JOB SHADOW PROGRAM

EMPLOYER GUIDE 2016 – 2017

ENGINEERING CAREER SERVICES

3270 DIGITAL COMPUTER LAB

(217) 333-1960

ILLINOIS
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Contents

Program Overview

The Job Shadow Program offers undergraduate students the opportunity to preview your company by spending one work day on site, and because the Job Shadow Program is held over the University of Illinois Winter Break, there are no conflicts with classes. This program offers companies an opportunity to connect with some of the world's fresh new engineering minds.

Employers select the day, determine the agenda for the visit, and the number of students to host. Students apply for the Job Shadow opportunities, and employers will review applicants to determine which students they'd like to invite to their company for a Job Shadow opportunity. We ask employers to please be open to all Engineering majors, as we have a number of students who are still exploring career possibilities as Undeclared Engineering Majors. ECS staff market job shadow opportunities to students based on the information employers provide in advance. Students are responsible for all travel and lodging expenses as well as transportation.

Benefits
- Brand your company by exposing students to company culture, opportunities, and new technologies.
- Showcase what professionals in your company/organization do on a daily basis, and their daily challenges.
- Get a head start in identifying potential candidates early in their college career.
- Provide students a chance to gain exposure to specific applications of their major and career interests.

Dates for the Job Shadow
- The Job Shadow Program can take place on the day chosen by the employer between **January 9 – 13, 2017**.

Timeline

Oct. 31, 2016	Last day for employers to post Job Shadow opportunities and information on I-Link (Engineering)
Nov. 19	Employers receive PDF of all resumes submitted by student applicants
Dec. 9	Deadline for employers to contact selected students and arrange details of the visit
Jan. 9 – 13, 2017	Job shadow visits occur, please send list of students participating to ECS
Jan. 17	Employer feedback requested to ECS

Employer Steps to Establish a Job Shadow Program

In order to help you plan a successful Job Shadow Program, we have included a list of steps to increase the benefits of the experience.

<u>#1 Logistics to Consider</u>
- Decide on the maximum number of students that you can accommodate.
- Determine the job shadow date option(s) and include it/them with your Job Shadow descriptions on I-Link.
- Coordinate with others in the company to plan the scope of the student's shadow experience to gain exposure to various applications of his/her major and parts of your organization.
- Plan a detailed agenda for the visit.
- Obtain appropriate clearance for the visit, if necessary.
- When appropriate, inform your supervisor (and/or affected clients/customers) that a student(s) will be shadowing.
- Send a timely introductory email to your student(s) once you select who you'd like to invite for a Job Shadow, even if you don't have all the details lined out. Things to include:
    o Provide your student(s) with a set of your employer's promotional and general recruitment materials, if applicable.
    o Provide the student(s) with directions to your office, along with information about the best mode of transportation, parking, etc.
    o Inform the student(s) of the company's dress code and any restrictions.
- Communicate with ECS to address any problems or concerns.

#2 Sample Activities for the Visit
- Tour of the company.
- Panel of alumni, new college hires, and/or managers.
- Discuss the organizational chart, company culture, and working environment.
- Provide insight and experience to daily challenges and requirements of the job.
- Plan a few meetings between the student(s) and company personnel/professionals to better understand what employees do in a typical day – and allow the student(s) to observe the professional's day-to-day activities.
- Arrange and informal lunch with professionals to teach the student(s) a better sense of the culture of the company and people who work there.
- Have the student(s) meet a first-year employee, if possible, to get a realistic view of the first year on the job.
- Expose the student(s) to current technology and tools used by professionals, if possible.
- Have the HR department describe future job opportunities, and even review the student's resume.
- Show a sample of the company's marketing and employee training videos, if applicable.
- Schedule meeting(s) with the President, CEO, head of department, or other individuals who can give a broad perspective of the company.
- Possible topics for discussion with students:
  - Advice for someone wanting to get into your industry and/or your particular company.
  - Trends affecting your industry.
  - Experiences/internships that the student(s) may want to do to pursue a career in your field.
  - Characteristics of successful employees within the company.
  - Suggested professional associations to consider joining and publications to follow/read.

