

Carnegie Mellon University

Career & Professional
Development Center

take a
Tartan to work

Job Shadowing Orientation



Agenda

1. What is Job Shadowing?
2. Why Job Shadow?
3. Application Timeline
4. Application Process
5. Sample Outreach Message
6. How to Prepare
7. Questions to Ask
8. At the end of the day
9. Following Up
10. Student liability



What is job shadowing?

- Follow a professional at their work for **one day**
- Observe different functions and processes within the organization
- Attend and shadow meetings with colleagues and clients
- Interact with other employees of the organization
- Assist with a project and/or provide insight



Why job shadow?

- Assess your “fit” with a particular position, industry, or company culture
- Learn what skills and qualifications are required for certain positions
- Learn facts about a company that could be useful in future interviews
- Network with professionals and gain valuable contacts for the future
- Receive invaluable academic and/or career advice from an alum



Registered Alumni (Hosts)



Winter Application Timeline



Host



Student

August - September	October	November	December	January
Register and create profile	Register, create profile, review and rank hosts by preference Oct 7th Nov 3rd	Review student profiles and rank student by preference Nov 20th Student(s) matched with Host Student Reaches out to Host	Establish shadow date Dec 1st Shadow Day Dec 9 th – Jan 10 th Establish shadow date Dec 1st	

Spring Application Timeline



Host



Student

January

Register and create profile

Jan 27th

Register, create profile, review and rank hosts by preference

Feb 16th

February

Review student profiles and rank student by preference

Feb 25th

Student(s) matched with Host

March

Establish shadow date

Mar 4th

Shadow Day

Mar 6th - Mar 13th

Student Reaches out to matched Host FIRST

Application Process: Choosing Hosts

1. Click "Browse" to see all hosts; click "Search" for filtering options
2. Click "Add to list" if you're interested in a particular host (3 hosts max)
3. Click "Applications" to see your list and submit application material

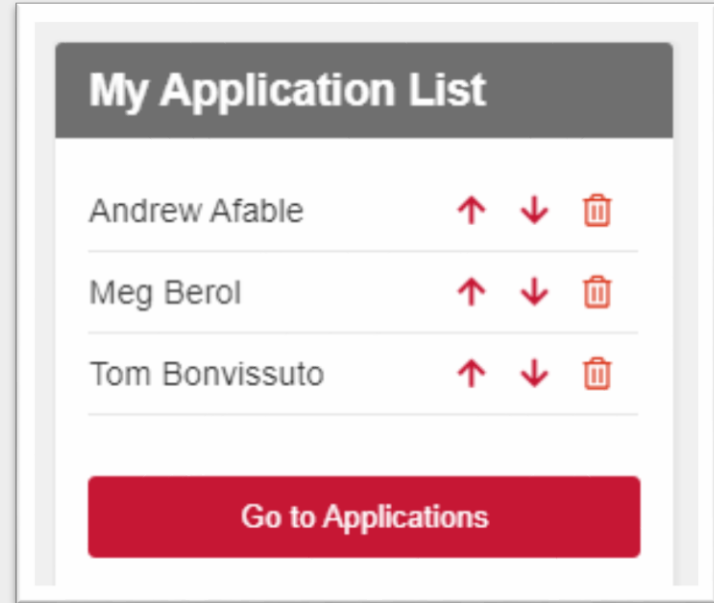
The screenshot displays the Tartan Talks application interface. On the left is a sidebar with navigation options: Home, Messages, Find, Search, Suggested matches, Browse (circled with a '1'), Applications (circled with a '3'), Calendar, and Documents. The main content area is titled "Browse (63 found)" and shows a profile for Andrew Afable, an Analytics Consultant at Deloitte. The profile includes a photo, name, and a detailed description of his role. To the right of the profile is a table of attributes and values, and a green "Request for Tartan Talks" button. Below the profile is a grey button with a plus sign and the text "Add to list", which is circled with a '2'. The table of attributes includes:

