

# EMPLOYER TIMELINE

## NCC WINTER JOB SHADOW PROGRAM

### COMPLETE REGISTRATION

The registration will be open **July 8 - September 26**. You can Access the Employer registration form by contacting Jacqui at [jstackhouse@northampton.edu](mailto:jstackhouse@northampton.edu). Take your time to create a compelling description of the job shadow day. Please review this timeline and be sure to read all employer expectations entirely.

### PROVIDE NCC WITH EMPLOYER-SPECIFIC DOCUMENTS

If your organization requires necessary employer-specific documentation to be completed by students prior to attend the shadow day, please provide these documents to NCC by **October 31<sup>st</sup>**. We will assist by distributing them to the students. It will be the employers responsibility to manage the collection of these documents.

### CREATE YOUR AGENDA

We ask that you create an agenda that **you** will share with students once the matches are made. This allows the students to know what to expect the day of, while heightening their excitement and commitment to your program.

### RECEIVE PARTICIPATING STUDENT INFORMATION

During the week of **November 24**, you will receive an email with each participating student's name, contact information, and major. Please review and confirm the dates and times of your shadow day and notify NCC immediately of any discrepancies or changes **for approval before communicating changes with students**.

### CONTACT YOUR PARTICIPANTS

Employers **must** contact their participating students by **Wednesday, December 10** to communicate all necessary details such as collection of any employer-specific documents, agenda, address, arrival time, directions and contact person upon arrival, attire, and lunch plans, so the students can be prepared for the day.

### HOST YOUR JOB SHADOW PROGRAM

The job shadow program will run **January 12-16**. Allow the students to "live a day in the life of..." and consider using the time to mentor students for their future internship or job opportunities.

### REPORT ATTENDANCE AND SUCCESS OF THE DAY

Keep track of your student's attendance and submit it to NCC by the end of the day on **Tuesday, January 20** using **[THIS FORM](#)**. We also welcome you to share any photos by emailing them to Jacqui at the email below.