



# EMPLOYER GUIDE



## JOB SHADOW PROGRAM



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## **PROGRAM OVERVIEW**

The Career Development Center's (CDC) Job Shadow Program will provide an opportunity for freshman and sophomore students to explore firsthand a career that interests them. Students participating in this program will be paired with a professional employed in their prospective occupation and will be able to shadow an employer for 2 or 3 days during spring break. From participating in this program students will be able to:

- Interact with professionals and learn skills needed to be successful in that occupation
- Take a behind the scene look at daily work activities involved in that occupation
- Enhance their academic experience
- Network

Employers participating in this program will be able to:

- Impart to a future generation of workers skills needed to be successful in your industry
- Identify students who could be candidates for your cooperative education or internship positions
- Develop a working relationship with the CDC and the university
- Create a brand for your organization/agency on our campus.

## **EMPLOYER PROCESS**

Employers interested in participating in the CDC Job Shadow Program must complete and submit to the Program Coordinator the employer application form (Appendix, p.8). This form can be accessed at <http://www.bowiestate.edu/campus-life/the-career-development-center/employers/>. When considering participating in our Job Shadow Program please bear in mind the following factors:

- Our program is operational only during Spring break (the dates of the program can be found on the CDC website)
- Your organization/agency can opt to provide job shadow opportunities to students for 2-3 days. If you desire to provide a longer period of time for students to be at your site, please indicate those dates on your form. The Program Coordinator will discuss these dates with you and the student.
- Carefully plan activities whereby the student will have the opportunity to spend quality time with employees.
- Identify a point of contact within your organization/agency with whom the Program Coordinator can work with throughout the duration of the job shadow visit.

## **JOB SHADOW SITE ACTIVITIES**

Students participating in the Job Shadow Program are either freshman or sophomore students. These students may have elected to participate in the program for varying reasons to include: networking opportunities, learning how their major could be leveraged in your industry, assistance with narrowing down academic major selection, and learning employability skills needed to be successful in your industry.

Keeping this audience in mind and their respective reasoning for expressing an interest in the program should serve as a guide to aid you in planning your job shadow activities. Hopefully these suggestions will spark ideas for you to consider when planning your activities. Some proposed activities could entail the following:

- Meeting key department heads and learning the mission of the departments they oversee
- Interacting with a staff member who is employed in the occupation desired by the student
- Plan an informal networking opportunity for the student with the Director or CEO of your organization/agency to learn how their career began and to learn about courses or certifications that will help them to excel in your industry
- Touring the facility

## **HOW STUDENTS WILL BE SELECTED TO VISIT YOUR SITE**

The selection process for identifying students to visit your site is seamless once the student application and the employer application have been reviewed by the Program Coordinator.

- The designated personnel indicated on the employer application form will be contacted by the Program Coordinator to discuss the activities planned for the student/s.
- The Program Coordinator will schedule individual meetings with all student applicants to discuss their career goals and interests and your application.
- During this meeting, students will indicate which employer they are interested in shadowing and will sign a job shadow program agreement form.
- The Program Coordinator will contact your representative indicated on the application to inform him/her of the name of the student who will be coming to your site.

Students will be required to contact your representative to inform him/her in writing that they will be visiting their site. They must contact your representative within three days after meeting with the Program Coordinator. Students who fail to notify your representative of their pending visit within that timeframe will not be able to participate. The Program Coordinator will identify another student to visit your site and will contact your representative to inform him/her of the change.

## **HOW STUDENTS APPLY FOR THE PROGRAM**

### **ELIGIBILITY REQUIREMENTS**

Only a currently enrolled freshman or sophomore student with a minimum 2.0 or above GPA and in good academic standing with the university is eligible to participate in the program.

### **APPLICATION PROCESS**

Students can obtain a copy of the Job Shadow Program application from the CDC website. In addition to the application, students must also submit to the Program Coordinator their most current unofficial transcript, letter of recommendation and a one page essay addressing why they want to participate in this program. Students submit their materials to the CDC office electronically at [careerdevelopment@bowiestate.edu](mailto:careerdevelopment@bowiestate.edu) by the application deadline date indicated on the CDC site.

The Program Coordinator reviews all submitted employer and student applications. The Program Coordinator meets with all student applicants to discuss their applications and the proposed employer events planned for the student/s. Students will indicate their preference of the employers to shadow. The Program Coordinator will provide the employer with the name of the student/s who will be contacting them. Students must contact the employer representative to whom they will be reporting to at the job shadow site in writing within 3 days after meeting with the Program Coordinator. Failure to contact the employer within 3 days will result in the student being reassigned to another site or exclusion from participating in the program.

### **TRANSPORTATION**

Students participating in this program are responsible for their own transportation to and from the site. Transportation costs that will be incurred because of their participation in the program are solely the responsibility of the student.

### **PROGRAM ORIENTATION**

Students are required to attend a Job Shadow Program orientation prior to visiting your site. Our expectations and tips on how to make their job shadow experience a rewarding one for them will be discussed.

## **PROGRAM EVALUATION**

In order to gauge the effectiveness of the program we will be requiring employers and students to complete our program evaluations. In addition, participating students will be required to write a brief synopsis about their experience. The Program Coordinator will review the evaluations and the student reports. This information will be used to help us to evaluate the program and to compile data to include in a report.

# APPENDIX

**Job Shadow Program  
Employer Application**

**Employer Name** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Website** \_\_\_\_\_

**Profile of organization** (*description/summary of your organization*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employer Contact** \_\_\_\_\_

**Title** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Job Shadow Program Dates**

\_\_\_\_\_

**Job Shadow Program Activities**

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Job Shadow Program  
Employer Evaluation Form**

**Employer Name** \_\_\_\_\_

**Employer Contact** \_\_\_\_\_

**Title** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Job Shadow Program Dates** \_\_\_\_\_

*Thank you for participating in our Job Shadow Program. Your evaluation of this program is invaluable for it will assist us in assuring that this program will effectively aid students in their career decision making.*

1. What industry is your organization? \_\_\_\_\_

2. Was the student punctual on the dates he/she was to visit your site? Yes \_\_\_\_\_ No \_\_\_\_\_

3. What skill sets, courses and/or certifications did you suggest to the student in order to help him/her prepare for their career?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Was submitting your application to participate in the program a seamless process?  
Yes \_\_\_\_\_ No \_\_\_\_\_ *Please elaborate on the lines below.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Do you think your planned job shadow activities provided opportunities for the student/s to gain insight into your profession? Yes \_\_\_\_\_ No \_\_\_\_\_ *If no, please elaborate*

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6. Did you receive information about the visiting student in a timely manner? Yes \_\_\_\_\_ No \_\_\_\_\_

7. What recommendations would you make for the program?

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