

## Smeal Job Shadow Program – Alumni/Host

The Smeal Job Shadow Program is a joint effort between Smeal Alumni Relations and the Smeal Business Career Center. This shadow experience allows Smeal undergraduate students to "shadow", or observe, a professional to get a behind-the-scenes look at a specific job or company. The program is designed to provide the students with career exploration and professional development opportunities, which may lead to improved skills in networking, communication, and business etiquette.

As a Penn State Smeal alumnus/a, this is a great way to give back to your alma mater and:

- provide students with ways to discover and explore different roles in the business industry through activities such as conversations with you and others in the organization, attendance at meetings, learning daily activities, or hands-on involvement in a project.
- connect with students and potentially build a future pipeline of talent.
- empower students to make informed decisions regarding their career choices by providing a realistic perspective of what it's like to work for your organization.
- build your organization's brand on campus.

How will students benefit?

- Students can explore various career options to help them determine their career goals.
- Students who have some idea what options interest them can gain a better understanding of "career realities" to make career decisions.
- Students who have decided on their career focus can deepen their knowledge and learn about how people enter and advance in the field.

### Alumni/Host FAQ's

**Who is eligible to participate?**

- Alumni and friends of the Smeal College of Business can host a job shadow experience.
- Students who are admitted into the Smeal College of Business or are in the Division of Undergraduate Studies and tracking toward Smeal can participate.

**At what level of career awareness is the student?**

- There are generally three types of students who participate:
  1. Students who are undecided about their career goals and are participating as a means of exploring. They applied for your opportunity because it sounded interesting to them. This student is looking for basic knowledge about your career industry.
  2. Students who are clarifying several options that they have identified. They have some knowledge about your field. They are looking to you for a clearer sense of the "career realities" so they can decide.
  3. Students who have decided they want to enter your field. This student hopes to deepen their knowledge and learn about how people enter and advance in your field.

**Do I set my own agenda for the day?**

- Yes, you set the agenda for the day that you are hosting a student(s). See **Ideas for the Shadow Day** below.
- Please share your agenda with your student(s), so they know what to expect.

**Can I host more than one student?**

- You can host multiple students, either at the same time or at different times. Please indicate how many students the shadow position is open to in your position description.

**What if I work alone and/or work at home?**

- For the comfort and safety of all participants, please meet in a public place.

### **I have a security application that students will need to complete. Can I send it to my applicants?**

- Yes, please notify your applicants of any additional forms required to participate.

### **What about liability?**

- The Smeal Business Career Center and Smeal Alumni Relations are not able to sign any agreements with employers, organizations, or companies on behalf of the University. It is important to note that, as a general practice, the University does not provide any type of insurance coverage for, or on behalf of, students during a job shadow. All shadow experiences are to be held in a public space or organization.

### **What if there are specific requirements, for example proof of immunity in a health care setting?**

- Please include these in your job shadow description.

### **Will I incur any expenses?**

- There is no cost to you, as the host. Student participants are responsible for their own transportation to and from the job shadow site and any expenses related to transportation, parking, food, or any other costs and select expenses at their own risk.

### **What if I need to cancel my job shadow experience after I have made arrangements with a student?**

- It is the expectation that students and the hosts make every effort to keep their commitment to participate in their job shadow experience at the time/date agreed upon with the host. Should an unexpected circumstance arise, please notify the student and Smeal Alumni Relations Office as far in advance as possible.

### **How do I get started?**

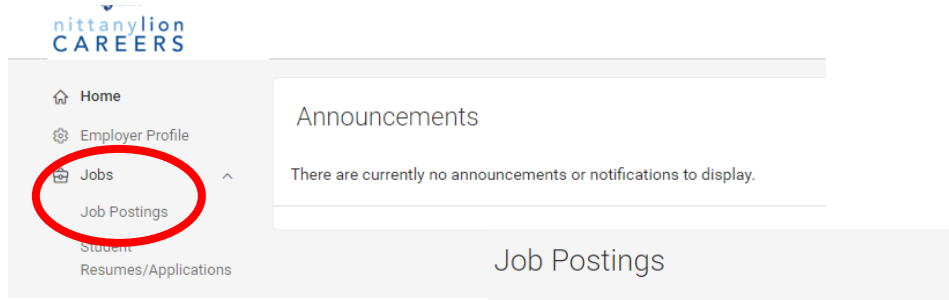
- Contact Jennifer Crispell (Jen), Director of Alumni Relations via email at [jmo182@psu.edu](mailto:jmo182@psu.edu), and let her know that you would like to post a job shadow opportunity. Jen will then connect you with Krista White from Smeal's Business Career Center, who will email you your login information within a few days. Discuss with your manager/supervisor/department head/company president and obtain their approval, if required.
- You will log onto Nittany Lion Careers (NLC) [nittanylioncareers.psu.edu](http://nittanylioncareers.psu.edu) with the credentials Krista White provides and "post a job", so that students can review the opportunities and decide which ones interest them. See page 3 for more details on how to post a position in NLC.
- Prepare a description of the job shadow experience; see **Sample Job Shadow Descriptions** below.
- Begin to develop an agenda for the day. It helps to start with what you want the student to take away from the day, and then organize the schedule and itinerary around those. See **Ideas for Shadow Day** below.