#3 Creating & Managing the Job Shadow Posting
A Job Shadow posting can be very simple and should include a date of the experience and location. Students would also appreciate seeing a tentative itinerary (see sample postings in Appendix B). In order to be considered by the most students, Job Shadow opportunities must be posted by **Monday, October 31st, 2016.**

Your Career Exploration (Job Shadow) description will be posted on the "I-Link Jobs" board, the online job board used by College of Engineering students. Students will use the "I-Link Jobs" board to search available Career Exploration (job shadow) opportunities and apply to ones that interest them. The deadline for students to apply is **Friday November 18th, 2016.**

Employers will review the resumes and begin contacting the students they are interested in hosting. Employers are strongly encouraged to contact and confirm details with invited students to finalize the visit no later than **Friday, December 9th, 2016**.

#4 Completing the Evaluation
ECS requests that participating employers complete an evaluation by **February 1, 2017**, which will be emailed to you from Engineering Career Services.

Appendices

Appendix A: Detailed Instructions for Posting Job Shadow Opportunities in I-Link

1) Log into I-Link: https://i-link-illinois-csm.symplicity.com/
2) From the top of the I-Link Homepage, Select: **Jobs**
3) Across the top bar for Job Postings, choose: **"Job Postings (non-OCR)"**
4) Choose: +**Add New**

For more information on I-Link, visit here.

5) Remaining Steps:

Required Fields	Description	Example
Third-Party Recruiter	Select: No	N/A
Review and Approval	Select: Engineering Career Services	N/A
Copy Existing	Leave Blank	N/A
Title:	Type: "ECS Job Shadow – Company Name"	ECS Job Shadow – Engineering World
Position Type	Select: "Career Exploration"	N/A
Paid Position	Select: No	N/A
Fee/Monetary Investment	Select: No	*Note: Candidates are still responsible for all expenses to access the employer for their shadow*
Job Function	Select relevant options from the drop down menu, or, leave unspecified	Computer – Systems Analysis Or Unspecified
Description of Duties and Responsibilities	Enter a brief description of the job shadow experience available for the student. You can include dates available here, too – as well as how many job shadow students you are looking to host. Although, you may choose to reach out to however many applicants as you wish to host the shadow – regardless of the number you put in this field	On January 10, 2017 you will receive a tour of our Visitor's Center and hear information from key executives in the company. After a networking lunch, you will shadow a recent hire to observe their day-to-day work schedule.
Desired Qualifications of Applicants	You may choose to include the dates/times you are willing to host a student **or** you may choose to leave this field blank	January 10, 2017 – 9 a.m. to 12 p.m. January 11, 2017 – 9 a.m. to 5 p.m. **Or** (blank)
Desired Skills	Leave Blank or select skills	N/A
Job Location	**Nationwide**: Select "NO" **City:** Enter the City where the shadow occurs **State/Province**: Enter the state where the shadow occurs **Country:** "United States"	Nationwide: No City: Urbana State/Province: Illinois Country: United States
Salary Level	Leave Blank	N/A
Notes about Additional Materials/Documents	Leave Blank	N/A
Application Method	Select: "Email"	N/A
Default Email address for resumes:	Enter the email you'd like resumes sent to	"ABCcompany@ABCcompany.com"
Display Contact Information to students	Choose if you'd like students to see your contact information	N/A
Posting Date	Type: "11/01/2016"	11012016

Expiration Date	Type: "11/19/2016"	11192016 *Note: A box will pop up saying "This field must be >= than that Start Date – click "ok"*
Automatic Application Packet Generation	Select "yes"	"Yes"
Policy Affirmation	Select the checkbox	N/A
Restrict Applications	Select "Yes"	Yes
Degree Level	Select: "Bachelor"	
Major	Select: • All Engineering & Physical Sciences Majors → All Engineering-related majors • All Engineering & Physical Sciences Majors → Physical Sciences → Physics	*Note – we ask that you be open to hosting all engineering students, as some students are exploring different fields.*
Minimum GPA	Leave Blank	*Note – Freshman students will not yet have an Illinois GPA*
Graduation Date (Start)	Select "May 2019"	
Graduation Date (End)	Select "May 2021"	
Work Authorization:	Leave Blank	*Note – No work authorization is legally required for students to participate in a career exploration/job shadow opportunity*
Click "Submit" To submit your Career Exploration (Job Shadow) posting for ECS review		

