Shippensburg University
John L. Grove College of Business
2017 Job Shadow Program FAQ
March 13-17, 2017

Dates and Deadlines
Application Available: December 5, 2016
Application and Resume Due: February 10, 2017 by 11:59pm
Student Notified: February, 17, 2017 (via email)
Job Shadow Send Off Meeting: Thursday, March 2 at 3:30pm
Job Shadow Reflection Meeting: Tuesday, March 28 at 3:30 pm

Application Process:
2) Review the 2017 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 “2017 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 “2017 Job Shadow Application,” Click “Browse” to select your completed student employment application from your computer and Click “Submit” button.
      i. Click “Apply” button, Select 2017 Job Shadow Application to attach, Select resume to attach, Select “Release of Liability Form,” 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, and juniors 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 10, 2017 via SHIP Career Connection, will be notified by email in mid-February of their job shadow placement. Depending upon the number and quality of the applications, we may not be able to accommodate every applicant with a job shadow.

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 March 2, 2017 at 3:30 in CUB 108.
• Complete online preparation materials.
• Meet with your Career & Community Engagement Center (CCEC) job shadow mentor to prepare for your experience before you leave campus.
• Communicate with your job shadow host and CCEC mentor in February/March.
• Submit posts/reflections each day during your Job Shadow to the CCEC Facebook Group, Spring 2017 Job Shadow Program.
• Participate in the mandatory Job Shadow Reflection Meeting in March 28, 2017 at 3:30pm in CUB 108.

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