

NCC WINTER JOB SHADOW PROGRAM

EMPLOYER TIMELINE



COMPLETE REGISTRATION

The registration will be open **June 1 - September 25, 2026**. Take your time completing the registration and creating a compelling description of the job shadow day. Please review this timeline and be sure to read all employer expectations entirely. [Link to Registration](#)



PLAN YOUR DAY AND CREATE YOUR AGENDA

We ask that you plan your day and create an agenda to share with students once the matches are made. This allows the students to know what to expect the day of, while heightening their excitement and commitment to your program.



RECEIVE PARTICIPATING STUDENT INFORMATION

During the week of **November 23**, you will receive an email with each participating student's name, contact information, and major. Please review and confirm the dates and times of your shadow day and notify NCC immediately of any discrepancies or changes **for approval before communicating changes with students**.



CONTACT YOUR PARTICIPANTS

Employers **must** contact their participating students by **Wednesday, December 9** to communicate all necessary details such as employer-specific documents, agenda, address, arrival time, directions and contact person upon arrival, attire, and lunch plans, so the students can be prepared for the day.



HOST YOUR JOB SHADOW & REPORT ATTENDANCE

The job shadow program will run **January 11-15, 2027 on the dates that you've registered for**. Keep track of your student's attendance and submit it to NCC by the end of the day on Tuesday, January 19 using [THIS FORM](#). Please email Jacqui with any photos you want to share.



KEEP IN TOUCH WITH YOUR SHADOW PARTICIPANTS AND NCC

Stay connected with your shadow participants and NCC to continue building professional connections, strengthen student engagement beyond Job Shadow Week, and create future opportunities for internships, job experiences, and employment.