ECS staff will review each employer's posting and may contact employers with any questions that may arise. Once approved, your Career Exploration (Job Shadow) posting will be available for students to view and apply for during the resume submission period.

TIMELINE

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Questions? Contact: Maddie Owens, Assistant Director, Engineering Career Services at mrowens2@illinois.edu or 217.300.4761

Appendix B: Sample Postings

Career Exploration (Job Shadow) Description #1
On January 13, 2017, receive a tour of ABC's Center and hear information about ABC from key executives in the organization. You will then have an opportunity to network with professionals in your functional preference during lunch. In the afternoon you will visit ABC's World Wide Design Center for electronics and shadow engineers from various disciplines within the Electronics and Software fields. Overall, you will gain key insight into the types of job activities engineers perform while developing embedded electronic systems at ABC.

Career Exploration (Job Shadow) Description #2
Meet with representatives from XYZ's composite materials and manufacturing teams to learn about composite manufacturing at XYZ. You will be hosted by the Composite Manufacturing & Process Engineering organization. Depending on the day, you will tour the ABC lab, the DEF Lab, and/or the GHI lab. Come learn about the exciting opportunities in XYZ.

Career Exploration (Job Shadow) Description #3
Observe professionals in Engineering on January 10th, 2017. Obtain information about career paths of Engineers and their daily challenges and requirements.

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Appendix C: Sample Agendas

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Full-Day Shadow

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Engineering, Job Shadow
ABCD, Inc.
1234 W. Michigan Avenue, Chicago, Illinois

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9:00 – 10:00am	Welcome, Introduction, and Overview of ABCD, Inc.
10:00 – 10:45am	Meet & Greet: Supervisors and Recent Hires
10:45 – 11:30am	Office Tour
11:30am – 12:00pm	Insight into Occupation/Daily Roles of Professionals
12:00 – 12:45pm	Lunch with Recent Hires/Alumni
12:45 – 1:00pm	Break
1:00 – 2:00pm	Employee Panel Discussion
2:00 – 3:15pm	Shadow Chris Johnson, Lead Engineer
3:15 – 4:00pm	Recruitment Process and Résumé Coaching Human Resources/Campus Recruiters
4:00 – 4:30pm	Roundtable: Questions, Answers, and Advice
4:30pm	Student Departs

For questions or concerns, please contact your host, Chris Johnson, at 123-456-7890.

Half-Day Shadow

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Engineering, Job Shadow
ABCD, Inc.
1234 W. Michigan Avenue, Chicago, Illinois

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9:00 – 9:30am	Welcome, Introduction, and Overview of ABCD, Inc.
9:30 – 10:00am	Office Tour
10:00 – 10:30am	Insight into Occupation/Daily Roles of Professionals
10:30 – 11:30am	Shadow Chris Johnson, Lead Engineer
11:30am – 12:00pm	Employee Panel Discussion/ Meet & Greet/ Roundtable: Q&A
12:00 – 12:45pm*	Lunch with Recent Hires/Alumni (*Or, students depart*.)

For questions or concerns, please contact your host, Chris Johnson, at 123-456-7890.

Closing Notes

Thank you for your participation in the Engineering Career Services Job Shadow Program. Student application/resume submission ends on Friday, November 18th and **you have until Friday, December 9, 2016** to contact the students you'd like to host to arrange details of the visit**.** Although, I would highly suggest contacting them sooner so that you do not run into any late problems.

If you are no longer able to host a Job Shadow opportunity, please send ECS an email at ecs@engineering.illinois.edu and do NOT delete your posting.