



### Matching With Students

- Alumni have from 1/8 - 1/21 to sign up to participate in the program.
- Students have from 1/22 - 2/9 to review alumni profiles and job shadow opportunities. Student will rank and apply to job shadows that they are interested in.
- On 2/12, alumni will receive a message to tell them whether or not any students have applied to their job shadow. If alumni have applicants, they will rank them in order of their level of interest in having the student shadow them. Alumni have from 2/12 - 2/18 to rank student applicants.
- By 2/20, alumni and students will receive their final matches. Students will be instructed to reach out to alumni to set up a job shadowing day within 7 days.
- Review your student's profile and resume to get to know them. In their outreach message students are instructed to share some background information and explain why they are interested in talking to your specifically.
- **Review the Take a Tartan to Work Host Orientation Power Point for helpful tips about your session.**
- Set up a time to meet with your student.
  - If you are unable to meet due to scheduling conflicts, consider setting up a phone call or video conference to share some of your experiences with your student.
  - Give students detailed instructions about how to find you - address, floor, room number etc. Consider sharing a phone number they can use to reach you if they have trouble finding your office.
- Conduct your job shadowing session.

### Important Reminders

Job shadowing takes place during winter and spring breaks when students have the most free time. Typically, a job shadowing experience takes place throughout one business day only. You can find the dates for participating in a job shadowing experience below:

#### **Spring Break - March 9, 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. So 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.

If you are interested in setting up a specific date to have a number of students (up to 10) shadow with you company at one time, please contact us! Email: [career@andrew.cmu.edu](mailto:career@andrew.cmu.edu) or, call: Pati Kravetz at 412-268-2064