

A vertical strip of tartan pattern on the left side of the slide, featuring a grid of blue, green, and red squares with thin yellow lines.

Carnegie Mellon University

Career & Professional
Development Center

Take a Tartan to Work

Host Orientation

Take a Tartan to Work Overview

Take a Tartan to Work is a job shadowing program that allows students to interact with alumni employers in order to have a professional experience at their host's place of work. Job shadowing is a valuable experiential learning opportunity for students who are engaging in career exploration, and seeking information about particular industries, companies, or positions. Through these sessions, students gain insight into their career search while practicing their professional networking and communication skills.



Host Expectations

In advance:

1. Review student resume and profile to understand 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.



Host Expectations

The day of:

1. 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.
2. Take time to talk about your interests, background, career path, etc.
3. Give a tour of the facility.
4. 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.
5. 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 this, and you might end up viewing your workplace with a different perspective.

Please note: **Students are responsible for all costs/expenses associated with this job shadowing session**



Following Up

Students are instructed to send you a thank you message after your job shadow session.

Some of these sessions may produce a longer relationship, and others may be a one time visit. Either way, please be sure to end your relationship in the system after your session. This will make you available for other students to contact in the future. If you wish to continue communicating with your student, consider sharing your personal email and/or phone number.



Other Important Reminders

Job shadowing takes place during winter and spring breaks, as this is when students have the most time to devote to a job shadowing experience. You can find the dates for this academic year below:

Winter Break- December 18, 2017 - January 15, 2018

Spring Break- March 12, 2018 - March 16, 2018

These opportunities are used as *career exploration* tools. That means students focused in one area academically may use this program as a way to learn about a totally different field. For example, if you work in consulting and a biology student is interested in job shadowing with you, don't immediately write off their request

This is a valuable *first step* for many students in their career exploration process. Some students may need to improve their professional communication skills. Please remain patient and try to be understanding if you are exchanging ideas with a student who might need some extra guidance.

The CPDC is always here to help. Do not hesitate to reach out if you have any questions or concerns about a student or your role as a Take a Tartan to Work host.

