

# EXPLORER SHADOW PROGRAM 2023 – 24 HOST REGISTRATION QUESTIONS

\* indicates a required field

## 1. Person completing this form

- Prefix (Mr, Ms, Dr, etc.)
- \*First name
- \*Last name
- \*Email
- \*Phone

\*Is this the same person who will act as host on the day of the shadow?

- Yes
- No

*If “No” is selected:* \*Who should receive future emails regarding the shadow program:

- Person who is completing this form
- Host
- Both

## 2. \* Short Shadow Description for Title

*Examples:*

- Public Relations Manager shadow
- Clinical Trial Coordinator in Pharma Company shadow

## 3. \* Semester(s)

What semesters are you interested in participating in the shadow program?

- Fall only (shadows take place 12/4/23 – 1/31/24)
- Spring only (shadows take place 3/11/24 – 5/31/24)
- Fall and Spring

## 4. \* Company/organization

- Name
- Website
- Description (700 characters or less)

5. In most cases, a job shadow is held in-person in your workplace. There may be situations, however, where this is not feasible, such as:

- You work alone and/or work from home
- Sensitive nature of your work
- HIPPA requirements
- COVID restrictions

In these cases, you may offer a [virtual job shadow](#).

**\* Select one of the following:**

- I AM able to offer an in-person job shadow in my workplace. Other adults will be present during the shadow day.
- I am NOT able to offer an in-person shadow, but I would be glad to offer a virtual job shadow.
- Other - please explain

**6. \*Relevant Career Cluster(s)**

Select the career cluster(s) that are relevant to this shadow:

- Accounting, Actuarial Science, Finance, Economics
- English, History, Foreign Languages, Education, Philosophy, Religion, Art History, American Studies
- Computer Science, IT, Business Systems & Analytics, Math, Integrated Science Business Technology (ISBT)
- Public Health, Nutrition, Communication Sciences & Disorders (Speech-Language-Hearing), Nursing, Healthcare
- Communication, Mass Media, Journalism, Management, Human Resources, Business Administration, Nonprofit Leadership
- Marketing, Public Relations, Digital Arts
- Biology, Chemistry, Biochemistry, Bioengineering, Environmental Science
- Political Science, Psychology, Philosophy, Religion, Criminal Justice, Sociology, Social Work, Law, International Relations, International Business

**7. \* Job Shadow Description**

Describe the host's role and what the job shadow will encompass (2000 characters maximum)

- See the [Host FAQ](#) for ideas for the shadow day, sample agendas, and sample descriptions.
- You do not need to have a detailed hour-by-hour agenda completed, but you should have a fairly clear idea what the student will **DO/experience/observe** and what the student will **LEARN**.
- **Do NOT enter the job description of the person student will shadow.** Instead, describe what the student will DO and what the student will LEARN.
- Most students will do a keyword search to narrow down all the posted job shadows to those that interest them, so it's important that your description includes the keywords a student is likely to use.

**8. Requirements**

Include specific requirements such as

- Clearances (criminal record, FBI fingerprint, etc.) - specify which ones are required
- Proof of vaccination or immunity (health care setting) - specify which ones are required
- Required safety attire (e.g. steel-toed shoes in a manufacturing environment)

- Non-disclosure agreement
- Government issued ID
- If yours is a government or restricted company/organization, you may include work authorization requirements

It is your responsibility to send the necessary paperwork to the student(s) AND/OR remind the student(s) what paperwork they must provide prior to the shadow or bring on the shadow day.

### **9. \*Exact address of the job shadow site**

This information will be available to students so they can determine, before they indicate interest in your opportunity, whether they will be able to get to the site via the transportation options available to them.

- Street
- City
- State
- Zip

### **10. \*Host contact information**

Provide contact info for the person who will be hosting the student(s) for the shadow. This information will be shared with the student(s) who are matched to your shadow opportunity.

Since all fields are required, use N/A (Not Applicable) for any information you do not want to share with students.

- Host Prefix (Mr, Ms, Dr, etc.)
- Host First Name
- Host Last Name
- Is host a La Salle alumnus/a (yes, no, not sure)
- Host Title
- Host Company/Organization
- Host Email
- Host Work Phone
- Host Cell Phone
- Host LinkedIn URL

### **11. Host Experience (optional)**

Some students may be particularly interested in shadowing a host whose experience as a student was similar to the student's experience.

You may select more than one that applies **to the Host**.

This information will be shared with students.

- First gen student (first in your family to attend college)
- International student
- Commuter student
- Student athlete
- Black or African American
- Hispanic or Latino

- Asian
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander
- Other (please specify)

**12. Additional Information**

Please include any additional information you would like to share about the host (such as background and interests) and/or the type of students that would benefit from this job shadow (for example: career interests). (500 characters maximum)

**13. What is maximum number of students you would be able to accept for this shadow each semester?**

- \* Fall (enter a number):
- \* Spring (enter a number):
- Comment/additional information:

**14. \*Approval Required?**

Have you received approval (if required) from your supervisor/administrators to be a job shadow host?

- Approval not required
- Approval received
- Approval required, not received yet

*If "Approval required, not received yet" is selected:* It is your responsibility to obtain this approval prior to the shadow date.

**15. \*How did you hear about us?**

- Email
- La Salle University Career Event
- La Salle University Faculty or Staff Member
- La Salle Alumni E-newsletter
- LinkedIn
- Facebook
- Instagram
- Not sure/Don't remember
- Other:

**16.** Is there any additional information you would like to provide to the shadow program administrators? Do you have any questions for the administrators about the program?