

## Suffolk University's Job Shadowing Sponsor Guide

### What is job shadowing?

Job shadowing consists of having a student shadow you at your place of work for a few hours to a day. This allows a student to experience firsthand what it is like to be in a professional environment. It is a form of experiential learning designed to give students short, practical experiences in a field of interest. By hosting a student for a day, you will have the opportunity to be a part of a student's career exploration and decision making process while having the opportunity to screen for potential future interns.

Any undergraduate student is eligible to participate in job shadowing. Students can job shadow in areas both directly related to and outside of their declared majors in order to gain professional experience and to test different career fields.

### How does the Job Shadowing Program work?

- 1) If you want to be a job shadowing sponsor, you can start by filling out the following survey:

[https://suffolk.co1.qualtrics.com/SE/?SID=SV\\_ewA0PCvSC9H2TUj](https://suffolk.co1.qualtrics.com/SE/?SID=SV_ewA0PCvSC9H2TUj)

Please be as detailed as possible in your answers, as this will be posted on Ram Recruiter, our online career management platform, for students to review.

- 2) The Career Development Center staff will post your job shadow description for our students to view. Students are required to attend an orientation prior to applying for job shadow opportunities. After attending the session, students will have a Job Shadowing Orientation Verification form signed by either Jamie Gallo, Assistant Director of Career Outreach for the College of Arts and Sciences, or Karissa Goff, Job Shadow Program Graduate Fellow. The Job Shadowing Orientation Verification form will allow students to view and apply for different job shadow opportunities.
- 3) Students will directly email the sponsor with their resume and a completed Job Shadowing Orientation Verification form. If a student reaches out to a sponsor without including their resume and completed Job Shadowing Orientation Verification form, the student is not qualified to participate in the program. If this occurs we ask that the sponsor alert the Career Development Center so we can address the problem with the student.
- 4) Once a sponsor has received a student's completed documentation, the sponsor should email the student to schedule a time to do the job shadow. Please be clear on the professional attire and behavioral requirements for the office. We request that the sponsor reach out to the student within four business days after receiving the completed student job shadow application materials. After four business days, the student will have the ability to email the sponsor in order to schedule the experiential learning opportunity. Please see the frequently asked questions section for information on job shadowing.
- 5) After the job shadow is completed, you will receive a survey from the Career Development Center for your feedback about the student and the program. Sponsor feedback will be critical to our ability to improve the job shadowing experience for all involved.

## Frequently Asked Questions

- Are students matched to specific sponsors?
  - We do not match students for our job shadowing program. We open experiential learning opportunities to any undergraduate students after they have attended a required orientation. This allows students to explore different career paths and professional environments.
- What are the expectations for a sponsor?
  - As a sponsor you are requested to do the following:
    - Fill out the Sponsor Job Shadowing Form.
    - Review and respond to emails from interested students, ensuring their resume and completed Job Shadowing Orientation Verification Form are attached.
    - Schedule a mutually convenient time for the job shadow.
    - Host a student(s) for a half a day or full day, giving them the opportunity to observe your daily job responsibilities as well as exposing them to a particular organization and career field. This might include offering the student(s) a tour, answering questions, and possibly allowing the student(s) to participate in professional activities (e.g., meeting, appointment, planning session, etc.). Some sponsors arrange for students to meet with multiple professionals during the job shadow in order to provide a broader understanding of different roles.
- What is experiential learning?
  - Experiential learning is the process of learning through experience. Internships, service learning, and job shadowing are all considered forms of experiential learning. Job shadowing is a short-term commitment, from half a day to a full day. Internships typically last for several weeks or an entire semester or summer. Internships involve hands-on learning experiences where the student directly contributes to the organization. During job shadowing, the student observes professional(s) in the workplace in order to gather information about a job, career, or employer.
- What is required of the student prior to the job shadow?
  - Students are required to attend a mandatory orientation on how to behave and prepare for the job shadow prior to applying to your job shadow opportunity. At this orientation students will receive their signed Job Shadowing Orientation Verification Form. Students will send their resume and any other requested materials directly to your email address. Students are required to follow the directions set forth by the job shadow sponsor in regards to attire and professional behaviors.
- What is required of the student during the job shadow?
  - The day of the job shadow, students are expected to arrive on time and dressed professionally. Students should arrive with paper and a writing instrument to take notes. Students should arrive ready to observe professionals in action, and have prepared questions to ask their job shadow sponsor.
- What is required of students after the job shadow?

- After the job shadow, students are expected to write a thank you email to the sponsor within 24 hours.
- Will the student contact the sponsor to schedule the job shadow opportunity?
  - Once the sponsor receives the student's initial email with their resume and completed Job Shadowing Orientation Verification Form, the sponsor may then reply to the student with a possible experiential learning date and time.

*For questions please contact the Jamie Gallo or Karissa Goff at [kgoff@suffolk.edu](mailto:kgoff@suffolk.edu)/[jgallo@suffolk.edu](mailto:jgallo@suffolk.edu)*