### **What happens after I post a shadow opportunity?**

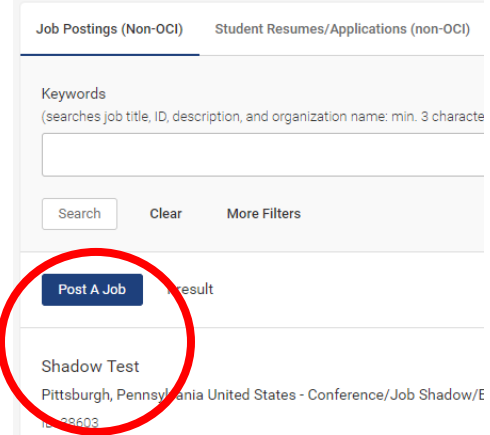
- Students will be able to view shadow experiences and apply for any that interest them. You will be notified through Nittany Lion Careers if a student applies for your posting.
- Nittany Lion Careers does not allow the host to set a maximum number of applicants, so depending on how many students you are able to host, you may need to choose from a pool of applicants. If multiple students apply for your experience and you cannot accommodate everyone, we will ask you to notify those who are not chosen. The Business Career Center will provide a template email that can be used for this purpose. A shadow opportunity can be taken down, once the role is filled, so that no one else applies in the future.
- Once you have chosen the student(s) for your shadow experience, you and the student(s) will communicate directly with each other to decide specifics such as date, time, duration, location, and itinerary. The Smeal College of Business is not responsible for facilitation or enforcement of student participants' job shadow logistics or communications regarding logistics.
- Hosts are not guaranteed that students will apply to your job shadow opportunities.

If you are ready to move forward and submit your shadow opportunity, you will create an account on Nittany Lion Careers and post a job so that students can review the opportunities and decide which ones interest them. Below are the steps on how to set up your job shadowing experience on Nittany Lion Careers, [nittanylioncareers.psu.edu](http://nittanylioncareers.psu.edu):

1. To participate, first let Jen Crispell, Director of Alumni Relations ([jmo182@psu.edu](mailto:jmo182@psu.edu)) know that you would like to post a job shadow opportunity.
2. Krista White from Smeal’s Business Career Center will email you your login information within a few days.
3. Once you have your login information, click “Employers” on the [nittanylioncareers.psu.edu](http://nittanylioncareers.psu.edu) home page
4. Once you are in the system, click on Jobs, and then Job Postings



5. Here you can post a job “shadow” or view a job posting



6. To post a Job Shadow, click on Post a Job. You can repost an old position or create a new one. Select “No” for the question about being a third-party recruiter.

## Position Information

### Copy or Repost Position

Pick a position from which you would like to copy data.

Please review and edit your job title when copying a job

### Are you a third party recruiter? \*

Third party recruiters are defined as organizations or individuals recruit

**posting on behalf of another organization, you must choose "yes" in**

**Guidelines outlined here:** <https://studentaffairs.psu.edu/sites/default/>

Failure to indicate Third Party Recruiter status could result in the remo

Yes  No

7. Complete all the required fields and leave blank any fields not required per below. You may still receive applications from non-Smeal students due to the nature of the posting system, however it is up to you whether to consider them for your opportunity.

- Position Information
  - Position type: Conference/Job Shadow/Externship/etc.
  - Job title: Job Shadow – Position, Company
  - Job description: Briefly describe your job shadow opportunity. See “Job Shadow Sample Descriptions” for ideas.
  - Posting date: date you want students to begin having visibility of your job shadow opportunity
  - Expiration date: maximum time frame is 90 days before you will need to repost
  - Is this position located internationally? Yes (within US) or No (outside of US)
  - Is this a virtual position?: No
  - Location: Enter city and state
  - Is this position paid or unpaid? Unpaid
  - Work start period: (Leave blank)
- Qualifications
  - Years of Experience: (Leave blank)
  - Degree level: Bachelor
  - Class Level: First Year, Sophomore, Junior, Senior
  - Desired majors: Accounting, Accounting (MACC), Corporate Innovation and Entrepreneurship, Finance, Management, Management Information Systems, Marketing, Risk Management – Actuarial Science, Risk Management – Enterprise, Risk Management – Real Estate, Supply Chain
  - Desired cumulative GPA: (leave blank)
  - Graduation date ranges: (leave blank)
  - Work authorization: No
- Application instructions
  - Resume submission method: Email (you’ll receive an email when someone applied)
  - Optional and Required document: (leave blank - resume automatically submits)
  - Requested documents note: (leave blank)
  - Display contact information to students: optional (not needed for process)
  - Automatic application packet generation: You may choose if you’d like a PDF version of application

## Sample Shadow Job Descriptions

The job shadow description is your opportunity to provide a glimpse of the career insights a student will gain from spending the day with you and your colleagues at your work site.

