LOOK before you LEAP

Want to learn more about a job or industry?

Take part in our 1-day job shadowing program in March 2020

WHY

- Explore a career field you are considering
- Confirm a chosen career interest
- Learn what it's like to be in that job day-to-day
- Gain an understanding of skills and interests needed in a specific career field/job
- Practice professionalism
- Develop networking contacts at VT
- Have a professional experience to put on your resume

WHEN

- FEB 10-21: Attend a required info session (sign-up at vt.joinhandshake.com/events)
- FEB 25: Deadline to apply to job shadows through Handshake
- MAR 11: Students and Hosts are notified of their match via email
- MAR 16-APR 17: Student and Host select 1 mutually agreeable day for the job shadow to take place
- MAY 1: Deadline to turn in reflection from job shadow

WHO

Example Career Fields
- Marketing and Communications
- Event Planning
- Information Technology
- Human Resources
- Recruitment
- Education and Human Services
- Government and Public Administration
- Business Management
- Art and Audio/Visual Technology

Example Offices
- Athletics
- Audit, Risk, & Compliance
- Business and Management Systems
- Sustainability and Facilities
- University Relations
- Residence Life
- Licensing and Trademarks
- Recreational Sports
- University Planning

And many more!

TIPS

- Email your host to introduce yourself and begin the process within 24-48 hours of receiving your pairing
- Dress appropriately (usually business casual)
- Research the office and host ahead of time
- Go prepared with questions to ask
- Be open to what is planned for you
- Have a positive attitude
- Send a thank you note/email to your host
- Connect with your host on LinkedIn and stay in touch!