Please note: The following itinerary is offered simply as an example of what a typical shadow day may include. We hope you find this useful in developing a schedule of activities for your sponsored student. The goal of the shadow day is to provide a substantive experience that allows the student to absorb the day-to-day activities within your organization, the various roles performed by employees and the necessary skills to succeed in these positions. As such, we encourage you to tailor activities as you see fit, and in whatever way works best for your organization.

9:00am- 10:00 am: Arrival/Check-in & Office Tour
- Student is greeted by their host then briefed on the day’s itinerary. After these introductions the student is provided a walkthrough of the physical space(s) within the office. This will allow the student to observe the work environment and learn about the personnel and scope of work performed in various areas.

10:00- 10:45 am: Company Overview
- Student receives a general overview of your company. Topics of discussion may include current projects and major initiatives, company history, mission and core values, current events, competitive landscape, growth plans and hiring needs.

10:45am- 12:00 pm: Introductions & Position Overviews
- This block of time can be broken down into a series of 15-20 minute one-on-one conversations (informational interviews) with select employees at multiple levels throughout the organization, allowing the student to gain insight into hierarchical roles and associated responsibilities.

Noon- 1:00pm: Lunch with Company Representatives
- You may also invite the student to give a short presentation (10 min) of their research project to staff.

1:00- 1:30pm: Employee Observation #1
- This time can be used to allow the student to observe some of the day-to-day work done by an employee in your organization. This can vary greatly from organization to organization, and can range from allowing the student to sit in on a team or client meeting, to walking the student through a current project.

1:30- 2:00pm: Employee Observation #2 (or #1 cont’d)
- Employers can choose to rotate the student to another employee at this time or they can simply continue the first meeting offering a more in-depth and/or detailed look into what a typical work day looks like for employees within your organization.

2:00- 2:30pm: Meeting with Human Resources Representatives and/or Hiring Committee Members
- The student visits with Recruiters, Hiring Managers and other HR personnel to gain a better idea of the recruiting process for your organization. This session will provide insights into the application screening process. This could also provide an opportunity for the student to receive feedback on their CV/resume from a HR professional.

2:30- 3:00pm: Wrap-Up/Debriefing
- Wrap-up discussion to address any unanswered questions and solicit feedback from the student about the experience.