

# DAY OF THE SHADOW GUIDE

By participating in the USC Job Shadow program, all students and employer hosts agree to respect the following Code of Conduct.

## **Introduce them to your professional space**

- Take them on a tour of your office
- Make introductions to key personnel or team members
- Provide an overview of your company's operations, divisions, and staff

## **Set goals with a resume review**

The resume review allows you to provide insider insight into what a competitive resume looks like in your field. You may share:

- Overall look, feel, and design of the resume
- Targeted room for improvement—language, format, etc.
- Goals the student could set to become a more well-rounded candidate

## **Engage them with an informational interview**

An informational interview can help students better understand the work you do. You could discuss:

- Your own career path after graduation
- Day-to-day details of your job
- Current trends or recent changes in your industry
- What you like most about your job
- Challenges you face at work
- Internships and entry-level positions in your field
- Specific attributes and experience of those in your field

## **Spotlight one aspect of your career**

- Walk the student through a current project and create room for discussion
- Encourage the student to apply their problem-solving skills to a typical industry-related issue
- Invite the student to attend a carefully selected meeting with you and your colleagues
- Allow the student to practice a specific skill relevant to your industry

## **Guide them through networking in your industry**

Students often don't know where to begin with networking. We think connecting with an employer informally is a comfortable start.

- How do you network? What are some ideas for building relationships?
- Share tips on etiquette and how to start a conversation as well as follow-up effectively
- Help students set goals on what they want to achieve through networking and identify the next steps

## **Reflect**

Be sure to save time for a closing conversation with your student.

- Answer any final questions the student may have
- Think of questions the student did not ask that you believe would have helped them to ask
- Take a photo together and share it with the hashtag #Gamecock
- Thank your student for their willingness to explore career options
- Trade contact information (optional) and connect on LinkedIn (optional)

