



The  
**Career Center**  
*linking futures*

The Florida State University Career Center  
Dunlap Success Center  
PO Box 3064162  
100 South Woodward Avenue  
Tallahassee, FL 32306-4162  
(T) 850.644.6431  
(F) 850.644.3273

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## FSUshadow Job Posting Templates

### Overview

The FSUshadow Program is a structured matching process that connects students with one-day shadowing opportunities for career exploration and introduction to the world of work. FSUshadow opportunities will not result in academic credit or monetary compensation, yet FSUshadow Hosts and Student Participants greatly benefit by this experience.

In order to provide Student Participants with a robust experience, we ask that you use our template in the Description field of your FSUshadow Job Posting. The template includes key details that Student Participants will need to know during their application process.

Example Templates by Career Field:

- Information Technology (IT)
- Accounting/Business
- Healthcare
- Government
- Education
- Marketing/Communications

## **Information Technology (IT)**

**Job Shadow Period:** FSUshadow – March 13-16, 2017

**Organization:** XYZ Company

**Contact:** Steven Seminole, [ss@xyz.com](mailto:ss@xyz.com), (850) 555-6653

**Title:** Information Technology (IT) FSUshadow

**Description (please include ALL of the following including a preset Agenda):**

**Date:** March 13, 2017

**Arrival Time:** 8:45am

**Departure Time:** 5:00pm

**Address/Location:** 123 Company Lane, Tallahassee, FL 32306

**Parking Information:** Check in at security gate to receive parking pass.

**Meal Information:** Bring your own lunch! We have appliances you may use in the staff break room that include a refrigerator and microwave.

**Dress Code:** Business Casual

**Special Instructions and/or Waivers Needed:** FSUshadow Student Participant will sign non-disclosure agreement prior to arrival at XYZ Company.

The Information Technology (IT) FSUshadow experience will provide participants with exposure to a day-in-the-life working in the tech industry. Selected FSUshadow participants will observe meetings with clients, creative development of company projects, introduction to hi-tech equipment and innovative programs as well as general management tasks as these positions possess a large supervisory role in the company.

### **Agenda:**

9:00 a.m.	Arrival, office introductions with Steven Seminole, Chief of Information (CIO)
9:30 a.m.	Shadow Steven during the 9:30 staff meeting and meet and greet with several staff members
10:00 a.m.	Shadow Steven to observe his supervisory and management role dealing with the company's use of technology
10:30 a.m.	Observe Steven during client or stakeholder meetings and follow-up, brief Q&A
11:00 a.m.	Tour of facility by Steven and current interns
Noon	Lunch with other FSU alumni in the organization *Bring your own lunch!*
1:00 p.m.	Introduction to Fiona Spear, IT Project Manager and overview of department
1:30 p.m.	Observe Fiona as she gathers updates from direct reports and organizes IT-related projects
3:30 p.m.	Shadow Fiona during department staff meeting, brief Q&A regarding projects in software development or advancements in the field
4:00 p.m.	Shadow Fiona during post-meeting tasks including coordination and evaluation of data and testing operations
5:00 p.m.	Departure

## **Accounting/Business**

**Job Shadow Period:** FSUshadow – March 13-16, 2017

**Organization:** XYZ Company

**Contact:** Steven Seminole, [ss@xyz.com](mailto:ss@xyz.com), (850) 555-6653

**Title:** Accounting FSUshadow (Accountant/Financial Manager)

**Description (please include ALL of the following including a preset Agenda):**

**Date:** March 13, 2017

**Arrival Time:** 8:45am

**Departure Time:** 5:00pm

**Address/Location:** 123 Company Lane, Tallahassee, FL 32306

**Parking Information:** Check in at security desk to receive parking pass and visitor pass.

**Meal Information:** Catered Lunch provided.

**Dress Code:** Business Professional

**Special Instructions and/or Waivers Needed:** FSUshadow Student Participant will sign non-disclosure agreement prior to arrival at XYZ Company.

The Accounting FSUshadow experience will provide participants with exposure to a day-in-the-life working in accounting behind the scenes or face-to-face with clients. Selected FSUshadow participants will observe meetings with clients, development of financial reports and documentation, learn about specific job responsibilities and skills relating to accuracy and auditing of accounts as well as general management tasks dealing with company or client goals.

