Matching With Students

- Hosts have until January 27th to sign up to participate in the program.
- Students have from January 28th - February 10th to review employer profiles and job shadow opportunities. Student will rank and apply to job shadows that they are interested in.
- On February 11th, employers will receive a message to tell them whether or not any students have applied to their job shadow. If employers have applicants, they will rank them in order of their level of interest in having the student shadow them. Employers will have until February 17th to rank student applicants.
- By February 18th, employers and students will receive info about their final matches. Students will be instructed to reach out to employers to set up a job shadowing day by February 22nd.
- 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 you specifically.
- Review the Take a Tartan to Work Host Orientation Power Point and Video 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.
- Complete and submit the TATTW evaluation form.

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 8th, 2019 - March 17th, 2019

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 or, call: Pati Kravetz at 412-268-2064