DATES AND DEADLINES
Application Help Day: September 20, 2018 2pm-7pm (CUB 108)
Application and Resume Due: September 23, 2018 by 11:59pm
OCR Sign Up Closes: September 24, 2018 11:59pm
Potential Interviews: September 26 & 27, 2018 from 9am – 12pm
Student Notified: September 29, 2018 (via email)
Job Shadow Sendoff Meeting: October 2 from 12pm-1pm or 3:30pm-4:30pm (PICK 1, MANDATORY MEETING)
Job Shadow Reflection Meeting: October 23, from 12pm-1pm or 3:30 pm-4:30pm (PICK 1, MANDATORY MEETING)

*If a student cannot attend any of the mandatory group meetings, they must contact the Career, Mentoring, and Professional Development Center and schedule a one-on-one meeting.

APPLICATION PROCESS:

1) Log into SHIP Career Connection, search “Fall 2018 Job Shadow”
2) Review the Fall 2018 Job Shadow Posting, review lists of available job shadows; determine your top three choices
3) Apply online via SHIP Career Connection, your application consists of three parts:

a. Part 1: Upload your Resume:
   i. Click “My Documents” tab, Click “Add New” button, Label: Type name for your document, Document
   ii. Type: Select “Resume,” Click “Browse” to locate and upload your file, and Click “Submit” button.

b. Part 2: Upload Completed “Fall 2018 Job Shadow Application and Release of Liability Form”:
   i. Click “My Documents” tab, Click “Add New” button, Label: Title of the document you are uploading, select document type: "Cover Letter,” Click “Browse” to select your completed application from your computer and Click “Submit” button.

c. Part 3: Apply to “Fall 2018 Job Shadow” in SHIP Career Connection:
   i. Click “Apply” button, Select “Fall 2018 Job Shadow Application" to attach (as a "Cover Letter"), Select resume to attach, and Click “Submit.”

D. Part 4: Once selected (you will get an email), sign up for OCR interview slot:

Sign up for an OCR interview time by Monday, September 24th

i. First, log in to SHIP Career Connection using your Ship email address and password.
ii. Then, click “My Account” (Click your account name in the top right corner) and complete ALL fields of the “Personal” and “Academic” sections, including “Work Authorization” (you will not be able to use the system without completing these sections)

iii. Click "Jobs" tab; select "SHIP Career Connection Jobs"
iv. Click on “Advanced Search”
vi. In "Show Me" field, select "All Interviews"
vii. Click "Search" (you will see a complete listing of interviews scheduled for the semester)
viii. Click on “Fall 2018 Job Shadow Program” to sign up for an interview
**What class years can apply?**

This is a great opportunity for a first-year or sophomore to “test-drive” a career and for juniors, and all students, to make important connections for life after Shippensburg. The Job Shadow Program is open to current first-year, sophomore, juniors, seniors and graduate students who are in good academic and judicial standing with Shippensburg University. Students will need to be over 18 years to participate.

**How will I know if I get a Job Shadow?**

Students who have submitted an application and resume by September 23, 2018 at 11:59pm via SHIP Career Connection, will be notified of their job shadow placement by September 29, 2018 (via email) after the conclusion of the interviewing process. Depending upon the number and quality of the applications, we may not be able to accommodate every applicant with a job shadow and not every applicant may receive their first choice.

**How does housing work for a Job Shadow?**

Some hosts will offer to have you stay at their home for 1-2 days of your job shadow, allowing you to see the relationship between their work and home life. If a host is unable to provide accommodations, the Career, Mentoring, and Professional Development Center may be able to help you to organize any travel arrangements or housing needs.

**What is expected of student participants?**

In addition to being a positive representative of Shippensburg University during your job shadow and learning as much as you can about their industry, there are a few other expectations of externs:

- Participate in the mandatory Job Shadow Sendoff Meeting on October 2 from 12pm-1pm or 3:30pm-4:30pm in CUB 108.
- Complete online preparation materials.
- Seek out a Career, Mentoring, and Professional Development Center (CMPDC) career counselor to prepare for your experience before you leave campus.
- Communicate with your job shadow host and CMPDC career counselor in September/October.
- Submit pictures each day during your Job Shadow experience by using the #SUJobShadow and tagging the CMPDC.
- Complete the Student Evaluation sent via email and return it to the CMPDC.
- Participate in the mandatory Job Shadow Reflection Meeting October 23, from 12pm-1pm or 3:30 pm-4:30pm in CUB 108.

Program sponsored by Career, Mentoring, and Professional Development Center and John L. Grove College of Business.