### **Agenda:**

9:00 a.m.	Arrival, welcome, and introduction with host, Steven Seminole, Financial Manager
9:30 a.m.	Shadow Steven during the 9:30 staff meeting and make office staff introductions
10:00 a.m.	Shadow Steven to observe daily routine as he gathers updates from direct reports and manages department activities
10:30 a.m.	Shadow Steven to learn necessary skills to be successful in the position
11:00 a.m.	Tour of office by Steven and current interns with an overview of the company goals and mission
Noon	Lunch with other FSU alumni in the organization *Catered Lunch Provided!*
1:00 p.m.	Introduction to Fiona Spear, Senior Accountant with an overview of the accounting department
1:30 p.m.	Observe Fiona during client meetings and transactions
3:30 p.m.	Shadow Fiona as she analyzes and prepares financial reports
4:00 p.m.	Observe Fiona during client follow-up, brief Q&A and wrap-up
5:00 p.m.	Departure

## Education

**Job Shadow Period:** FSUshadow – March 13-16, 2017

**Organization:** XYZ School

**Contact:** Fiona Spear, [fs@xyz.com](mailto:fs@xyz.com), (850) 555-6653

**Title:** Education FSUshadow (Teacher)

**Description** (*please include ALL of the following including a preset Agenda*):

**Date:** March 13, 2017

**Arrival Time:** 7:45am

**Departure Time:** 3:00pm

**Address/Location:** 123 School Lane, Tallahassee, FL 32306

**Parking Information:** Check in at school's front office to receive parking pass.

**Meal Information:** Bring your own lunch or purchase items in the Student Cafeteria.

**Dress Code:** Polo with jeans or slacks

**Special Instructions and/or Waivers Needed:** FSUshadow Student Participant will need a background check and volunteer form completed prior to attending school.

The Education FSUshadow experience will provide participants with exposure to a day-in-the-life working as a teacher or educational administrator. Selected FSUshadow participants will shadow elementary school teachers in their daily interactions with children. They will also get the opportunity to meet school administrators to learn more about the education industry from the inside out. Overall, participants will be able to observe the soft skills and specific knowledge required to understand the modern workforce and become a K-12 educator.

### **Agenda:**

8:00 a.m.	Arrival, introduction with Fiona Spear, Kindergarten Teacher
8:30 a.m.	Shadow Fiona during the 9:30 staff meeting
9:00 a.m.	Observe Fiona during teacher planning process, brief Q&A
9:30 a.m.	Observe Fiona during interactions with students and teaching strategies
Noon	Lunch with classroom teachers & students in school's cafeteria *Bring your own lunch or Purchase items in the cafeteria*
1:00 p.m.	Office introductions with Steven Seminole, School Principal
1:30 p.m.	Shadow Steven during meetings with staff and parents
2:30 p.m.	Shadow Steven to observe his leadership and supervisory role with faculty and students
3:00 p.m.	Departure

## Healthcare

**Job Shadow Period:** FSUshadow – March 13-16, 2017

**Organization:** XYZ Hospital

**Contact:** Steven Seminole, [ss@xyz.com](mailto:ss@xyz.com), (850) 555-6653

**Title:** Healthcare FSUshadow (Physician)

**Description (please include ALL of the following including a preset Agenda):**

**Date:** March 13, 2017

**Arrival Time:** 8:45am

**Departure Time:** 5:00pm

**Address/Location:** 123 Hospital Lane, Tallahassee, FL 32306

**Parking Information:** Check in at the clinic's front desk to receive parking pass and visitor badge.

**Meal Information:** Lunch provided in the Hospital Cafeteria

**Dress Code:** Business Casual (Scrubs/Close-toed shoes)

**Special Instructions and/or Waivers Needed:** FSUshadow Student Participant will sign confidentiality agreement prior to arrival at XYZ Hospital.

The Healthcare FSUshadow experience will provide participants with exposure to a day-in-the-life working in the medical field. Selected FSUshadow participants will have a chance to experience the clinical setting by shadowing physicians, nurses or other medical staff members while they treat patients. In addition, they will learn about what other departments and skills are needed to support a hospital and other medical facilities.

