



Job Shadow Program

HOST INFORMATION

What Is It?	<p>The CU Job Shadow Program is a career exploration experience designed to connect students with working professionals. Students will see you for a one-day visit to look behind the scenes and gain wisdom and advice from you and your field.</p>
Why Should I Host?	<p>Hosting a student is a simple and meaningful way to support emerging talent. Your organization will also receive increased visibility and build future interns or employees.</p>
When Will I Host?	<p>We offer multiple sessions: Fall (September - January) Spring (February - April) Summer (May - August) You can select your availability in the "Host Interest Form." Each shadow session typically lasts 4 - 8 hours in a single day.</p>
Who Is Allowed to Host?	<p>Any working professional who operates in a professional setting can host. Shadows can occur in various fields and can help our students explore all kinds of opportunities. We encourage Concord alumni, supporters, and professionals from all areas to host!</p>
In-Person or Virtual?	<p>Job shadows can take place in-person and virtually.</p>



Job Shadow Program

HOST INFORMATION

How Do I Become a Host?	Complete the “Host Interest Form” and provide as much detail as possible. If anything changes, you can update your submission by contacting careerservices@concord.edu
How Many Students Can I Host?	Most hosts take 1-3 students per day, while other hosts take up to 10. It is completely up to you! It is flexible and based on your availability and preferences.
Can I Request Specific Requirements for Shadows?	You can request preferences like major or education level on the “Host Interest Form,” but we encourage inclusivity and openness to allow all students the opportunity to learn more about your organization.
Am I Expected to Offer An Internship or Job After?	No. The program is purely educational. There is no obligation to hire or provide further work.
How Are Students Matched With Hosts?	Students will complete an interest form and submit a resume and cover letter. Our Career Services team will review their information and match students with hosts based on goals and similar areas of experience.



Job Shadow Program

HOST INFORMATION

How Will I Connect With the Student?	Students will attend a required orientation and are responsible for contacting you by email. You will receive a notification when the outreach period begins. So keep an eye on your inbox for their message!
What Will the Student Need From Me?	When the student(s) reach out, you will need to confirm logistics like time, location, dress code, etc. Please let them know if there are any security procedures, lunch options, and parking information.
Who Arranges Travel?	Students are responsible for their own transportation. If needed, please send directions and parking instructions for your location.
What If We Require ID Checks or Fingerprinting?	Please notify the student as early as possible if there are any requirements so they can plan accordingly.
What Should I Prepare for the Shadow Day?	You will receive guidelines with tips, but ultimately the schedule is yours to create! Most shadows include introductions, a tour, meetings, observation, and time for questions.



Job Shadow Program

HOST INFORMATION

Do I Have to Complete A Follow-Up Survey?	Yes! Your feedback helps us improve the program. It only takes a few minutes and has a big impact.
What if I Need to Cancel?	Please inform both the student and the program coordinator at careerservices@concord.edu . Cancellations should be avoided unless absolutely necessary, as we consider your opportunity a confirmed commitment.
What If I Want to Offer the Student a Internship or Job?	That is fantastic! Feel free to contact the student directly and let us know if we can support you in any way.
Can Others In My Network Become Hosts?	Yes! Please send them our way! They can contact us directly at careerservices@concord.edu for more information.
Have More Questions?	We are here to help! Email careerservices@concord.edu