



OWL JOB SHADOW PROGRAM: STUDENT RESOURCE GUIDE



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CAREER PLANNING AND DEVELOPMENT**

Owl Job Shadow Program: Student Resource Guide

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Owl Job Shadow Program: Student Resource Guide

Overview and Objectives

Kennesaw State University strives to provide students with an array of experiential education opportunities outside of the classroom. The Owl Job Shadow Program provides students with a job shadow experience to help them explore different career opportunities and see what it is like to work after graduation.

The objectives of this program include:

- Observation opportunities to see what a career field looks like “in real life”
- Connect classroom learning with workplace experience
- Broaden the view of opportunities for students at many different companies
- Create a starting point for learning how to network with professionals
- Practice professionalism and business etiquette
- Help to define potential career paths after graduation

Benefits of program to students:

- Visit a company to see how it runs on a daily basis
- Get a real look into different career paths you can potentially take
- Use this time as a “pre-interview” for potential internship, co-op or job opportunities
- See different ways you can incorporate your major into a career
- See the specific benefits or unique perks to working for a specific company, and see what their work culture is like
- Practice using professionalism and gain some hands-on experience networking with other professionals

Program Outline

All interested students in the Owl Job Shadow Program will apply directly to the Department of Career Planning and Development through Handshake. You will be asked to rank your top 5 job shadow locations but our team will assign each approved student to an organization(s) based on their career interests and qualifications. The steps to participate in the Owl Job Shadow Program are:

1. Apply to the Owl Job Shadow Program position within Handshake.
 - a. Login to your Handshake account at <http://kennesaw.joinhandshake.com>.
 - i. If you have not logged into your Handshake account previously, you can find more information at <http://careers.kennesaw.edu/owllinkinfo.php>.
 - b. You **MUST** have an approved resume in Handshake in order to apply to the Owl Job Shadow program. To do so, login to Handshake, click on Documents and upload your resume. It **MUST** be approved **BEFORE** you apply for the Job Shadow position or any other open positions.
 - c. Once the application is open to students (see <http://careers.kennesaw.edu/jobshadowing.php> for dates) click on Jobs on the top of the home screen, and search for Owl Job Shadow Program. Open the position associated with the semester for which you are applying.
 - d. Click on the green “Apply” button and submit your resume. If you don’t have an approved resume in Handshake, you will have to upload that before you will be able to apply.
 - e. You will be redirected at the end of your application to fill out a survey. You **MUST** complete that survey in order to complete your application. This will include a place for you to select your top 5 shadow locations.
 - f. Requirements for students:
 - i. 2.0 GPA or above
 - ii. Must have completed one full semester at KSU prior to the shadowing semester
 - iii. Or a graduate of KSU.
2. After the application deadline date (dates can be found at careers.kennesaw.edu/jobshadowing.php), the Department of Career Planning and Development staff will review applications and contact all students that applied via their *KSU student email address*. All communication regarding the Owl Job Shadow Program will go through your KSU student email address.
3. If approved, you will be expected to participate in the program, regardless of circumstances. You will be assigned an employer at least two weeks prior to your job shadow day, and the Department of Career Planning and Development will introduce you to the contact at that organization.
4. You **must** attend one Owl Job Shadow Orientation Workshop. This workshop will go over expectations for the student, professionalism, any paperwork associated with job shadow placement, etc.
** If you participated in the Owl Job Shadow orientation in the past year, you **DO NOT** have to attend again.

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5. Participate in the Job Shadow Day. This could include (but is not limited to):
 - a. Tour of the company facility
 - b. Informational interviews
 - c. Observing meetings or events
 - d. Networking opportunities
 - e. Participation in small projects
 - f. Observing employees at work
6. Complete an evaluation of the experience for the Department of Career Planning and Development
7. Meet with your Career and Internship Advisor to talk about the experience and discuss adding it to your resume (suggested but not required)
8. Send a thank you note to the employer(s) which you shadowed

If you do not show for your assigned Job Shadow experience, the Department of Career Planning and Development's No-Show Policy will go into effect. Some of your Handshake account privileges will be suspended until you have completed the steps to reconcile. You can review the policy at <http://careers.kennesaw.edu/policies.php>.

