Take a Tartan to Work Job Shadowing Host Guidelines

We invite you to participate in the Take a Tartan to Work program and connect with current CMU students by volunteering to host a student at your business for the day. The Take a Tartan to Work program will be held during Spring Break between March 4, 2016 and March 11, 2016.

This job shadowing experience allows undergraduates to explore career fields and gain a better understanding of the connections between academics and the world of work. Students who have participated in the past have overwhelmingly expressed how valuable the experience was for them.

Matching student with a Host

Students are matched with the Host based on their preferred career/industry and location. Once the student and Host are matched, it is up to the student to reach out to the Host and set up the shadowing experience date and time that is at a convenient for you both.

10 Steps in Structuring a Successful Day

We have developed some suggestions to guide you so that both you and the student have an enjoyable and worthwhile experience.

In advance:
1. Review student resume and essay concerning their reason for job shadowing and possible career goals and interests.
2. Plan activities which help the student(s) gain a better understanding of the career field.
3. Consider arranging informational interviews with colleagues to learn about other areas of the organization and to obtain a variety of career perspectives.
4. Prepare a written schedule of potential activities to provide structure and clarify time commitments (e.g. tour).
5. Provide ideas for resources (materials, web sites, etc.) students may use to do research in advance.

The day of:
6. Meet with the student(s) at the beginning of the day to give an overview of the organization and at the end of the day to follow-up regarding their experiences.
7. Take time to talk about your interests, background, career path, etc.
8. Give a tour of the facility.
9. If possible, allow time for student(s) to observe other activities going on at the workplace, or plan for a hands-on experience or activity.
10. At the end of the day, remember to leave time for reflection on the day's experience. Consider sharing your reflections with the student. They will definitely appreciate it and you might end up viewing your workplace with a different perspective.

Facilitating the student/sponsor contact:

• Please provide any updates to your contact information to the CPDC staff.
• Provide an alternate contact (assistant, colleague) with whom the student may discuss logistics in your absence during the contact period.