

Stag Job Shadow

Student Guidelines



Career Center

About Stag Job Shadow

- A job shadow program is an educational experience where a student observes a professional in their workplace to learn about a specific job or industry.
- Students follow their matched "mentor" through their daily tasks to gain firsthand insight into the roles, responsibilities, and work environment associated with that job and industry.
- Job Shadows can be done in person or virtually.
- Career conversations usually take place during Winter Break but the timing is flexible.

- Note: It's fine to meet before winter break or in the spring semester.



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Contacting Your Match

- Make every effort to participate, especially once you are matched. If you absolutely cannot participate, notify your match and the Career Center immediately.
- Contact your match as soon as you receive their contact information to introduce yourself.
- Determine if the meeting will be in person or virtual (If you do not receive a response from your match, e-mail or call them. If you still do not hear back, contact the Career Center at careers@fairfield.edu.)
- *Important:*
 - Communicate with your match in a timely manner throughout the program.



Sample E-mail to Your Match

Dear Ms. or Mr. (use last name unless you know them),

My name is Lucas Stag and I am a junior Marketing major at Fairfield University. I am reaching out to you because I was matched with you for the Stag Job Shadow program.

I look forward to learning about your time at Fairfield and the career path you've been on since graduation.

Please let me know what date and time would be most convenient for you to meet with me.

Thank you for volunteering your time. I look forward to speaking with you!

Sincerely,
Lucas Stag



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Update Your Resume

- Make sure your resume is up to date.
- You can make an appointment to review your resume with your career counselor or see a Career Peer Advisor (CPA) during drop-in hours.
 - Dolan School of Business: dolancareer@fairfield.edu
 - Meditz College of Arts & Sciences: cascareers@fairfield.edu
 - School of Engineering & Computing: careers@fairfield.edu
 - Egan School of Nursing: careers@fairfield.edu

The CPA drop-in schedule can be found on Life@Fairfield.



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Learn About Your Match's Employer

Prior to your meeting, learn more about your match's employer by doing some research.

- What is the industry?
- What are their products and services?
- What is the organization's culture?
- Who are their clients or patients?
- Who are their competitors?
- **Suggestions:**
 - Set a Google alert for the organization and industry.
 - Follow the company on LinkedIn and Twitter.



Learn About Your Match

- Develop some questions ahead of time that you can ask your match.
 - How did you get where you are in your field?
 - What interests and skills are needed for successful employment in this field?
 - What education and experiences will I need?
 - What advice do you have for someone that wants to get into this field?
- *Suggestion:* Do a Google and LinkedIn search of your match (but don't connect yet).



Prepare Some Answers

Be prepared to answer questions that your match may ask you.

- Why did you choose to attend Fairfield?
- What do you like about your major?
- What are your activities on campus?
- What have you enjoyed most about Fairfield?
- What are you thinking about doing after Fairfield?
- What are you looking for in your first role?
- What motivates you?



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Top Tips for In-Person Meetings

- Prepare ahead of time. Your career center can help.
- Research the company and your match.
- Prepare questions.
- Print copies of your (current) resume.
- Dress professionally.
- Arrive early.
- Greet everyone you meet.
- Bring a notepad to take notes.
- Request your match's contact information and ask if you can connect on LinkedIn.
- Send a thank you note.



Top Tips for Virtual Meetings

- Make sure your background is clear and that the lighting is adequate.
- Position your laptop so camera is at eye level and look into the camera when speaking and listening.
- Minimize distractions: Set yourself up in a quiet space and keep your phone silent.
- Check technology: Log into the call 10 minutes early to make sure there are no technical issues.
- Have a digital copy of your resume ready to share.



Top Tips for Virtual Meetings

- Be professional: Wear a dress shirt/blouse, don't use casual or slang words, sit up straight on a chair at a desk/table.
- Keep your video on and actively participate throughout the call.
- Take notes: You will want to follow up on important points.
- Contact info: Request your match's contact information and ask if you can connect on LinkedIn.
- Thank your match for their time.



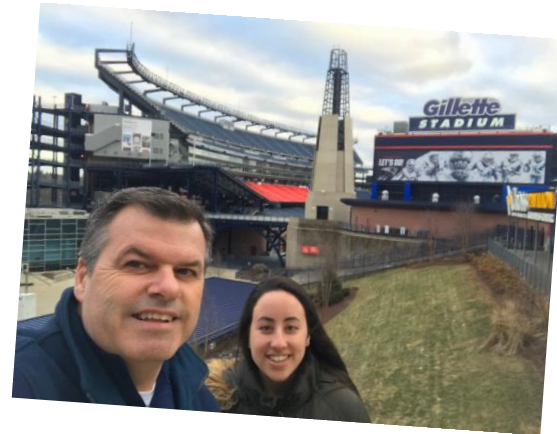
After Your Career Conversation

- Send a thank you e-mail immediately after your discussion (check spelling and grammar).
- Mail a handwritten note the next day.
- Follow up on any action points you discussed.
- Complete the survey sent to you from the Career Center.
- Send a photo to careers@fairfield.edu



Good Luck!

- Your match wants to know about your interests and plans.
- Be comfortable with small talk.
- Let your personality shine through.
- Your match is happy to help you with your career exploration.
- Prepare for the call and respond to your match in a timely manner.
- Good luck and enjoy!



Questions?

Contact the Career Center at
careers@fairfield.edu.



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