

JOB SHADOWING EXPERIENCE

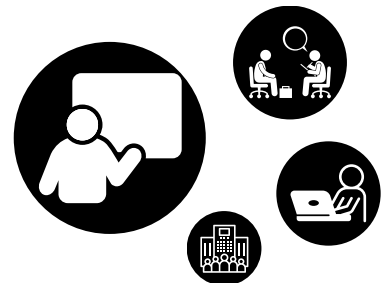


HOST GUIDE

JOB SHADOWING

EXPERIENCE

WHAT IS JOB SHADOWING?



Job shadowing allows a student to experience firsthand what it is like to be in a workplace and engage in a career path they may be considering. Shadowing consists of having one or more students observe your work for a few hours, a half-day, or a full-day, either in-person or virtually. Hosts will determine the modality, date, and timeframe for shadowing which is most convenient for you and the assigned students.

Job shadowing hosts have the opportunity to be part of a Suffolk student's career exploration and decision-making process. Some hosts have even identified future interns or job candidates through the program. Shadowing offers a valuable opportunity to connect with emerging talent and contribute your expertise to our community. Both Suffolk alumni and non-alumni employer partners and friends are invited to serve as hosts. There is no cost to participate.

For some students, job shadowing will be their first exposure to a professional workplace so keep in mind that it will be an educational opportunity for them to learn about office etiquette and expectations.

Undergraduate and graduate students from all majors, class years, and degree programs are eligible to participate in job shadowing. Students can shadow in areas both directly related to and outside of their declared majors to gain insights into different careers and fields.

CAREER COMMUNITIES

Suffolk University's Center for Career Equity, Development & Success organizes Job Shadowing around its Career Communities: nine industry-aligned groups which promote connections between students, faculty, alumni and employers with shared interests. Job shadowing hosts will be asked to select one or two Career Communities which relate most closely to their work and will be paired with students from those same areas. Listed below are the nine communities along with majors and programs which are typically associated:

- ACCOUNTING & FINANCE - Accounting, Finance, Global Business, Business Economics
- HEALTHCARE & WELLNESS - Radiation Therapy, Medical Dosimetry, Biology, Healthcare Administration, Psychology, Mental Health Counseling
- HUMAN SERVICES & SOCIAL IMPACT - Psychology, Sociology, Criminal Justice, Education, Mental Health Counseling, Non-Profit Management, Human Resources/DEI
- HUMANITIES & THE ARTS - History, Global Culture, English, Global Languages, Interior Design & Architecture, Graphic Design, Fine Arts, Arts Administration, Theatre
- JOURNALISM, MEDIA & COMMUNICATION - Journalism, Media/Film, Communications, Graphic Design, Integrated Marketing, Social Media
- MANAGEMENT & ENTREPRENEURSHIP - Management, Entrepreneurship, Economics, Organizational Leadership, Business Administration (MBA), Real Estate
- MARKETING, ANALYTICS, ADVERTISING & PUBLIC RELATIONS - Marketing, Business, Data Analytics, Global Marketing, Information Systems, Advertising/PR
- PUBLIC ADMINISTRATION, GOVERNMENT & LAW - Law & Paralegal Studies, Criminal Justice, Public Policy, Political Science, Restorative Justice, Victim Advocacy
- STEM & SUSTAINABILITY - Biology, Biochemistry, Business Analytics, Information Systems, Chemistry, Computer Science, Environmental Studies

Learn more about Career Communities:

suffolk.edu/career-center/career-communities

TIMEFRAME & JOB SHADOWING CYCLES

For the 2022-2023 academic year, job shadowing will occur twice during both fall and spring semesters. Students and hosts are welcome to apply to participate in more than one cycle. Please note that a match is not guaranteed for each cycle so selecting multiple cycles on the application form does not mean you will be required to conduct shadowing each time, simply that your profile will be reviewed and considered as a possible match for a student.

FALL SEMESTER

SPRING SEMESTER

CYCLE 1: OCTOBER - JANUARY	CYCLE 2: NOVEMBER - JANUARY	CYCLE 3: FEBRUARY - MAY	CYCLE 4: MARCH - MAY
Application Deadline: September 29th	Application Deadline: November 7th	Application Deadline: January 31st	Application Deadline: March 6th

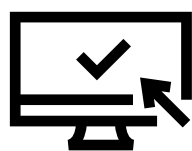
MATCHING INFORMATION

We assign students based on how their career interests align with available opportunities. We do our best to carefully match students to hosts, but we appreciate hosts who are flexible and willing to accommodate students who are undecided or exploring a few options.

In order for job shadowing to be a positive learning experience and a valuable time commitment for everyone, we will only pair students and hosts when career interests and professional experiences are closely aligned. This means that you may not receive a match if there is no student with a relevant major or career focus in the active applicant pool. However, we will continue recruiting new participants on a rolling basis throughout the academic year so you may have an opportunity to host at a later date, if you are available to do so and have indicated interest in multiple cycles in your application.

When one or more student matches have been identified for you, you will receive a notification email from the Career Center with the details about the assigned individual. If you have noted that you can host more than one student at a time, you will receive information about all assigned students together in one email. At that point, you will communicate directly with the students to arrange the date, timeframe, and modality for shadowing. You will have from between the time you receive the match email until the end of the current semester to schedule and complete the shadowing experience.

WHAT STEPS DO I TAKE TO GET INVOLVED?



APPLY

Complete a Job Shadowing application



MATCH

You will be matched with one or more students based on your preferences



MEET

Students and hosts will meet during a workday



SHARE

Complete a survey to share your feedback.

