

JOB SHADOWING PROGRAM

Industry Guide | Non - Profits

The Job Shadowing Program gives UChicago alumni, family, and friends the opportunity to support the professional development of current students by hosting them in their place of work for 1-5 days during the College's break periods. The specific activities involved in a job shadowing experience vary between host sites, but essentially, any activity that gives the student a tangible sense of daily life in your field is suitable for the job shadowing experience.

WHAT CAN I HAVE STUDENTS DO?

START BY...

- Giving a tour of the facility
- Providing an overview of the company's operations, staff divisions, etc.
- Sharing your personal career history

NEXT, SHOW THEM A "DAY IN THE LIFE" IN YOUR INDUSTRY...

- Assign the student(s) an interactive project to simulate your own day-to-day work
 - Conduct a brief research project regarding an important social issue the non-profit is working on
- Provide an introduction to the grant writing process
 - Discuss the fundraising process
- Take the student(s) to an off-site visit to a local chapter or event

WHAT STUDENTS ARE SAYING...

This was a great opportunity for me to learn about the professional environment and individual projects at a large and bureaucratic NGO. I loved my job shadowing experience, and use bureaucratic as a positive word to demonstrate the power of organization to optimize efficiency in an attempt to solve a social problem.

OTHER IDEAS...

- Invite the student to observe meetings, conference calls, and other daily activities
- Resume/LinkedIn profile review
- Provide interviewing tips
- Discuss the student's career interests and questions
- Organize an informational interview for the student



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