

University Career Services Job Shadow Program

What is a Job Shadow?

Job shadowing provides University of Houston students with either a half day or full day experience visiting your company to learn about the day-to-day work responsibilities, organization culture, and to explore career options that you offer. The experience should include opportunities for students to network with professional and senior level staff, attend in-office and client meetings (when appropriate), and gain a better sense of how your organization functions.

What are my company's responsibilities?

- Identify and provide a designated host for up to 5 students
- Choose to provide either a half day or full day experience and provide University Career Services with a student agenda and contact at least two weeks prior to the students' visit
- Recruit employees that handle different responsibilities to meet with students/provide shadowing opportunities
- Provide lunch with staff during a full day experience
- Identify a senior staff member to meet with students for an informational interview
- Allow for time to meet with HR for a mock interview during a full day experience

Why should I host Job Shadow for students?

Hosting job shadows offers the opportunity to meet with University of Houston students who are interested in your company and are looking to see how their coursework is put into practice. University Career Services will help you reach students who meet your entry level hiring needs, so that job shadows provide a pipeline of viable interns or potential future hires. The shadowing experience will allow you to expose students to your organization, which can be used to showcase achievements, technology use, culture, etc. Students participating in the job shadow program will have attended an orientation, so they will be prepared for the experience and understand the level of professionalism expected from them.

Job Shadow Logistics

As the employer, you will select the date, length (half or full day), and number of students to host (up to 5). University Career Services will work with you to develop a plan to recruit the job shadows for your office. This can entail UCS providing you with student resumes to review or UCS selecting qualified applicants. UCS will help with any support necessary in developing your day-of agenda for students. Please select employees to serve as hosts and meet with students that ensure they are getting face-to-face time with those most closely matched to their career interests. Once a visit is scheduled and an agenda is complete, we will ask the host to provide an introductory e-mail to share with job shadows including:

- A Welcome from the Job Shadow Host and their Contact Information
- Day-of information (Directions, Parking, Agenda with Arrival Time and Check-in Information, Dress Code)
- Promotional Materials/Overview Information about your Organization
- Any Pre-Visit Paperwork and/or Clearance Documents to be completed