Student Responsibilities

Once you have been selected to participate in the Owl Job Shadow Program, have been paired with an employer(s) to shadow, and have attended one of the mandatory Owl Job Shadow Program workshops, these are some of your responsibilities.

LEADING UP TO JOB SHADOW DAY

- Gather all information you will need for the day of the shadowing including how to dress, what time to arrive, and where to go. You will be given contact information for one person at the employer host site, so please let the Department of Career Planning and Development know if you have contacted them at least twice and have not heard back.
- Prepare transportation to and from your job shadow site. Transportation will not be provided by Kennesaw State University. Any fees associated with the job shadow day are your responsibility.
- Research the organization and prepare questions you may be able to ask some of the employees. Remember this is an opportunity for you to see what a company does and how you could potentially fit in.

ON JOB SHADOW DAY

- Arrive 15 minutes early to the agreed upon time and location of your job shadowing experience.
- Be professional and remember that you are representing Kennesaw State University and yourself. Go prepared with good questions!
- Take a picture and tag the Department of Career Planning and Development on social media @ksucareers!

AFTER JOB SHADOW DAY

- Fill out the post-experience survey for the Department of Career Planning and Development to reflect on your experience. This will be emailed to your KSU student email address.
- Send a thank you letter to your host employer thanking them for the experience.
- Schedule a meeting through Handshake with your Career and Internship Advisor to reflect on your shadowing experience and talk about how to incorporate it into your resume (suggested but not required).

Suggested Questions for an Informational Interview

- How did you get started in this field?
- What is your educational background?
- What are your major responsibilities?
- What is the most/least rewarding aspect of your job?
- Would you choose this career again?
- What advice do you have for a person attempting to break into this career field?
- What is a typical day like?
- What is the most common career path?
- What other obligations do you have besides your day-to-day work functions?
- What are some lifestyle considerations for this career field?
- What are some common entry-level positions in the field of _____?
- What kind of salary range and benefits could an entry-level person expect to receive?
- What type of individual (skills/personality) would be best suited for these entry-level positions?
- What are the most important factors used when hiring?
- What is the best educational preparation for a career in this field?
- Which classes and experience would be most helpful to obtain while still in college?
- What is the turnover rate for the organization? What are potential career paths within the organization?
- How do people find out about open positions in this field?
- What is the future outlook for this career?
- What are areas for potential growth/decline?
- How do you see jobs changing in the future?
- Which professional journals/organizations would be most helpful in evaluating the field?
- Who else do you recommend I talk with, and may I have permission to use your name?
- Can you recommend other types of organizations I might investigate or contact?

Tips on Professional Dress

First impressions are the most important. The way you dress for the Owl Job Shadow Program says a lot about how well you've prepared and how serious you are about finding a good job or internship for the future. Below are examples of business professional dress and business casual dress. Be sure to check with your employer host on what to wear on the day of your shadowing experience.



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Contact Information & Resources

CONTACT INFORMATION

Erin Stapleton
Employer Relations & Events Manager
Kennesaw State University
Career Planning and Development
Joe Mack Wilson Student Center
Suite A-160, MD 9009
860 Rossbacher Way
Marietta, GA 30060
Email: estaple3@kennesaw.edu
Office Phone: 470-578-2724

Ryan Whitfield
Assistant Director of Employer Relations
Kennesaw State University
Career Planning and Development
Kennesaw Hall
Suite 2617, MD 0118
585 Cobb Ave NW
Kennesaw, GA 30144
Email: rwhitfi8@kennesaw.edu
Office Phone: 470-578-2724

RESOURCES

NACE Principles for Ethical Professional Practice - <http://www.naceweb.org/principles>

Kennesaw State University Department of Career Planning and Development -
<http://hirekennesawstate.com>

KSU Owl Job Shadow Program - <http://careers.kennesaw.edu/jobshadowing.php>

Handshake - <http://kennesaw.joinhandshake.com>