

# EXTERN JOB SHADOW PROGRAM

## Frequently Asked Questions

### WILL I GET A JOB?

The focus of the Extern Job Shadowing Program is to help you learn more about a specific career area through your placement. Your host is agreeing to help with your career exploration (not provide you with employment). The program can, however, help you expand your professional network which could lead to potential employment.

### WHAT TYPES OF PLACEMENTS ARE AVAILABLE?

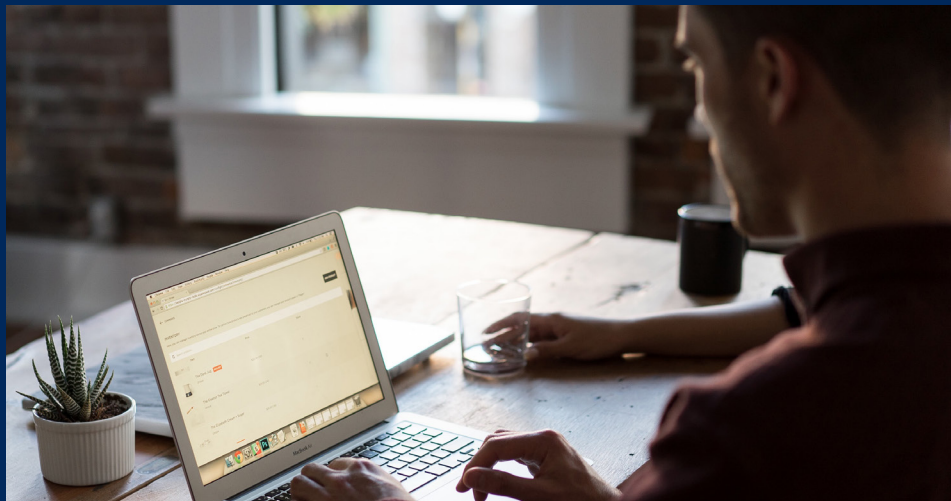
Placements are available in a wide variety of career areas and change from year to year. To view a sample of placements from last year, [click here](#). We review all of the registration forms to determine which career areas are most popular with students. We then target potential hosts using this information.

### WHAT IF I WAS ELIGIBLE TO PARTICIPATE IN THE EXISTING EXTERN PROGRAM IN THE PAST?

All students are able to participate in the Extern program for 3 years from the day they completed Career Exploration Part 2. For example, if you were Extern eligible in 2015/16, then you would be eligible for Extern in 2016/17 and 2017/18. If your eligibility expires, you can complete the preparatory modules once more to reactivate your eligibility.

### CAN I PUT THIS EXPERIENCE ON MY RESUME? CAN I USE MY SPONSOR AS A REFERENCE?

This is a short-term placement with a host and should not be listed as a workplace experience. Similarly, your host will not be able to provide you with a reference.



### DO ALL STUDENTS GET PLACED?

The Extern Job Shadowing Program attempts to place all students who complete the Career Exploration Preparation, however, placements are not guaranteed.

### HOW ARE PLACEMENT DECISIONS MADE?

All applications will be screened by a committee of Career Centre staff members to ensure the best possible fit between the student and the host. Placements will be awarded to students who have articulated their interest and knowledge of the career area most effectively as it relates to the placement details provided. The evaluating committee will also take into consideration if students have previously participated in the program to explore the same (or different) career area of their interest.

### WHO CAN I CONTACT FOR MORE INFORMATION?

Jelena Vulic  
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### HOW LONG ARE THE PLACEMENTS?

Placements vary in length but are generally between 1-2 days. Placement duration and other details are decided by the host.

### HOW DO I FIND OUT ABOUT MY PLACEMENT?

Program participants are sent an e-mail with their basic placement details. The placement package includes a commitment form (which must be returned to the Career Centre), and a schedule for the mandatory seminar [Extern Placement Preparation Session](#). Host contact details are provided at the program seminar.

