



Frequently Asked Questions

Concord University - Job Shadowing

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| 1 What is the job shadowing program? | This program is a short-term career exploration experience that allows you to spend a day (or part of a day) observing a professional in your field of interest. This is a great way to learn about different careers, industries, and workplace environments. |
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| 2 Why should I participate? | Job shadowing can help you: explore possible career paths, gain real-world insight outside of the classroom, connect with professionals, strengthen your resume, and build confidence in your career decisions. |
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| 3 How do I sign up? | <ul style="list-style-type: none">• Log in to Handshake• Click "Schedule Appointment"• Choose "Job Shadow Program Appointment under Career Services• Complete survey and upload resume |
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| 4 What happens at the appointment? | We will review your resume and provide feedback. After, we will explain how the program works and discuss your interests and goals. We will then explore potential job shadow matches. |
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| 5 Do I need a resume? | YES. Your resume will be shared with your potential job shadow hosts. If you need help creating or updating your resume, Career Services can help! |
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- ### Questions?
- Contact:** careerservices@concord.edu
- Student Center Career Services Office: Room 211**
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Career Services
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| 6 How will I be matched with a host? | Career Services reviews your interests, and resume; then matches these with employers who suit your goals. When a host is identified, we will share their contact info with you, so you can communicate with them. |
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| 7 Can I request a specific industry or job type? | Absolutely! You can be specific as you want with the details you provide us with. We will do our best to match you with the right one for you! |
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| 8 Is this a class? | This is a not a class, it is a tool. You will not receive class credit. Although, you will gain valuable experience, a resume boost, and it looks great on graduate school applications as well as for job interviews. |
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| 9 What if my plans change or I need to cancel? | If this happens, please notify Career Services and your host <u>as soon as possible</u> . We train and prepare you for professional careers and encourage strong communication usage. |
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| 10 What about an internship? | You are welcome to turn this experience into an internship if you are interested, if your host expresses interest, and if there is an offer. |
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