

JOB SHADOW PROGRAM

STUDENT RESUME & COVER LETTER SUBMISSION INSTRUCTIONS

Follow the instructions below to find available shadows and to submit your application(s):

FIND THE RIGHT OPPORTUNITY

Login to Handshake (arizona.joinhandshake.com). Click "Jobs" near the top-center of the page, then use job search filters on the left side of the screen.

Scroll down and click on "show advanced options," locate the labels field, click "View All" and then check the box next to the "ua job shadow program" label.

All official job shadow opportunities will have "Job Shadow" listed in the title of the position. New opportunities may be posted through April 7, 2019.

Please pay attention to the location and any indicated shadow dates of the JSP opportunities that interest you, as you are responsible for transportation to and from the JSP opportunity site.

APPLY DIRECTLY THROUGH HANDSHAKE

Click the "Apply" button to submit your cover letter and resume for each desired shadow. You may apply for a maximum of 5 different opportunities.

IMPORTANT NOTE: Apply only for the opportunities you are 100% sure you will be able to attend. If a listed shadow date or location does not work for you, please find another shadow that fits your availability. By applying, you are committing to attending should you be matched to a job shadow opportunity.

STUDENT MATCHING PROCESS

After submissions close on April 14, the Student Engagement & Career Development office will evaluate your application and seek to match you with an employer host based on your major, career interests, and preferences. You will be notified of your status the week of April 22nd. We always strive to match as many qualified students as possible.

FOR ADDITIONAL INQUIRIES, PLEASE CONTACT:

Sara Nixon-Kirschner
Industry Program Manager
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Student Engagement
& Career Development

CAREER.ARIZONA.EDU

ONE DAY CAN MAKE A LIFETIME OF DIFFERENCE

Explore an industry, organization, and/or job function with this unique opportunity to shadow professionals in the field for ONE DAY during early Summer Break, May 13-24 2019.

Depending on the nature of the company you visit, your day may include sitting in on meetings, facility tours, observing daily work, informational interviews, or hands-on experience.

The UA Job Shadow Program (JSP) is not a paid experience. Students are responsible for transportation to/from host sites as well as lunch/meals (unless otherwise noted) on shadows.

IMPORTANT DATES

STUDENT RESUME & COVER LETTER SUBMISSION WINDOW

March 18 - April 14, 2019

Review available JSP opportunities and apply to the ones you are interested in, all through Handshake. Our team will make the job shadow matching decisions based on the JSP host opportunity and your submitted materials and stated interests.

INFORMATION SESSIONS

Wednesday, March 13, 1 PM

Friday, March 15, 11 AM

Friday, March 22, 10 AM

Monday, March 25, 4:30 PM

Student Engagement & Career Development SUMC, Suite 411

MANDATORY ORIENTATION

(Students notified of their host)

You will be notified of your acceptance status via email the week of April 22, and will be invited to attend a mandatory orientation session. At the orientation, you will be provided with your job shadow placement information.

Matched Students Will Select One to Attend:

Wednesday, April 24 - 12:00 PM

Thursday, April 25 - 4:15 PM

Friday, April 26 - 11:00 AM

Monday, April 29 - 5:00 PM

Tuesday, April 30 - 12:00 PM