 2018 |
| Mar 28, 2018 |
| Mar 29, 2018 |
| Mar 30, 2018 |
| All Job Shadow dates will occur during Spring Break Week. |

Student Matching Process
During the Resume & Application Submission Window starting Friday, February 2, you’ll be able to review all the different Job Shadow Opportunities via Handshake and apply directly to the opportunities you’re interested in shadowing (up to a max of 10 different opportunities). After the submission window closes on Friday, February 18, the Career Pathways team will match you with an employer host based on your submitted materials, career interests, and preferences. You’ll be notified of the status of your submission by early March. We will try to match as many qualified students as possible with our hosts.

Student Resume & Application Submission Instructions
To participate, simply follow the instructions below to submit your resume and application:

1) Log in to Handshake at uci.joinhandshake.com.
2) Click on “Jobs” at the top of the homepage, and you will be brought to the Job Search Tab.
3) In the left side bar under “Filters”, search for “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 the 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) Upload your resume for each JSP opportunity you are interested in. DO NOT upload your application on Handshake. Only your resume should be submitted on Handshake.
7) EMAIL your “Job Shadow Program Student Application” to jsp@uci.edu

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

IMPORTANT NOTE: You must apply only for the opportunities that you are 100% sure you are able to attend. If the PROGRAM DATE listed on a potential opportunity does not work for you, please find an alternative that works with your availability. Please pay attention to the LOCATION of the opportunity as well. You are responsible for transportation to and from the JSP opportunity site. Applying also means you are willing to take part in that opportunity and will be committed to attending 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 utilize the Job Search Guide & get your resume reviewed during our drop-in hours M-F 11am-3pm at the Career Pathways office before you make your submission. Don’t wait until the last minute!

For Additional Inquiries, Please Contact:
Christina Leung, Job Shadow Program Coordinator Email: jsp@uci.edu Phone: (949) 824-6881
Tonie Zhu, Employer Engagement Specialist Email: txzhu@uci.edu Phone: (949) 824-4643
Job Shadow Program Student Application

*Submit this application to jsp@uci.edu or drop it off at the Career Pathways office. Upload your resume for each JSP opportunity you are interested in on Handshake (https://uci.joinhandshake.com). Resume submission(s) and application must be submitted by 2/18/18 11:59pm.

Student Information
If matched, your name, UCI email, & phone number will be sent to your Job Shadow host for correspondence.

| First Name: |  |
| Last Name: |  |
| UCI Email: |  |
| Student ID #: |  |
| Preferred Phone Number: |  |
| Declared Major(s) / Minors (If Undeclared, please note so): |  |
| Expected Date of Graduation (MM/YYYY): |  |
| Current Class Level: | □ Freshman □ Sophomore □ Junior □ Senior □ Masters □ PhD |
| Please indicate if you identify as any of the following (optional): | □ 1st Generation College Student □ Transfer Student □ International Student □ Other: ___________________________ |

Why are you interested in the Job Shadow Program? What is your career goal or what careers are of interest to you?

Please indicate the names of your top 5 preferred sites, #1 being most preferred (for a list of participating organizations, please visit www.career.uci.edu):

| Top 5 Job Shadow Sites: | 1) | 2) | 3) | 4) | 5) |

Are you willing to shadow at a site not listed on your top 5? □ Yes □ No

How many JSP Opportunities would you like to be matched with? (circle one) 1 2 3 4 5

Would you like us to share your email address with others matched to the same JSP Opportunity? □ Yes □ No
How to Develop a Resume

1. Review the job description for skills and abilities required
   Analyze the description and highlight the required skills, attributes and qualifications.

2. Create a list of accomplishments
   Include education/training, volunteer experience, jobs, internships, projects, research, and group/team activities.
   Describe in detail what you did, why you did it, who you did it with, what equipment you used and the results/outcomes. Quantify your results, if possible, and use commonly understood terminology.

3. Analyze your accomplishments and experiences for relevant skills
   Reflect upon your past and current experiences to identify your skills.

4. Write descriptive phrases
   Using action verbs, write short phrases to describe what you did. Be specific yet concise. Arrange the descriptive phrases in order of relevance to the position for which you are applying.

5. Organize your experiences
   List all experiences in reverse chronological order — start with the most recent. In each experience, remember to highlight the skills, knowledge and abilities that are relevant to the job.

Q: What is a CV?
A: CV stands for curriculum vitae and is a document used to apply for positions in an academic setting. You can adapt your current resume into a CV by adding three sections:
1. research experience,
2. teaching/mentoring experience
3. publications or poster presentations.
A CV also includes a list of your references with their job title and contact information.

Keep in mind...
The average employer takes about 6 seconds to scan a resume.