CITY	New York	Andrew Afable is available for Tartan Talks. You'll be asked to write a message when you request.
U.S. RESIDENCE STATE	New York	
COMPANY	Deloitte	
JOB TITLE	Analytics Consultant	
CAREER FIELD	Consulting	
POSITION DESCRIPTION	I am an analytics consultant in model risk management. I review and validate models and present key statistics to aid the client and mitigate potential risks.	
TIMEFRAME OF JOB SHADOW ALUMNI?	1 day	
HOW MANY STUDENTS ARE YOU WILLING TO HOST AT A TIME?	10	
WHICH COLLEGE ARE/WERE YOU A MEMBER OF AT CMU?	Dietrich College of Humanities & Social Sciences	
CITIZENSHIP STATUS RESTRICTIONS?	I can speak with all students	
DEGREE	Bachelor of Science in Economics and Statistics	

Application Process: Ranking Hosts

You must rank hosts from most preferred (top) to least preferred (bottom)

You are more likely to match with your top preference

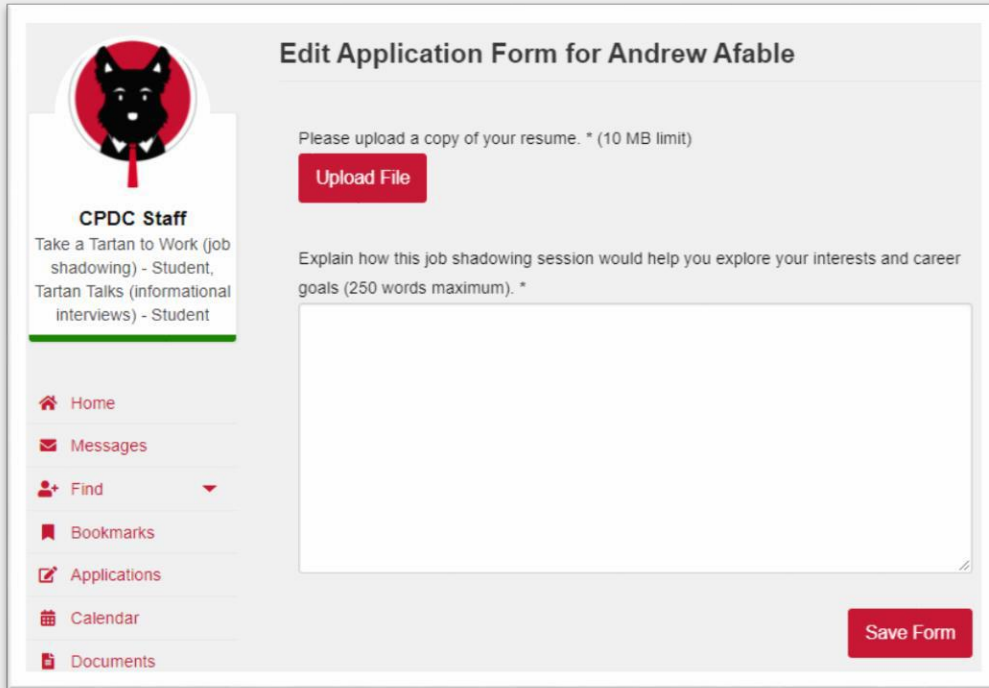


The screenshot shows a user interface titled "My Application List". It contains a list of three hosts, each with a name and three action icons (up arrow, down arrow, and delete icon). At the bottom of the list is a red button labeled "Go to Applications".