Students will see your company/organization name and your job title, so you do not need to state these in the job shadow experience description. However, you may want to **say a little about your role and/or something about the company.**

- The bulk of the description should describe:
  - **What will students do?**
  - **What will students learn?** What career insights will the student(s) gain from the job shadow?

### Samples:

Student will shadow the executive director for the day. This will include attending a staff meeting, a director's meeting and a fund development meeting. These meetings provide information and capacity to the individuals who support the agency programs. There will be an opportunity for the student to meet with the directors to learn about what they do. Student will be able to participate in the planning of a social media campaign that we hope to launch in April. The student will need to sign a confidentiality form upon arrival.

This shadow experience is a ½ day experience located in Pittsburgh, PA and is open to 5 students throughout summer 20XX.

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Shadow a Marketing and Communications Director. Plans for the day (subject to change)

8:45 AM	Arrival, office introductions, meet and greet with Advisor Network Marketing and Communications Team,
9:15 AM	Welcome to KLM – a corporate overview with KLM’s Workforce Development Team
10:00 AM	Monthly blog planning meeting
11:00 AM	Creative Meeting with Corporate Marketing Design and Copy Teams
12:00 PM	Lunch/Tour
1:00 PM	Writing and assembling Financial Markets Commentary with KLM’s Investment Communications Team
2:00 PM	Videotaping and Production with KLM’s Multi-Media Team
3:00 PM	Public Relations overview and status meeting
4:00 PM	The anatomy of planning and executing special corporate events with KLM Events Staff

This is a full day shadow experience located in Philadelphia, PA and is open to 3 students throughout summer 20XX.

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The student will primarily shadow within the 4.2 Cost Department. As cost analysts within the department, we support the fleet of Naval Aviation by providing objective Independent Cost Estimates based on historical or analogous data. If the student is interested, they can meet with other departments for informal tours. U.S. Citizenship required.

This shadow experience is a 2-hour experience located in NYC and is open to 4 students throughout summer 20XX.

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We are a fast-growing software consulting company located in Huntingdon Valley, PA. Three times winner of Philadelphia's fastest growing companies most recently ranking #14 of 100. The student will shadow the business owner and see what it takes to run a small business. The day's activities will include showing student the daily operations of a software consulting business, interacting with development resources, handling escalated support issues and potentially some client facing conference calls.

This is a full day shadow experience located in Harrisburg, PA and is open to 5 students throughout the 20XX/20XX academic year

## Ideas for the Shadow Day

The goal of the **Smeal Job Shadow Program** is for students to get a true feel for a typical work day and see a sample of hosts' work environments. We encourage hosts to have students shadow employees as they move throughout their day so students can get a true feel for a typical work day. However, watching you answer email for two hours is probably not going to reveal much about what your career field and industry is all about, so plan activities which help the student(s) gain a better understanding of the career field.

Do you have a unique facility? An amazing mentorship program for new employees? Unlimited vacation days? Show off the perks of your company and its culture by giving students an inside perspective.

It helps to start with what you want the student to take away from the day, and then organize the schedule and itinerary around those.

Here are some questions you might want to think about in preparing the job shadow experience.

- What are the typical career paths for people in my company? In addition to myself are there a few others who might have time to meet with the student(s)?
- Are there meetings that take place which would provide students a view of collaboration skills needed to be effective in our environment?
- How about experiential learning? Is there some work that the student could try their hand at to give them a real taste of the field?
- Are there daily operations that would provide a good view of our work?
- Are there people I need to check with before having a student sit in on a meeting or listen in on a conference call?
- Does the student need to sign a confidentiality statement at the beginning of the day?

Students can:

- Attend client and internal meetings, and other functions (Try to schedule meetings on the day of the visit so the student can sit in)
- Conduct informational interviews with colleagues to learn about other areas of the organization and to obtain a variety of career perspectives
- Tour the facility/ organization
- Learn through one-hour rotations in various departments
- Observe interactions with colleagues and customers
- Shadow a person in a specialized role
- Observe client interactions or assist clients directly
- Experience employee demonstration of industry-specific software or tools
- Participate in a hands-on experience or activity
- Help with office tasks, reports or projects
- Meet other Penn State Alumni and employees
- Take part in focus groups
- Have 15-minute chats with people in all different positions and levels within the organization

You can:

- Review current trends in the profession and industry
- Explore potential career paths within the organization and the profession
- Offer advice on what the student can do while in school to prepare for this career
- Make suggestions for the student's resume and LinkedIn profile