

Eph LINK

**Job Shadow
Student Guide**

About EphLink Job Shadowing

Job shadowing is a feature of [EphLink](#) mentoring which provides students with the opportunity to observe prospective industries and careers. Current Ephs may “test” a career without the risk of a long-term commitment to a job/internship, while also building industry contacts. The experiences are **one day** long and can be completed at any time.

Job Shadow Process:

1. Students may log into [EphLink](#) and search for potential alumni hosts; [follow search instructions](#)
2. Reach out to your alumni contact and have an [initial phone/video call](#) and/or coordinate and schedule the experience
3. Job shadow experience, see tips on [how to make the most of this experience](#)
4. Complete Post-Experience Survey which will be emailed to you after your experience. Send pictures of your experience to mentoring@williams.edu

Expectations you should have for the experience:

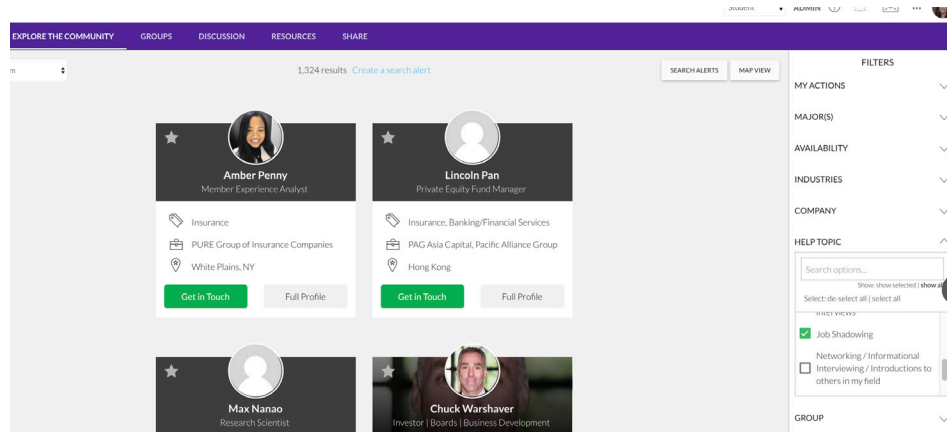
- To gain awareness of knowledge of career option(s) by observing alumni in the workplace
- To develop confidence in networking skills through conversations with alumni

Expectations Williams has of you:

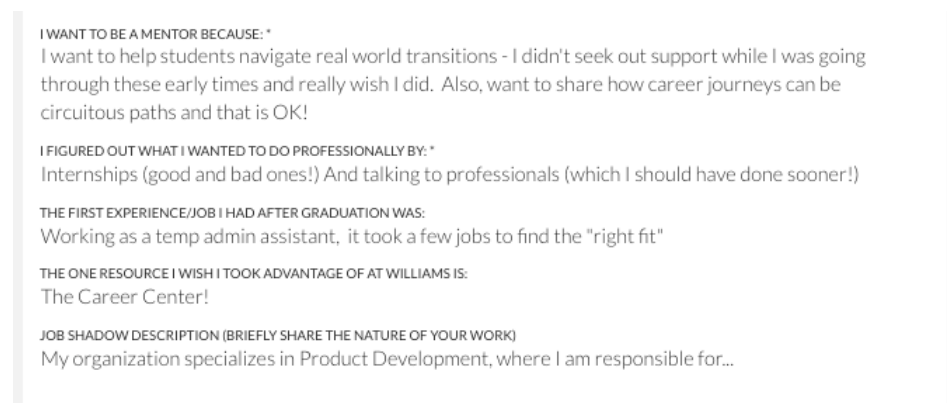
- To be a [respectful participant](#), ambassador of Williams, and guest; be grateful, flexible, and curious
- To come prepared with [questions for this experience](#)
- Complete the Post-Experience Survey which will be emailed at the end of your experience
- [Contact us](#) with any questions or concerns

How to Search for an Alumni Host

1. Make your profile on the Williams mentoring platform [EphLink](#)
2. Search for an alumni host under the “Explore the Community” tab and select “Job Shadow” under “Help Topic”. You may also select other supporting criteria such as location, industry, company, etc.



3. Click on individual profiles to view job shadow descriptions, see below



4. You are encouraged to search for experiences within a **drivable distance** as housing is not provided. [The Career Access Fund](#) is available to support housing/travel/meals for Financial Aid students
5. To apply to an experience, send a message to alumni by selecting “Get in Touch” and “Schedule a Video/Phone Chat” feature indicating your interest in their shadow experience ([see message example](#))
6. After your message has been submitted through EphLink, he/she will be notified. If your request is approved, you will be notified via email. **It is your responsibility to coordinate** the best time for the shadow experience with your alumni host

Reaching Out to Alumni Contacts

In your initial email to your host, you should:

- Let them know why you're excited about shadowing them specifically
- Consider attaching your resume so that your host knows a little more about you and your past experiences
- Offer 2-3 day/time options when you would be available for a phone/video conversation via EphLink

Sample Introductory Email:

Megan,

I am very interested in shadowing you during Spring break. I'm a first-year student considering a major in Psychology, although I'm not exactly sure at this point. I'm very interested in human development, though, and your job seems to combine this with my other interest of fundraising, which is very inspiring. I am excited to learn more about what you do and explore whether this type of work might be a good match for me post-graduation. I've attached my resume to give you more information about my path so far.

I am free for a phone call this Wednesday or Friday (Feb. 22nd or 24th) after 3pm or basically anytime during the weekend. Do any of the time works for you so we can have a phone or video conversation?

I look forward to hearing from you,
Kelly Guilbeau

Reflecting on Your Experience

When your shadow experience has come to a close, it's important to reflect on what you learned.

Possible Questions to Consider:

- What did you observe during your day?
- What is your host's role in their workplace? If they are on a team, what are the team dynamics?
- What were your initial expectations, and have those expectations been met? If not, what further information do you feel you need?
- What is the company culture like at your hosts' place of work?
- How does your host balance work and life?
- How does what you observed relate to your current studies?
- Can you see yourself in this career path, living this lifestyle, or doing this kind of work?
- Did you learn any new skills or clarify any interests?
- Did you encounter any deal breakers (things about your host's life that absolutely would not work for you)?
- Were any of your values challenged at any point during your experience?
- What would you like to learn more about now?
- What next steps will you take at Williams as a result of your participation in this program?

Documentation & Evaluation

You are required to send a photo from your job shadow experience to '68 Center for Career Exploration of you and your alumni host together (mentoring@williams.edu).

You will be emailed a Program Evaluation after the experience. Your feedback and opinions on the entirety of your experience are invaluable to the growth of the program!

Williams

'68 CENTER FOR
CAREER EXPLORATION



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