



McGill

# JOB SHADOWING PROGRAM

*Guide for Hosts:  
Overview and Tips*

## Overview of the Job Shadowing Program

A job shadowing placement enables students to explore potential careers by gaining insight into the day-to-day realities of working in a specific field. The placement may guide the students' selection of courses or internships and may even help determine their career path by providing hands-on experience. To expand the experiential learning resources available to students at McGill University, the Office of Alumni Relations (AR) and Career Planning Services (CaPS) collaborated to establish a permanent job shadowing program, which was launched in 2017.

## Objectives and Benefits

The objective of the McGill Job Shadowing Program is to enable students to explore a desired career path by gaining valuable career insights from McGill alumni. This program is an opportunity for alumni to give back to McGill by providing experiential opportunities that make a significant difference in the lives of motivated McGill students. Hosts benefit from the chance to showcase their company or industry, and to potentially recruit from McGill's student talent.



## Job Shadowing Host Commitment

The job shadowing program is held during the month of March each year. At the end of February, you will receive an email confirming your participation in the program, including details of your placement. Please confirm details with the student you have been paired with within 48 hours.

### Prior to the job shadowing placement:

- > Contact the student directly regarding any necessary information prior to the job shadowing day, including meeting dates and times, virtual or in-person details, directions by public transportation, required attire, tentative schedule, etc.
- > Advise the Job Shadowing Program Coordinator and student by email and/or phone if you are no longer able to take part in the program and host the student.
- > Please notify the student directly if you need to reschedule a meeting and offer alternate meeting times.
- > Notify the Job Shadowing Program Coordinator if the student has not contacted you within one week of being matched.
- > Verify if the student must sign any sort of confidentiality waiver or other form. If so, advise the student prior to job shadowing day (please cc the Job Shadowing Program Coordinator).
- > Inform the student about lunch options (i.e., if they can bring their lunch and eat with you, purchase lunch at the work cafeteria, or eat out with you).
- > You are encouraged to take a photo with the student and email the photo to the Job Shadowing Program Coordinator if the student agrees. If you give consent, the photo may be used in promotional materials by McGill University, including social media pages.

### Following the job shadowing placement:

- > Please complete the Job Shadowing Experience Feedback survey that you'll receive by email.
- > Send any photo(s) you took of you and your visiting student(s) to the Job Shadowing Program Coordinator.

## Job Shadowing Suggested Activities

Job shadowing can take on several different forms. The goal of this program is to be flexible in order to accommodate both the participants' and hosts' schedules. Here are some suggestions on how you can make the most of this experience.

- > Give the student(s) a tour of your workplace, a comprehensive review of your role and an overview of your workplace structure.
- > Explain your role in detail, as well as how it fits into the bigger picture within your organization.
- > Assign the student a "mock project" that reflects a task you would work on and review it with the student at the end of the day.
- > Debrief with the student so that they can provide feedback and reflect on their experience.
- > Set up a meeting with the student and a colleague who occupies a different role in your organization.
- > Ask Human Resources or a manager to conduct a mock interview with the student.
- > Set up a series of meetings, where students can speak to a variety of employees to learn about the various roles and departments within your organization.



## Sample Questions Students May Ask Their Host

To help you better prepare, please find below questions students may ask their host.

### About the host's role and responsibilities

- > Can you tell me about your career path and what led you to the role you're in today?
- > What previous experiences helped you most in this role?
- > What are your primary job responsibilities?
- > What does a typical day/week in your job look like?
- > What do you enjoy the most about the work you do?
- > What do you enjoy the least about your work?
- > What are some big projects you are working on or that you've recently completed?
- > What are the most challenging aspects of your job?

### About career path/training

- > How did your time at university prepare you for your career? How relevant to your work is your major?
- > How did you get your first job post-graduation?
- > How important is a graduate degree, designation, or additional certification in this field?
- > What other jobs could you do with the skills you have gained in this field?

### Relating to your current situation and future goals

- > How would you describe someone who would excel in this career?
- > What advice would you like to have been given when you were starting out?
- > Are there many opportunities in your field? What should people do to get started?
- > How do people find out about job openings in this field?
- > How is a typical job interview in this industry conducted?

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If you have any questions or concerns or need to speak with the program coordinator, please contact: **Alumni Relations Office** | [alumniCareers@mcgill.ca](mailto:alumniCareers@mcgill.ca)