

JOB SHADOW PROGRAM

Explore an industry, organization or job function during a one-of-a-kind opportunity to shadow professionals in the field.

Depending on the nature of the company you visit, your day may include sitting in on meetings, facility tours, observing daily work, informational interviews, or hands-on experience.

The Job Shadow Program (JSP) is not a paid experience. Students are responsible for their own transportation to and from the host site as well as their lunch (unless otherwise notified) during the Job Shadow Program.

IMPORTANT DATES

STUDENT RESUME & COVER LETTER SUBMISSION WINDOW

October 22, 2018 - November 12, 2018

Review available JSP opportunities and apply to the ones you are interested in through Handshake. Our team will make the job shadow approvals based on the JSP host opportunity and your submitted materials.

INFORMATION SESSIONS

Tuesday, August 28, 5 PM
Wednesday, September 19, 11 AM
Monday, October 1, 2 PM
Thursday, October 11, 3 PM

Student Engagement & Career Development SUMC, Suite 411

MANDATORY ORIENTATION

(Students notified of their host)

You will be notified of your acceptance status via email the week of November 16, and will be invited to attend a mandatory orientation session. At the orientation, you will be provided with your job shadow placement information.

Select One to Attend:

Monday, November 26, 5 PM
Tuesday, November 27, 11 AM
Wednesday, November 28, 5 PM
Thursday, November 29, 5 PM
Friday, November 30, 1 PM

STUDENT RESUME & COVER LETTER SUBMISSION INSTRUCTIONS

Follow the instructions below to submit your application:

FIND THE RIGHT OPPORTUNITY

Login to Handshake (arizona.joinhandshake.com). Click "Jobs" near the top-center of the page, then use the job search filters on the left-hand side of the screen.

Scroll down and click on "show advanced options," locate the labels field, click "View All" and then check the box next to the Job Shadow label.

All approved job shadow opportunities will have "Job Shadow" listed in the title of the position. New opportunities will be posted through November 12, 2018.

Please pay attention to the location of the JSP opportunities that interest you, as you are responsible for transportation to and from the JSP opportunity site.

APPLY DIRECTLY THROUGH HANDSHAKE

Click the "Apply" button to submit your cover letter and resume for each position you apply to. You are allowed to apply for a maximum of 5 different opportunities.

IMPORTANT NOTE: Apply only for the opportunities you are 100% sure you are able to attend. If the date listed does not work for you, please find one that works with your availability. By applying, you are committing to attending should you be matched to a job shadow opportunity.

STUDENT MATCHING PROCESS

After submissions close on November 12, the Student Engagement & Career Development office will approve your application with an employer host based on your major, career interests, and preferences. You will be notified of your status the week of November 16, 2018. We will try to match as many qualified students as possible.

FOR ADDITIONAL INQUIRIES, PLEASE CONTACT:

Pete Corrigan
Associate Director, Employer and Alumni Connections.
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Student Engagement
& Career Development

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