

# FIND YOUR FUTURE

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## A DAY in the LIFE job shadowing program

*Planning Guidelines for Sponsors 2017-18*

Thank you for considering hosting a job shadowing opportunity for Hamilton students. At the Career Center we support our students through the career exploration process, of reading, talking, watching and doing in an effort to identify a positive career fit and ensure post-graduation success. Job Shadowing is the fundamental experience for students in the talking and watching stages. As an experienced professional in your field, the knowledge and advice you impart to these eager students is invaluable. Below we have provided some suggested activities for a job shadow experience and topics for your conversations. We thank you again and if you have any questions please contact the Career Center via David Bell, Director of Career Development at [dbell@hamilton.edu](mailto:dbell@hamilton.edu).

### Time-line

Nov. 15 - Dec. 15	Your student has been instructed to contact you between these dates in order to arrange a mutually convenient day for the job shadow to occur.
Dec. 17 - Jan. 12	Job shadows should take place between these dates at a time that works well for you and the student.

### Planning for the student's visit

A typical visit may include an office tour, meeting key personnel, sitting in on meetings, a discussion of your work function and how it fits into the overall operations of your organization, as well as an overview of your career trajectory (and graduate school experience if applicable). Most students enjoy the opportunity to engage in the work of the organization, so feel free to assign a project to work on or a task to perform as appropriate. In the event that you are not able to be with your student for part of the time during the visit, please designate a colleague to do so in advance. The framework for the job shadow can be determined by your role, company/organization, and preference on what to share with the student. In addition you might:

- Allow the student to observe a meeting (with other staff, clients, board members, etc.);
- Offer career advice and/or feedback on the student's resume;
- Suggest resources (books, web sites) for further career exploration;
- Provide networking contacts;
- Introduce the student to a colleague in the same or a different department and/or arrange for the student to spend some time with that colleague;
- Have the student listen to phone conversation(s);

- Advise the student about how to make the most of their Hamilton experience;
- Offer to take the student to lunch and/or set them up with a colleague

Be aware that these students are often at the beginning stages of career exploration and decision making. Try to bring yourself back to that period of your life to remember what level of awareness you had about the world of work. You may want to have a preliminary phone conversation with the student to ask more about career objectives and what the student hopes to learn during the job shadow. Even if your work function does not align exactly with the student's interests, s/he will benefit from learning about the world of work and what it is like to be in a professional setting.

### **Travel logistics**

It would be a good idea to discuss travel details with the student before arrival so that s/he has a realistic idea of how long it might take to get to the workplace. The student may be unfamiliar with your area, so any local travel information and help with travel planning to/from the airport, bus or train station would be appreciated. If a student plans to arrive by car, please provide information about parking (e.g., in company lot, on street, in garage) if available. Also, you are not expected to cover the costs of the student's meals, but of course this is fine if you choose to do so.

### **Hours of the job shadow**

You are free to set these hours and should discuss this with the student in advance.

### **Additional information to discuss with your student**

Please advise the student about appropriate attire, the hours to be spent at your workplace, information about the locale and/or weather, and any documents (e.g., identification, passport) needed for security clearance if required.

### **Photos and program feedback**

Please consider asking someone to take photos of you with your student during the job shadow. If you have this opportunity, we welcome you to forward pictures to us at [dbell@hamilton.edu](mailto:dbell@hamilton.edu) for sharing on our website.

After the job shadow takes place, we will send along a brief online evaluation. Students will also be asked to complete a survey about the experience. This information will help us to assess the program, and to plan effectively for the next year.

If you have any questions or issues along the way please do not hesitate to reach out to us. Thank you in advance for working with your student to prepare for a positive and rewarding job shadowing experience!



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