**WHAT IS THE EXTERN JOB SHADOW PROGRAM?**

UTM’s redesigned Extern Job Shadow Program is an opportunity that will enable students to test drive a career by visiting a professional in their workplace. Job shadowing will help students gain insight into an industry or career, better understand how classroom learning can be applied to work, and learn more about the skills and educational requirements needed to follow their career interests.

**WHAT IS A JOB SHADOW?**

Job shadow is a model of experiential learning whereby students gain a first-hand look at a work environment within an industry. During this experience, students engage with professionals/hosts who can help in their academic decision-making and career planning. Job shadow connects students with employers in a meaningful way and provides an opportunity to test-drive a career and get a sneak peak at what life might look like post-graduation.

**STUDENT PREPARATION**

Each student participates in mandatory preparatory sessions (one online module & one in-person workshop) that cover topics such as ways in which careers can be explored, networking, informational interviews, professionalism, and expectations during placement.

**HOSTING A STUDENT**

Host a student or students at your organization for a half to a full day so they can learn first-hand about what you do.

**CONTACT**

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**IMPORTANT DATES**

<table>
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<tr>
<th>FALL 2017</th>
<th>WINTER 2018</th>
<th>SPRING 2018</th>
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<tbody>
<tr>
<td>September 8, 2017</td>
<td>Complete and submit host commitment form</td>
<td>March 29, 2018</td>
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<tr>
<td>September 11, 2017</td>
<td>Receive confirmation of submission &amp; logistics</td>
<td>April 2, 2018</td>
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<tr>
<td>September 22, 2017</td>
<td>Receive student information</td>
<td>April 13, 2018</td>
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<tr>
<td>October 6, 2017</td>
<td>Confirm agenda / activities for the placement</td>
<td>April 27, 2018</td>
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<tr>
<td>October 10-20, 2017</td>
<td>Placements</td>
<td>April 30-May 11, 2018</td>
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<tr>
<td>October 31, 2017</td>
<td>Complete and submit feedback survey</td>
<td>May 28, 2018</td>
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Frequently Asked Questions

BENEFITS TO BECOMING A HOST

• Opportunity to look at your job from a student's perspective and rediscover the excitement that led you to pursue the career;
• Give back to the community as an experienced professional who can offer valuable advice to students starting their career;
• Promote your organization and share your personal career story with enthusiastic UofT students;
• Network with bright UofT students and get exposure to recent grads in the same field;
• Get a heads up on recruiting and talent scouting and be able to showcase upcoming volunteer or employment opportunities;
• Make connections with staff at UTM to build future partnerships;
• Increase your brand’s presence on campus!

WHAT KINDS OF CAREERS ARE STUDENTS INTERESTED IN?

• Business (Finance & Administration; Human Resources)
• Communications (Marketing; Public Relations)
• Education (Advocacy/Outreach, Teaching, Administration)
• Government (Immigration; Research; Policy)
• International Development
• Non-profit (Activism; Community Development; Fundraising)
• Social Work (Corrections; Counselling; Support Services)
• Healthcare (Clinical; Community; Hospital; Alternative health care)
• Law (Law Enforcement, Lawyer, Paralegal, Judge)
• Manufacturing (Supply Chain & Quality Control)
• Physical Rehabilitation (physiotherapy, chiropractic, massage therapy)
• Performance Arts (Composition; Music Therapy; Set designer; Producer; Director)
• Research and Development

DO I GET TO CHOOSE WHICH STUDENT WILL SHADOW ME?

UTM staff will evaluate applications and assign to hosts.

MY ORGANIZATION OFTEN DEALS WITH CLIENT CONFIDENTIALITY/CONFIDENTIAL DOCUMENTS. CAN A STUDENT SIGN ANY TYPE OF NON-DISCLOSURE AGREEMENT?

It is best to proceed with your office policy regarding documentation your organization requires for a student visit. You may want to plan a student’s visit so that it will not interfere with any confidential matters but still allow them to experience the workplace. In our preparatory sessions, we highlight the importance of respecting confidentiality and discretion.

DO I NEED TO PROVIDE LUNCH, TRANSPORTATION, OR PARKING?

Ultimately, it is the student’s responsibility to cover costs associated with their placement. However, if you would like to provide assistance, you can communicate directly with the student while planning their visit.

OTHER WAYS TO GET INVOLVED!

• Networking nights: Share stories about your own career path through organized speed networking with our students
• Career panels: Offer insight into your profession and/or industry by sitting on a panel of professionals in front of our students.
• In the field: Host a short site visit at your organization to show our students the different opportunities and divisions within your offices.
• Information sessions: Educate students on campus about your organization and recruitment process.
• Career fairs: Tap into our elite UTM candidate pool and meet students across all areas of study.
• On-campus interviews: Interview students at our UTM campus and let us organize the day for you.
• Job posts on CLN: Post your jobs to UofT students and recent grads at no charge at cln.utoronto.ca.

www.utm.utoronto.ca/careers/jsp