take a Tartan to work

Job Shadowing with the CPDC
What is job shadowing?

★ A way to learn what a day in a career you’re interested in can be like
★ Follow a professional for one day
★ Ask questions about the industry and how your host got there
★ Attend meetings
★ Interact with other staff members
★ Grow your network!
Why job shadow?

★ Learn what skills are required for certain positions
★ Hear first-hand knowledge on how to get to a job you’re interested in
★ See if the organization and/or industry are good matches for you
★ Learn facts about a company that could be useful in future interviews
★ Network with people in your possible career field
★ Gain invaluable contacts for your future
How do you start?

1. Login to Handshake and go to Resources
2. Find CPDC Job Shadowing and Informational Interviews
   a. This will take you to our job shadowing platform
3. Register and sign up for either, or both programs!
   a. Make sure to use a professional picture and an updated resume
4. Follow the directions after you register to attend a meeting and discuss job shadowing with a CPDC staff member
5. You will be approved after your meeting and can start searching for hosts
   a. If you participated in the program in the past, you will be automatically approved
What’s next?

1. You have from 10/8/18 - 11/4/18 to apply for up to three job shadowing opportunities
2. You will be notified of your match on 11/20/18
3. Reach out to your host as soon as possible to set up a day for you to complete your job shadow
   a. Find sample messages in the Resources tab
4. Job shadowing dates are 12/10/18 - 1/11/19
5. Start preparing!
How to prepare

★ Research the company you will be shadowing at and have a list of questions that show your host that you prepared
  ○ You can find some basic sample questions under Resources
★ Practice and make sure you understand all of your questions
★ Have a professional outfit picked out, just as if you were attending an interview
★ Discuss relevant travel plans with your host
★ Make sure to have a notebook and writing utensil with you
★ Plan to arrive early
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
After your job shadow

★ Send a thank you email within 24-48 hours
  ○ A sample can be found under Resources

★ 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 1/11/19
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
Start registering!

★ Handshake
★ Resources
★ CPDC Job Shadowing and Informational Interviews

★ Note: You can view the tour that pops up the first time you login again at any time by clicking **Self Guided Tours** at the top of your page.