Winter Break Job Shadow Program 2015

Fact Sheet and Timeline

Now through September 30, 2014

➢ Alumni mentors volunteer to host one, two, three or more students at their organization for a full day, ½ day, or lunch to provide career and industry information.

➢ Alumni fill out a profile form (www.fairfield.edu/jobshadow).

October - November

➢ Students complete an application form by 10/31/14.

➢ Career Planning Center matches students to an opportunity based on the student’s request, career interest, and location.

➢ Matched alumni mentors will be notified of the student(s) that will shadow them by mid-November.

➢ All matched students attend an orientation workshop to learn about the program goals and procedures, and how to prepare for their job shadow experience.

Early December

➢ Matched students will contact their alumna/alumnus directly by December 1st to arrange for their shadow day experience. Alumni should reply to students with details by December 5th.

➢ Participation does not guarantee a match. Matches are based on location and career choice of students.

➢ Unmatched alumni will be contacted.

January 12 – 16, 2015

➢ Job Shadow Week

For more information:
Visit www.fairfield.edu/jobshadow
Call Julie Tuozzoli ’85 at (203) 254 – 4000 x 3416
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Fairfield University Alumni Association and The Career Planning Center