

TIMELINE

WINTER JOB SHADOW PROGRAM

**YOU
ARE
HERE!**

REGISTER TO PARTICIPATE

The registration will be from **October 6-31**. You must review the [list of employer hosts](#) before registering. Career Services will not accept late registrations. Opportunities fill on a first come first serve basis. [Link to Registration](#).



COMPLETE ORIENTATION

The orientation is mandatory. It reviews professional expectations and available resources. You will RSVP to one of the orientations on the registration.

Zoom: Nov 13 OR Self-Guided: Due Nov 16



PICK UP PLACEMENT PACKET

It is mandatory to pick up your packet to know your employer host(s). Pick up week will run from November 17-20 at various times on the Bethlehem campus. Pocono campus students can pick up their packet on Nov 19.



PREPARE FOR THE JOB SHADOW

Be sure to prepare by creating a resume, researching the company, getting professional attire, reviewing directions, and more. Connect with the Careers office for assistance in any of these items!



ATTEND

The job shadow program will run during the week of January 12-16, 2026. It is expected you attend and arrive on time. Please notify your employer host immediately with any cancellations or delays in arrival.



SEND A THANK YOU

Be sure to write a professional thank you e-mail to your employer host afterwards. Continue monitoring for job or internship opportunities. Don't forget to connect with them on LinkedIn!



CERTIFICATE OF COMPLETION

Career Services will mail you a certificate of completion upon confirming your attendance. Please be sure to provide feedback regarding your experience in the [post-survey](#) (available starting January 16).



STAY CONNECTED!

The job shadow experience doesn't have to stop here. Join us for a follow up Zoom to discuss converting your job shadow to an internship or job. Mark your calendar for January 28.



QUESTIONS? CONTACT jobshadow@northampton.edu OR 610-861-5344