

# Carnegie Mellon University

Career & Professional  
Development Center

## Registering for Job Shadowing and/or Informational Interviews

### **Signing up for Tartan Talks and Take a Tartan to Work:**

1. Register for **Tartan Talks – Student** and **Take a Tartan to Work - Student** using your Andrew email address and password on the [Xinspire website](#).
2. Fill out your online profile.
3. Review a web training Power Point.
4. Agree to Terms and Conditions.
5. Sign up for a spot in a group job shadowing meeting [here](#). If none of the available days or times work for you, please email [career@andrew.cmu.edu](mailto:career@andrew.cmu.edu) before 2/5/18.
6. After your meeting you will be approved to use the Xinspire system and connect with alumni.

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In order to make the registration process simpler for students, we suggest that you sign up for both Tartan Talks and Take a Tartan to Work at the same time. However, if you only want to participate in one of these programs the procedures are as follows:

### **Signing up to Take a Tartan to Work:**

1. Register for **Take a Tartan to Work - Student** using your Andrew email address and password on the [Xinspire website](#).
2. Fill out your online profile.
3. Agree to Terms and Conditions.
4. Sign up for a spot in a group job shadowing meeting [here](#). If none of the available days or times work for you, please email [career@andrew.cmu.edu](mailto:career@andrew.cmu.edu) before 2/5/18.
5. After your meeting you will be approved to use the Xinspire system and connect with alumni.

### **Signing up for Tartan Talks Work:**

1. Register for **Tartan Talks - Student** using your Andrew email address and password on the [Xinspire website](#).
2. Fill out your online profile.
3. Review a web training Power Point.
4. Agree to Terms and Conditions.
5. Wait for your profile to be reviewed and approved by a member of the CPDC team to start using the Xinspire system and connecting with alumni.