



# **VHCC Career Planning Spring Break Job Shadowing Program March 2007 Employer Information**

The VHCC Career Planning Office invites you to participate in the Spring Break Job Shadowing Program. Our goal is to match students with hosts in varied professions for a day of career exploration. During Spring Break (March 12-16, 2007), students will shadow their hosts in the workplace, gaining a valuable experience that will become an integral part of their career development process.

## **Frequently Asked Questions**

### **How will I benefit from participating as a host?**

As a host, you will be able to meet potential hires in a relaxed setting, introduce your place of business to students, establish strong ties and gain insight into the incoming workforce.

### **What will students be expected to do during the day?**

Generally, students will be expected to observe your day-to-day activities, discuss your job and career field with you and your colleagues, provide assistance with tasks, attend meetings with you, review company literature, receive a tour of your facilities, etc.

### **What types of skills or work experience do students bring to the program?**

Students will range from ones with little to no job experience to ones with applicable experience and skills in the workforce. Overall, the students who choose to participate in this program are ones who are eager to explore the working world, discover more about a career, and learn about themselves.

### **What day and how many hours do I host the student?**

Prior to spring break, a student will contact you (via phone) to discuss the exact day and time that works best for both of you. Ideally the student will shadow you for a complete business day to get a meaningful experience. Since the goal is to foster a worthwhile experience for both you and the student, during the phone conversation a discussion of your job shadower's career interests might help you identify specific aspects of your work activities or environment that should be incorporated into the agenda and colleagues with whom s/he should also meet.

### **What if something unexpected comes up and I need to cancel?**

We ask that you do this as a last resort. Students have been instructed on the importance on showing up as agreed upon and on time (if you have a student that doesn't show please notify me) and we ask that you provide the same courtesy. Of course, we understand that it is sometimes unavoidable—if this happens please contact your student as early as possible and try to reschedule. If that is impossible, notify me so I can try to find an alternative site for the student.

We hope that you have a wonderful time with a VHCC student!  
Thank you for your generous offer to help!

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