Formatting Tips
- Limit your resume to one page
- Include your contact information (with a professional email address)
- Use a professional font (e.g. Times New Roman, Arial, Helvetica, Georgia, Calibri, Tahoma)
- Use font sizes 10-12
- Use bolding to make key information stand out (e.g. bold all of your job titles)
- List your GPA (if 3.0 or higher)

Do
☑ Begin phrases with action verbs such as “developed”
☑ Be specific in your objective statement, if you choose to have one
☑ Emphasize outcomes, significant achievements and recognition from others
☑ Quantify accomplishments when possible and highlight specific examples
☑ Be truthful about your accomplishments
☑ Have a career counselor review your resume

Don’t
☒ Use personal pronouns such as “I” or “my”
☒ Use complete sentences
☒ Include personal information such as marital status, age, Social Security number, or picture
☒ Use flashy graphics or colored paper
☒ Mention controversial activities or associations (personal preference)
☒ Exaggerate your experience
☒ Use abbreviations such as “SPOP” or “ASUCI”
RESUME COMPONENTS

CONTACT INFORMATION
Name, address, email address, and phone number should be at the top of the page

EDUCATION
Name of school, major, degree received, and graduation (or projected graduation date)

EXPERIENCE
Paid, volunteer, or internships. Emphasize duties, responsibilities, skills, abilities, and accomplishments. Include the job title, employing organization, location of job, and dates of employment

ADDITIONAL CATEGORIES
You may want to include skills (technical, language, etc.), activities (school, volunteer, and community), leadership, honors and awards, and research experience.

David Parker
Email: dparker@uci.edu  Phone: 714-644-0000

Campus: 2121 Wilson Dr., Home: 2566 S. Mitchell St.
Costa Mesa, CA 92626  San Bernardino, CA 92885

OBJECTIVE
Seeking an internship in the entertainment industry that will utilize artistic and organizational skills.

EDUCATION
Bachelor of Arts in Studio Art
University of California, Irvine
GPA: 3.42
Dean's Honor List, 4 quarters

Relevant Coursework
• Interdisciplinary Digital Arts
• History of Intermedia
• Projects in Public Art
• Advanced Color Photography

EXPERIENCE
Claire Trevor School of the Arts; University of California, Irvine  October 2011 – Present
Peer Advisor
• Assist students with scheduling upcoming courses and resolve current scheduling conflicts.
• Attend monthly meetings for information related to academic counseling services.
• Perform office duties including answering telephones, filing, making copies and faxes.
• Enhance interpersonal skills through individual contact with students and administration.

ACTIVITIES
Photographers' Society, University of California, Irvine  January 2011 – Present Member
• Participate in meetings and discussions related to the methods, arts and equipment for photography.

Circle K, University of California, Irvine  September 2009 – Present Member
• Attended a Circle K conference focusing on leadership training.
• Participate in various service events around the local community working with children and at-risk youth.

SKILLS
• Computers: Flash 5, Adobe Photoshop, Adobe Illustrator, Adobe Premier, Corel Draw, Quark, Microsoft Publisher, Microsoft Word, PowerPoint
• Languages: Conversational French

Put your email address as a means to contact you, but make it basic as possible, containing only your name. Leave off the BballStud@gmail.com and use something like your UCI email address. A basic name looks more professional and employers will take your interest in the job more seriously.

For more resume help...
• RSVP for resume workshops on Handshake
• Get your resume reviewed during Drop-In Advising hours (Monday - Friday 11 AM - 3 PM)
LET’S GET CAREER READY!

Employers are looking for graduates who know how to use their strengths, interests, and abilities. Students can develop these eight Career Readiness skills to prepare them for the transition into the workplace, continuing education, and beyond!

PROBLEM SOLVING
Exercise sound reasoning, analytical thinking, and inventiveness; use knowledge and data to solve problems and make decisions.

PROFESSIONALISM
Demonstrate personal integrity, effective work habits, and a professional work image.

COMMUNICATION
Show understanding of audience’s diverse needs in order to articulate thoughts and ideas clearly and effectively in written, verbal, and non-verbal forms.

TEAMWORK
Collaborate and work within a diverse team structure; negotiate and manage conflict.

LEADERSHIP
Draw upon interpersonal and organizational skills to motivate and develop others to achieve common goals.

TECHNOLOGY
Select and use appropriate technology to solve problems and accomplish goals.

CAREER MANAGEMENT
Identify and articulate relevant skills, knowledge, and experiences in pursuit of career opportunities; self-advocate and identify areas of professional growth.

INTERCULTURAL FLUENCY
Value, respect, learn from, and interact with people from diverse cultures, races, ages, genders, sexual orientations, religions, nationalities, abilities, and socioeconomic backgrounds.

Adapted from the NACE Career Readiness Competencies