

TIMELINE

WINTER JOB SHADOW PROGRAM

REGISTER TO PARTICIPATE

The registration will be from October 16-31. You must review the [list of employer hosts](#) before registering. Career Services will accept no late registrations. [Link to Registration](#).

COMPLETE ORIENTATION

The orientation is mandatory. It reviews professional expectations and available resources. You RSVP'd to one of the orientations on the registration. Zoom: Nov 6, Self-Guided Deadline: Nov 10, In person: Nov 12



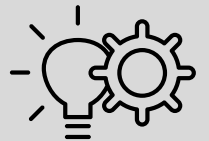
PICK UP PLACEMENT PACKET

It is mandatory to pick up your packet to know your employer host. The pick up week will run from November 11-14 outside First Impressions at the Bethlehem campus. Monroe students can pick up their packet on Nov 13.



RESEARCH AND CREATE QUESTIONS

Continue researching your employer host(s) after receiving your placement packet. It's important to create questions for your host in order to make the day a valuable experience.



OPTIONAL: RESUME WORKSHOP

The resume workshop will take place on December 3. This is an optional workshop, yet recommended for those looking for jobs or internships. You can also e-mail your resume for review to jtobin@northampton.edu



ATTEND

The job shadow program will run during from January 13-17. It is expected you attend and arrive on time. Please notify your employer host with any cancellations or delays in arrival.



SEND THANK YOU & OTHER FOLLOW UPS

Be sure to write a professional thank you e-mail to your employer host. Continue monitoring for job or internship opportunities. Don't forget to connect with them on LinkedIn!



CERTIFICATE OF COMPLETION

Career Services will mail you a certificate of completion upon confirming your attendance. Please be sure to provide feedback regarding your experience in the [post-survey](#) (available starting January 18).

