

Job Shadow Program: Information for Employers



OVERVIEW:

Depending on the nature of your industry and organization, the job shadow experience may include:

- A tour of your facility
- Observation of your daily work
- Sitting in on meetings
- Assisting with tasks and actual projects (conducting research, writing reports, etc.)
- Introducing your team or other co-workers
- Informational interviews with you or others in your organization in various specialties and roles

Take a Scot to Work!

Take a Scot "on the spot" by providing a job shadowing experience! Job shadowing allows students to explore career interests, experience a day-in-the-life of a specific occupation and culture within an organization, and launch meaningful relationships that can support them as they search for internships and employment opportunities.

Scots on the Spot job shadow sponsors will be connected with motivated students seeking to explore their field.



Expectations

Sponsors are expected to introduce their profession, industry, and organization; provide a tour of the workplace; answer questions; and most importantly, allow a student to observe their daily routine. Some sponsors choose to arrange meetings or informational interviews between the student and other professionals; others engage the student in a project.

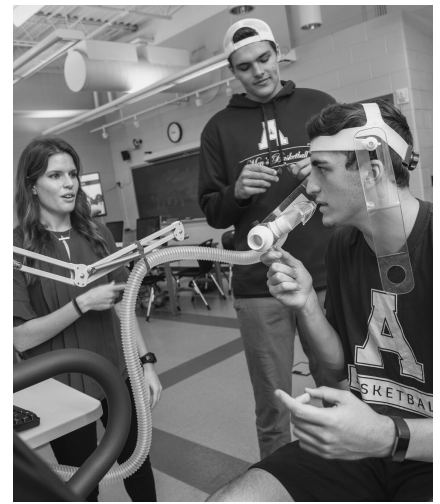
Students are responsible for transporting themselves to and from the job shadowing site, locating and paying for any necessary lodging, researching the organization in advance of the shadowing day, and coming prepared with questions.

The sponsor should expect the student to be ready to learn, observe, and ask questions. Scots on the Spot is designed to provide students with exposure to a field, it is not expected that the student will yet have relevant job experience.

Sponsors should avoid assigning clerical tasks, and focus on creating opportunities for students to engage in activities that give them insight into a field.

Get Involved

Visit alma.edu/networking to learn more and to volunteer as a job shadow sponsor!



Timeline

- Submissions for sponsors will open in November.
- Student applications will open in mid-November.
- Once matched, the sponsor and student(s) will pick a mutually convenient date between December and May.

Length

A sponsor may design their own agenda, which could last between two hours to two days. The length of the shadow may depend on availability, appropriateness, and virtual vs. in-person format.


Questions? Contact Career and Personal Development




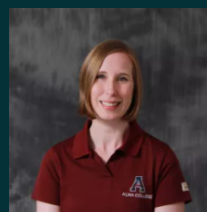
As Associate Director of Career and Personal Development, Brittany leads alumni and employer relations. She is the primary contact for Scots on the Spot, job and internship referrals, and campus recruiting.

Brittany works especially with juniors and seniors preparing for life after Alma.

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Carla is the Director of Career and Personal Development and Associate Director of the Center for College and Community Engagement (CCCE). She directs office programming and oversees the Alma Venture and study abroad programs.


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As Assistant Director of Career and Personal Development, Margie focuses on supporting students with major and career exploration. She also plays a key role on the pre-health professions committee.

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