



Job Shadow Program (Employers)

Alumni, employers, parents, and friends of Sheridan College are invited to serve as hosts for our job shadow program. This program is being offered to students of Sheridan College. We are seeking unpaid opportunities that are typically one day, depending on student and job shadow host availability, providing an inside look at a job, company, career, or industry.

Expectations

Sheridan College requests that Job Shadow hosts introduce their profession, industry and/or organization; provide a tour of the workplace; answer questions; and most importantly, allow a student to observe their daily routine.

Suggested job shadowing experiences:

- Give a tour of the organization
- Shadow host in different departments during the day
- Observe and participate in tasks, staff meetings, and/or interactions of departments
- Observe client interactions or assist clients directly, if possible
- Experience an employee demonstration of industry-specific software or tools
- Review the organization's website, mission, marketing collateral, organizational charts to learn more
- Enjoy a meal with the job shadow host and/or others (typical of what staff might do if lunching together)
- Conduct informational interviews with different employees to understand the firm, industry, future trends, and career paths within this field
- Meet with HR staff to understand what they look for when hiring college graduates
- Meet with other alumni staff who work at host site
- Meet a new employee to get a "fresh perspective"

Students are responsible for contacting the host in advance, transporting themselves to and from the job shadow site, researching the organization in advance of the shadowing day, and coming prepared with questions.

How to Participate

Employers interested in hosting a student are invited to **complete the registration form**. Once student applications are received, matches will be made. Students will contact the employer host to finalize details of the job shadowing experience, including dates of the job shadowing experience.

Questions may be directed to the Sheridan College Advising Services, Karen St Clair at kstclair@sheridan.edu or 307-675-0105.



Job Shadow Program - Employer Enrollment Form

The Job Shadow Program provides students the opportunity to explore career paths and options, experience a professional work environment, connect with professionals in their career field of interest, and observe skills and job tasks related to their career field. The Job Shadow Program is open to all Sheridan College students enrolled in a degree or certificate program at the time of registration. Employers interested and willing participate in the Job Shadow Program can register for the Job Shadow Program by completing the following form.

Please Provide Your Contact Information

First Name: _____ Last Name: _____

Company: _____

Job Title: _____

Phone Number: _____

Company Email Address: _____

Address: _____

City, State, Zip: _____

I am a Sheridan College Alumni Yes No

Major/Field of Study: _____

Graduation Year: _____

Availability:

Do you have any particular restrictions that would make certain days of the week less ideal to host a student for job shadowing? _____

Are you interested in hosting more than one student? Yes No

If so, would you prefer to host the students together or on different days? _____

Majors of students you would like to host? _____

Please Read the following and sign at the end.

General Information:

1. This job shadowing program requires NO program fees from participating students or employer hosts.
2. It is the student's responsibility to cover the costs of his or her own transportation, food, and lodging (if applicable). Some organizations may require a background check for student's job and students may need to cover this cost as well.
3. The Sheridan College Job Shadow program is strictly a short term job shadowing program.
4. Some employers may seek to utilize this program as a recruiting tool for the purpose of hiring interns or job candidates. The Sheridan College Advising Services Department does not collect nor distribute resumes, transcripts, proof of U.S. Citizenship, age or other specific demographic information for this program. If employers participating in the program intend to screen internship or job candidates, any request for documentation of qualifications will be coordinated between the host employer's Human Resources office and the student AFTER Sheridan College Advising Services informs both parties of a match.
5. It is expected that both matched students completing their commitment contracts and organizations informed of student matches will honor their commitment for job shadowing.
6. This is not an internship or co-op, which indicate college credit or pay. By registering for this experience please note that the Advising Services' primary goal is to match as many students from all majors and class levels with all available host employers. There is no guarantee of a match.

Process:

1. Students completing the job shadow application are then enrolled into a Job Shadow Canvas (online) class. You will receive an invitation to this class via your Sheridan College student email.
2. Review all modules and take the MANDATORY QUIZ.
3. Student/Employer matches will be made based on availability of employer hosts and based on student information.
4. There is NO GUARANTEE OF A MATCH.
5. Students do NOT receive the company name until after they are preliminarily matched.
6. Matched students are encouraged to research the organization with which they have been matched.

7. Once the decision to accept the match is made, the student must complete and submit a commitment contract including the field trip travel packet to the Sheridan College Advising Services to secure that match.
8. After the commitment contract is completed and submitted, the student(s) will then receive the primary point of contact's information for the organization so they can call the host by phone to clarify details of the schedule and job shadowing logistics (such as parking, attire) prior to the day.
9. Job Shadowing is a privilege, not a right. Unprofessional indiscretions, during and after the Job Shadow Program, will result in your removal from the program and future programs at the sole discretion of the Job Shadow Coordinator, who is a member of the Advising Services staff. This includes instigating rhetoric in Canvas discussion boards or inappropriate comments and language.
10. Registered students are provided training about expectations and norms of a professional work environment (communication, attendance, appropriate behaviors, etc.) prior to the matching process. If a matched student does not show up for the experience or demonstrates behaviors outside the scope of normal professional standards, the employer host has been instructed to contact a Advising Services representative immediately. Students who do not honor their commitment via no show or unprofessional behavior, or cancel their experience with or without notifying the Advising Services office will be terminated from the Job Shadow Program.
11. Please sign below indicating you have read the above information.

Employer Signature: _____

Employer Name printed: _____

Date: _____

Please return this document to:
Sheridan College
Advising Services Department
Attention: Karen St Clair
1 Whitney Way
Sheridan, WY 82801
307-675-0105
kstclair@sheridan.edu

Thank you for helping our students grow!

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504, and the Americans with Disabilities Act may be referred to the Vice President for Administration, Cheryl Heath, NWCCD's Title IX and Section 504 Coordinator, Sheridan College, Whitney Building, Room W145E, 1 Whitney Way, Sheridan, WY 82801; 307-675-0505. Inquiries also may be made to the Office for Civil Rights, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582; 303-844-3417; or TDD 303-844-3417.