ACES Job Shadow Program

ACES Career Services is partnering with the ACES Alumni Association to provide current ACES students with a job shadowing opportunity. The Job Shadow Program allows ACES students to see first-hand the practical reality of the world of work. This is a wonderful way to impact the leaders of tomorrow and for alumni to stay connected to the College.

The actual job shadow is targeted to occur over winter break, preferably one day during the week(s) of January 5 or 12, 2015. Realizing winter is not an ideal time for some industries related to the College of ACES, an alternative day over spring break is suggested (week of March 23, 2015).

Before deciding to provide a job shadow experience, consider the following:

1. The number of students you can accommodate
2. The job shadow date and include it with your job shadow description
3. Which major(s) would be best accommodated at your site.
4. Identifying a recent ACES alumni to participate in the program, if possible
5. Coordinating with others in company to plan the scope of the student’s shadow experience to gain exposure to various applications of his/her major.
6. Organizing a schedule of events (see example below)
7. Obtaining appropriate clearance for the visit if necessary.
8. Involving your supervisor and/or affected clients/customers in the job shadowing experience

Job Shadow Posting

A job shadow posting can be very simple and must include the tentative date (or range of potential dates) of the experience and location. Students would also appreciate seeing a tentative itinerary. It is strongly suggested that job shadow opportunities are posted no later than October 17.

Example of Job Shadow Posting

Company ABC invites sophomores and juniors majoring in Agri-Accounting and Agri-Finance to apply for a one-day job shadowing experience at their corporate headquarters.

The job shadowing opportunity will be held on Wednesday, January 14, 2015. Students will begin the day by having breakfast with Illinois alumni and our recruiting team. There will be a brief company overview and an outline of our internship program and entry-level positions.

Students will gain exposure to a “day-in the-life” of an Auditor, Credit Analyst, Controller, Staff Accountant, and Accounts Receivable/Payable Clerk.

Participants will also get to spend time with one of our new hires. Lunch will be eaten with our Leadership Team. The day will conclude with a tour ending at approximately 2:00.

Participating students will be responsible for their own travel arrangements and hotel accommodations. We will provide directions and offer suggestions for lodging.

Publicizing Your Job Shadowing Opportunity and Selecting Students

Your job shadow description will be posted on the Illini NACElink Network, the online job board used by College of ACES students. Students will use the ILLINI NACElink Network to search available job shadow opportunities and submit their resume to ones that interest them. The deadline for students to submit their resumes to specific job shadow opportunities is November 14, 2014.

Employers/alumni will review the resumes and rank students. Employers/alumni must rank the students by November 25, 2013. ACES Career Services will then match students and job shadow experiences. Notification of the match will be sent on December 5, 2014.
Posting Your Job Shadowing Opportunity on the ILLINI NACElink (I-Link) Network

Login to the ILLINI NACElink Network at https://i-link-illinois-csm.symplicity.com/employers * please note the new URL*

After logging into your ILLINI NACElink account:

1. Select "Positions and Job Shadows" from top menu
2. Select the "Job Shadow" tab and then "add new" at the bottom of the screen
3. Please fill out the form which follows and select "submit"

If you do not have an ILLINI NACElink account and want to provide a job shadow opportunity, contact Jean Drasgow at jdrasgow@illinois.edu.

Key Dates

October 17, 2014
Deadline for employers/alumni to post their job shadowing experience on the ILLINI NACElink Network

November 14, 2014
Deadline for students to submit resumes to job shadowing opportunities of interest using their ILLINI NACElink account

November 24, 2014
Deadline for employers/alumni to rank students interested in their job shadow experience

December 5, 2014
Students and employers/alumni notified of their match

Week of January 5th or 12th, 2015
Preferred timeframe for one-day job shadowing experience to occur

Week of March 23, 2015
Alternate time frame for one-day job shadowing experience to occur

Questions?
Contact Jean Drasgow at jdrasgow@illinois.edu