GOALS OF THE PROGRAM

Suffolk believes that every student should engage in: ongoing career planning; articulating their professional value, building social capital; social identity reflection; experiential career development; strategic career transitions. Job shadowing is one way that students can engage in these career development activities. Please see the last page for a more detailed explanation of our “everyys.”

STUDENT REQUIREMENTS BEFORE JOB SHADOWING

Students are required to complete a mandatory orientation which addresses professional etiquette, effective communication, and preparation for a successful job shadow day. Students will send their resumes to the career center and the documents will be shared with the hosts once matches are made. Students are expected to follow the directions set forth by the job shadow host in regard to attire and any company policies or confidentiality agreements.

STUDENT REQUIREMENTS DURING JOB SHADOWING

The day of the job shadow, students are expected to arrive on time dressed professionally in accordance with company standards. Students should arrive prepared to take notes and be actively engaged. They will be ready to observe professionals in action and have questions to ask their job shadow host.

STUDENT REQUIREMENTS AFTER JOB SHADOWING

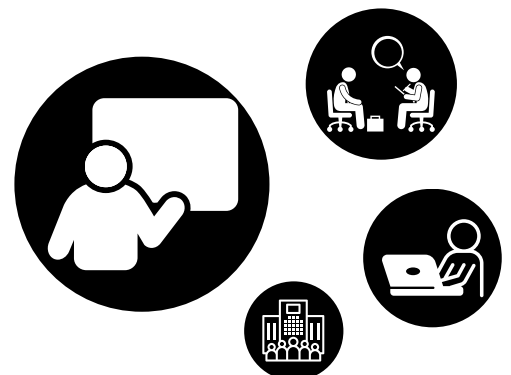
After the job shadow, students are encouraged to write a thank you note. Students will also share a reflection about their experience and how it contributed to their career development.

COMMUNICATION WITH STUDENTS

Once the host receives the initial introduction email from the career center staff person with the student’s information, the host and student should communicate directly to set a meeting time and format (Zoom, Google Meet, in-person, etc.) and discuss any additional details or instructions.

CONTACT US

Please contact careers@suffolk.edu if you have any questions or concerns.



JOB SHADOWING

SAMPLE ACTIVITIES

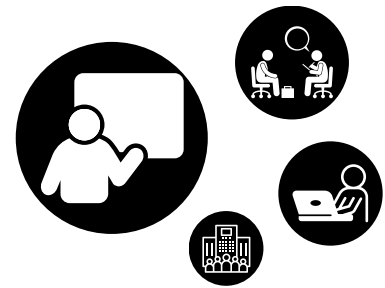


Looking for advice on how to structure your job shadowing experience? Check out the list of items featured below for ideas! However, you are free to organize your day in whatever way is most appropriate given your role and the work environment. Given the wide variety of industries and companies represented in this program, each shadow day will be unique. For hosts engaged in confidential or proprietary work activities, you are welcome to treat the experience more like an informational interview or position overview, without direct observation.

- Virtual shadowing experiences can be shorter in duration than in-person meetings (approximately 90 minutes to 2 hours), however the timing is flexible based on your own schedule and agenda of activities.
- Provide a company tour or share a PowerPoint presentation, video, or web-based content explaining the company history, mission, values, culture, and priorities.
- Discuss your own professional background and academic history, how you decided upon your career path, and how you secured your current or past positions.
- Eat lunch or have coffee together with the student and other members of the company for informal networking and discussion.
- Invite the student to observe meeting (virtually or in-person) with clients or team members.
- Demonstrate or explain the software programs/technical skills that you typically use in your job.
- Walk your student(s) through the process of how you communicate with clients or colleagues and/or provide examples of typical documents and writing samples (new client outreach, marketing campaign, sales emails, case management follow-up, data analysis presentation, policy writing, legal memo, etc.).
- Share examples of past projects or key initiatives you have completed.
- Assemble a small panel of current interns or entry-level employees who can discuss their experiences and answer student questions.
- Engage the student in a conversation about current and future industry trends, best practices for your profession, changes due to and after the COVID-19 pandemic, future outlook and growth opportunities.
- Provide a small assignment for your student(s) to complete either before or during the job shadowing day. Have the student(s) discuss with you, for example, research information relevant to your field; write a sample social media post; find information about a business client; identify helpful community resources.
- Review the student's resume and LinkedIn profile and share feedback about how their information can be optimized for your industry or profession.
- Educate the student about key professional associations, membership organizations, publications, industry websites, or other resources which may be helpful for them in their career exploration process.

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OUR EVERYS



Make a Career Plan: Engaging students in developing a personalized career plan has been identified as one of the high-impact practices that lead to greater career success and fulfillment.



Communicate Their Brand: Being able to talk not just about one's past experiences, but also about the unique skills and identities one has developed, and how those can be applied in a given job or organization.



Grow Their Network: Engaging in the ongoing practice of developing new professional relationships, adding value to one's professional network, and knowing how to benefit from that network.



Foster Career Equity: Being aware of the social and structural biases at play in one's field and the world of work more generally, both to better leverage supports one may benefit from based on their own identities and to create a more equitable and just workplace for everyone.



Gain Experience: Recognizing how all experiences in and out of the classroom are opportunities to become more career ready, while having the tools and skills to make the most out of work-integrated learning opportunities such as student employment, client projects, and internships.



Launch Their Career: Not just "finding a job," but strategically seeking out desirable positions, weighing options and offers, negotiating an appropriate salary, and transitioning successfully from college to career in a manner that supports future career mobility.

Lean more about our center and how these everys guide our work:

suffolk.edu/career-center



SUFFOLK UNIVERSITY
Center for Career Equity, Development & Success