

Alumni Job Shadow 2022

Student Guidelines

Career Center



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Topics

- About Job Shadow
- How to prepare and follow up



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Program Overview

- Job Shadow will be held in-person and virtually
- These career conversations take place during Winter Break, January 4 - 14, 2022.
 - There can be flexibility with the date if you and your host would prefer to do it after January.



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Next Steps

- Make every effort to participate, especially once you are matched. If you absolutely cannot participate, notify your match and the Career Center immediately.
- Contact your host as soon as you receive your match e-mail to schedule a meeting.
- Determine if the meeting will be in person or virtual (Zoom, Facetime, Webex, Microsoft Teams)
- If you do not receive a response from your match, then e-mail or call them. If you still do not hear back, contact the Career Center at careers@fairfield.edu.
- *Important:*
Communicate with your match in a timely manner throughout the program.



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Sample E-mail to Your Match

Dear Ms. or Mr. (use last name unless you know them),

My name is Lucas Stag and I am a junior Marketing major at Fairfield University. I am reaching out to you because I've been matched with you for the Alumni Job Shadow program.

I look forward to learning about your time at Fairfield and the career path you've been on since graduation. Would you prefer to meet in person or virtually? Please let me know what date and time would work best.

Thank you for volunteering your time. I look forward to speaking with you!

Sincerely,
Lucas Stag

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Prepare for Job Shadow: Your Resume

- Make sure your resume is up to date.
- If you need assistance, make an appointment to review your resume with your career counselor or see a Career Peer Advisor (CPA) during drop-in hours.
 - CAS: cascareers@fairfield.edu
 - Dolan: dolancareer@fairfield.edu
 - SOE, ESON&HS: careers@fairfield.edu
 - The most current CPA drop-in schedule is on [Life@Fairfield](#).



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Prepare for Job Shadow: Learn About Your Match

- It is *very* important to prepare for your Job Shadow meeting.
- Develop some questions ahead of time that you can ask your match.
 - How did you get where you are in your field?
 - What interests and skills are needed for successful employment in this field?
 - What education and experiences will I need?
 - What advice do you have for someone that wants to get into this field?
- **Suggestion:**
 - Do a Google and LinkedIn search of your match (but don't connect yet).



Prepare for Job Shadow: Learn About Your Match's Employer

- Learn more about your match's employer by doing some research.
 - What is the organization's culture?
 - What are their products and services?
 - Who are their clients or patients?
 - Who are their competitors?
- **Suggestions:**
 - Set a Google alert for the organization and industry.
 - Follow the company on LinkedIn and Twitter.

Prepare Answers

Be prepared to answer questions that your match may ask you.

- Why did you choose Fairfield University?
- What do you like about your major?
- What have you enjoyed most about Fairfield?
- What are you thinking about doing after Fairfield?
- What are you looking for in your first role?
- What motivates you?



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Top Tips for Meetings

- Be professional. Wear business casual clothing (dress shirt/blouse, slacks). Don't use casual or slang words, etc.
- Be yourself. Smile and extend a warm greeting.
- Actively participate throughout the meeting or call.
- Take notes so you can follow up on important points.
- Request your match's contact information and ask if you can connect on LinkedIn.
- Thank your match for their time.



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Top Tips for Virtual Meetings

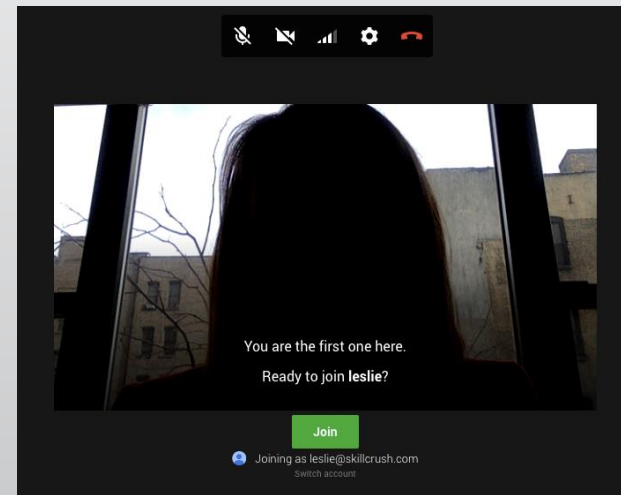
- *Set the Background:* Make sure your background is clear and that the lighting is adequate.
- *Laptop:* Position your laptop so camera is at eye level and look into the camera when speaking and listening (but don't get too close!).
- *Minimize distractions:* Set yourself up in a quiet space and keep your phone silent.
- *Check technology:* Log into the call 10 minutes early to make sure there are no technical issues.
- *Be prepared:* Have a copy of your resume ready to share.



Virtual Meeting Tips: Set the Scene



Okay



Not okay

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Virtual Meeting Tips: Dress for Success



Okay



Not okay

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Virtual Meeting Tips: Be Professional



Okay



Not okay

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Virtual Meeting Tips: Find a Quiet Location



Okay



Not okay

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After Your Career Conversation

- Send a thank you e-mail immediately after your meeting or call (be sure to check spelling and grammar).
- Mail a handwritten note the next day.
- Follow up on any action points you discussed.
- Please complete the survey from the Career Center.
- Send pictures! Whether you meet in-person or online, send a photo of you and your match to careers@fairfield.edu.



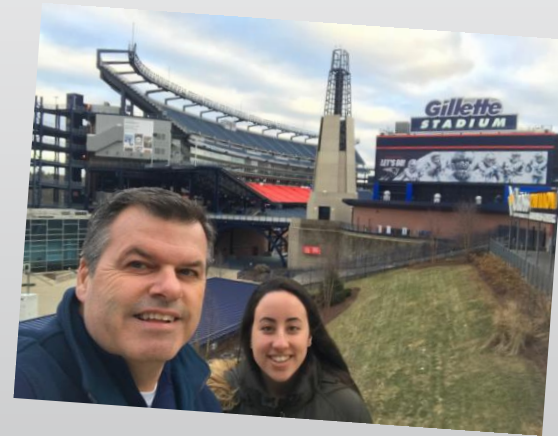
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Final Tips

- Your match wants to know about your interests and plans.
- Be comfortable with small talk.
- Let your personality shine through.
- Your match is happy to help you with your career exploration.
- Prepare for the call and respond to your match in a timely manner.
- Good luck and enjoy!



Questions?

Contact the Career Center at
careers@fairfield.edu.

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