Host Name	Up Arrow	Down Arrow	Delete Icon
Andrew Afable	↑	↓	🗑️
Meg Berol	↑	↓	🗑️
Tom Bonvissuto	↑	↓	🗑️

[Go to Applications](#)

Application Process: Requirements



CPDC Staff
Take a Tartan to Work (job shadowing) - Student,
Tartan Talks (informational interviews) - Student

- Home
- Messages
- Find
- Bookmarks
- Applications
- Calendar
- Documents

Edit Application Form for Andrew Afable

Please upload a copy of your resume. * (10 MB limit)

[Upload File](#)

Explain how this job shadowing session would help you explore your interests and career goals (250 words maximum). *

[Save Form](#)

Resume

Upload an updated version of your resume – if you need assistance with your resume, schedule a resume-review appointment at the CPDC

Short Essay

Briefly describe why this job shadowing experience is important to you – hosts will see this essay when they rank student applications

Submit All Applications

After you click “Save Form,” you must click “Submit All Application” at the bottom of your list screen

Sample Outreach Message

Hello Mr./ Ms./ Dr., etc.. Smith,

I am currently a sophomore technical writing major, and I am very excited about shadowing you for a day at Apple! I am especially interested in finding out more about your experiences working with technical teams and producing meaningful outcomes in such a collaborative work environment.

I would like to work with you to set up a date for our job shadow; I will be available from Dec 18 – Jan 9. Please let me know what days would work best for you and your company, or if there are any times you will be unavailable.

Looking forward to hearing back from you!

Sincerely,
Student



How to prepare

- ★ Research the company you will be shadowing at and have a list of questions that show your host that you prepared
- ★ Practice and make sure you understand all of your questions
- ★ Have a professional outfit picked out (based on organization)
- ★ Discuss relevant travel plans with your host
- ★ Bring a notepad and pen
- ★ Plan to arrive 15 minutes early



Questions

1. How did you get started in this field? Is that a typical path of most people?
2. What do you wish you had known about this field when you were just starting out?
3. Describe a typical work day/week.
4. What skills and personal qualities are most important for success in this job?
5. What are some of the benefits and challenges of your work?
6. What are some growth areas in this field and what impact is that likely to have on job opportunities?
7. What kinds of education or specialized training would best prepare someone for this field?
8. What courses or projects might a student get involved with that could also be helpful in this field?
9. Are there any professional organizations that could help a student to build a network in this field?
10. Where do people in this field typically look for internship and job opportunities?



At the end of the day...

- ★ Thank your host for taking time of his/her schedule to help you learn more about their career field
- ★ Ask for a business card
- ★ Ask for permission to stay connected



Following Up

- ★ Send a thank you email within 24-48 hours
- ★ Reflect on your experience
 - Did you feel comfortable in the work environment?
 - Is this a career you can see yourself being happy in?
- ★ Stay connected with your host
 - Email regularly, balance requests with authentic conversations
 - Share your own progress and success
 - Share current events or articles that may be of common interest
- ★ Complete your job shadow survey by Mar 27, 2020

Sample Thank You Message

Hi (name),

I wanted to thank you for allowing me to shadow you yesterday and sharing your experiences with Apple. I especially liked hearing your stories about first starting out and transitioning from “student mode” to “intern mode” to “employee” mode. It was great meeting some of your team members too!

I appreciate all of the coordination that you must have gone through in order to setup those additional conversations with your co-workers. Thank you again for sharing your insights! I hope to keep in touch with you as your insights were very beneficial for me in thinking about my career path.

Sincerely,

Student



Don't forget!

- ★ Mark **Milestones** on the right side of your homepage complete as you go through your job shadow process
 - These help the CPDC keep track of what step each pair is at
- ★ The **Milestones** are:
 - Contact Host
 - Set up Job Shadow Day
 - Complete Job Shadow Day and Survey
- ★ If these are not marked as complete by the student, your host will be contacted to complete the milestones



Student Liability

- ★ Responsible for all costs
- ★ Travel at your own risk
- ★ Releases all liability and damage claims; no liability insurance
- ★ Not an employer/employee relationship (not a job interview)
- ★ Cancellations with notice are permitted
- ★ No shows or other abuse of the system result in a suspension of Handshake access
- ★ Conduct yourself in a manner that upholds CMU standards