

EMPLOYER TIMELINE

NCC WINTER JOB SHADOW PROGRAM

COMPLETE REGISTRATION

The registration will be open **June 24 - October 4**. [Access the EMPLOYER REGISTRATION FORM here.](#) Take your time to create a compelling description of the job shadow day. Please be sure to read all employer expectations entirely.

CREATE YOUR AGENDA AND SHARE WITH NCC

Agendas are due to NCC by **November 1**. We will provide it to your student(s) in their placement packets. This allows the student(s) to know what to expect while heightening their excitement and commitment to your program, even if it is subject to small changes.

RECEIVE PARTICIPATING STUDENT INFORMATION

On **November 19**, you will receive a schedule with each participating student's name, contact information, current major, and application essay to better help you to identify with each student's educational and career goals. Review and confirm the dates and times of your shadow day and notify NCC of any changes.

CONTACT YOUR PARTICIPANTS

Employers **must** contact their participant(s) by **December 13** to confirm all necessary details (address, arrival time, directions and contact person upon arrival, attire, lunch) so the student(s) can be prepared for the day.

HOST YOUR JOB SHADOW PROGRAM

The job shadow program will run **January 13-17**. Allow the student(s) to "live a day in the life of..." and consider using the time to mentor student(s) for their future internship or job opportunities.

REPORT ATTENDANCE AND SUCCESS OF THE DAY

Keep track of your student(s) attendance and report it to NCC by the end of the day on Monday, **January 20**. Please share any photos you might take along with your experiences from the day.