### **Agenda:**

9:00 a.m.	Arrival, office introductions with Dr. Steven Seminole, Host Physician
9:30 a.m.	Tour of office by Dr. Steven Seminole and current interns with a briefing of daily office operations
10:00 a.m.	Shadow Steven to observe his daily routine and learn the necessary skills to be successful in the position
10:30 a.m.	Shadow Steven to observe his role attending various patients and learn about different procedures
Noon	Lunch Buffet in Hospital Cafeteria with Current Residents (our treat!)
1:00 p.m.	Introduction to Fiona Spear, Nurse Practitioner
1:30 p.m.	Observe Fiona to observe her role attending to various patients
3:30 p.m.	Shadow Fiona during vital signs and patient history assessment
4:00 p.m.	Observe Fiona during client follow-up, brief Q&A and wrap up
5:00 p.m.	Departure

## Government

**Job Shadow Period:** FSUshadow – March 13-16, 2017

**Organization:** XYZ Department

**Contact:** Steven Seminole, [ss@xyz.com](mailto:ss@xyz.com), (850) 555-6653

**Title:** Government FSUshadow (State Senate)

**Description (please include ALL of the following including a preset Agenda):**

**Date:** March 13, 2017

**Arrival Time:** 8:45am

**Departure Time:** 5:00pm

**Address/Location:** 123 Government Lane, Tallahassee, FL 32306

**Parking Information:** Check in at the security desk to receive parking pass and visitor badge.

**Meal Information:** Lunch is provided.

**Dress Code:** Business Professional

**Special Instructions and/or Waivers Needed:** FSUshadow Student Participant will sign non-disclosure agreement prior to arrival at XYZ Department.

The Government FSUshadow experience will provide participants with exposure to a day-in-the-life working in the public sector. Selected FSUshadow participants will observe meetings with public officials, lobbyists and constituents, learn about the necessary skills required for this field, observe editing/revising of policy and regulations as well as general management tasks as this position supervises an entire legislative team.

### **Agenda:**

9:00 a.m.	Arrival, office introductions with Steven Seminole, State Senator and overview of office operations
9:30 a.m.	Shadow Steven during the 9:30 legislative team meeting with a brief meet and greet with the team after the meeting
10:00 a.m.	Shadow Senator Steven to observe his role at legislative committee meetings, business visits and meetings with community members
10:30 a.m.	Shadow Senator Steven as he gathers updates from direct reports
11:00 a.m.	Tour of capitol building by Senator Steven and current interns
Noon	Lunch with other FSU alumni in the organization at 123 Restarant.
1:00 p.m.	Introduction to Fiona Spear, Legislative Aide to the Senator with an overview of senate proceedings and legislative calendar
1:30 p.m.	Observe Fiona during meetings with constituents
3:30 p.m.	Shadow Fiona in her role with administrative support with day-to-day operations
4:00 p.m.	Observe Fiona during tasks dealing with editing and revising legislation and speeches for the Senator, brief Q&A
5:00 p.m.	Departure

## **Marketing/Communications**

**Job Shadow Period:** FSUshadow – March 13-16, 2017

**Organization:** XYZ Company

**Contact:** Steven Seminole, [ss@xyz.com](mailto:ss@xyz.com), (850) 555-6653

**Title:** Marketing/Digital Strategy FSUshadow

**Description (please include ALL of the following including a preset Agenda):**

**Date:** March 13, 2017

**Arrival Time:** 8:45am

**Departure Time:** 5:00pm

**Address/Location:** 123 Company Lane, Tallahassee, FL 32306

**Parking Information:** Check in at security gate to receive parking pass.

**Meal Information:** Bring your own lunch! We have appliances you may use in the staff break room that include a refrigerator and microwave.

**Dress Code:** Business Casual

**Special Instructions and/or Waivers Needed:** FSUshadow Student Participant will sign non-disclosure agreement prior to arrival at XYZ Company.

The Marketing/Digital Strategy FSUshadow experience will provide Student Participants with exposure to a day-in-the-life working in social media marketing and digital strategy. Selected FSUshadow Student Participants will observe meetings with clients, creative development of materials, editing/revising content for websites as well as general management tasks as this position supervises two interns.

### **Agenda:**

9:00 a.m.	Arrival, office introductions with Steven Seminole, Director of Marketing
9:30 a.m.	Shadow Steven during the 9:30 staff meeting
10:00 a.m.	Shadow Steven to observe his marketing role
10:30 a.m.	Shadow Steven as he gathers updates from direct reports
11:00 a.m.	Tour of office by Steven and current interns
Noon	Lunch with other FSU alumni in the organization *Bring your own lunch!*
1:00 p.m.	Introduction to Fiona Spear, Manager of Marketing Analytics
1:30 p.m.	Observe Fiona during client meetings and creative process
3:30 p.m.	Shadow Fiona during post-meeting tasks including editing content
4:00 p.m.	Observe Fiona during client follow-up, brief Q&A
5:00 p.m.	Departure