Shippensburg University of Pennsylvania
2018 Job Shadow Program FAQ
March 12-16, 2018

**DATES AND DEADLINES**
Application and Resume Due: February 21, 2018 by 11:59pm
Potential Interviews: February 22, 2018 from 9am – 4:30 pm
Student Notified: February 23, 2018 (via email)
Job Shadow Send Off Meeting: February 27, from 3:30pm-4:30pm
Job Shadow Reflection Meeting: March 27, from 3:30 pm-4:30pm

**APPLICATION PROCESS:**
1) Log into SHIP Career Connection, search “Spring 2018 Job Shadow”
2) Review the Spring 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 Type: Select "Resume," Click “Browse” to locate and upload your file, and Click “Submit” button.
   b. Part 2: Upload Completed “Spring 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 “ Spring 2018 Job Shadow Application,” Click “Browse” to select your completed student employment application from your computer and Click “Submit” button.
   c. Part 3: Apply to “Spring 2018 Job Shadow” in SHIP Career Connection:
      i. Click “Apply” button, Select “Spring 2018 Job Shadow Application to attach, Select resume to attach, and Click “Submit.”

**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 February 20, 2017 via SHIP Career Connection, will be notified of their job shadow placement within 24 hours 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, Alumni Relations 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 Tuesday, February 27, 2018 at 3:30pm in CUB 108.
   • Complete online preparation materials.
   • Seek out a Career and Community Engagement Center (CCEC) career counselor to prepare for your experience before you leave campus.
   • Communicate with your job shadow host and CCEC career counselor in February/ March.
   • Submit pictures each day during your Job Shadow experience by using the #SUJobShadow and tagging the CCEC
   • Complete the Student Evaluation sent via email and return it to the CCEC
   • Participate in the mandatory Job Shadow Reflection Meeting on March 27, 2018 at 3:30pm in CUB 108.

Program sponsored by Alumni Relations, Career and Community Engagement Center, and the John L. Grove College of Business.