

Job Shadow Host FAQ's

What is a Job Shadow?

A one-day opportunity that allows Gettysburg students of all class years to gain an insider's view into a career field, observe on-the-job activities, and gain first-hand experience in the workplace. If shadowing is not permissible in your environment, an alternative is to arrange a site visit for a small group of students to interact and learn from colleagues through conversations/presentations. This experience typically lasts one workday during the December/January winter break, and is meant to introduce students to a career/industry. Hosts have offered shorter (1/2 day) and longer experiences (2 days), which can be discussed with the Career Engagement staff as needed. You set your availability and you can determine how many students you are comfortable hosting.

How much preparation does hosting a Job Shadow require?

The amount of time you spend as a host can vary. It may take some initial set up with your place of employment, as well as time to determine what aspects of your position and any other colleagues or departments the student can/should be involved in during the day in order to get an in-depth view of the career field. Our staff can provide you with past sample itineraries and/or put you in contact with a past host volunteer to get a sense of what other hosts have organized.

What should I do with the student(s) during the Job Shadow experience?

Involve the student in the day-to-day activities of your office/department (i.e. meetings, conference calls, etc.) that will provide them with insight into your career field. The student does not have to be with you the entire time. You can set up meetings with other colleagues/departments to give the student(s) a more well-rounded view of the company/organization. If there are any unique opportunities occurring, perhaps plan to have the student(s) be included in those.

Does it cost me anything to participate as a Job Shadow host?

No. However, many hosts have offered to make or take their student(s) to lunch during the day, perhaps as a learning lunch with other colleagues. It is not an expectation of a host to provide students with meals during the experience.

How will I be matched with the student(s) and when will I be notified?

As the host, you get to submit the description of your particular opportunity that will be used to advertise to students. Students go through an application process and choose their top three job shadow options, as well as answer several questions related to their career goals and interests. An internal committee of Career Engagement staff reviews all the applications and matches students with each opportunity based on their application materials. Hosts are notified of their student participant(s) following student confirmation, which usually takes place in early December.

Where does the student stay during the experience?

We do our best to take into consideration a student's proximity to the job shadow opportunity during the matching process. If an interested student does not live within commuting distance, students can explore staying with friends or family in the area, or they can work with the Career Engagement staff to find other Gettysburg alumni or parents locally who can house them. In some cases, students will find reasonably priced housing (hotel, hostel, etc.) near the job shadow location.

Why should I volunteer to be a host?

You get to connect with talented students who are eager to learn and make a difference in their lives. You can share your career and professional expertise, as well as help them understand the working world as a young professional. You can get re/acquainted with the current happenings at Gettysburg and hear from students about their experiences. And, these students could become potential great candidates for future employment.

Still unsure? You can also call us with questions at (717) 337-6616 or email career@gettysburg.edu.