i-shadow
Share your experience

NEW
for 2017

Frequently Asked Questions
Designed for employers interested in participating in i-shadow, the University of Hertfordshire Work Shadowing Scheme
What is work shadowing?
Work shadowing allows students and graduates to observe staff in a day-to-day job and to get a taste for a particular job role or company that they might be considering. It gives them an insight into how a professional goes about their daily life and can be useful in preparing for future applications or interviews.

The focus of a work shadowing opportunity is observation rather than undertaking direct work responsibilities.

What is i-shadow?
i-shadow is a work shadowing scheme run by Careers and Employment at the University of Hertfordshire.

Who can apply for i-shadow?
There are 2 groups of students you can offer a work shadowing opportunity to, these include:

- First year undergraduate students studying any subject
- Black & minority ethnic (BME) and/or female students in Science, Technology, Engineering and Maths (STEM) industries as these groups are often under represented

This targeted approach to the i-shadow scheme helps you to promote your brand and talent spot within a 6 month period.

If you have a work shadowing opportunity that falls outside of our main schemes, please contact us to discuss your requirements.

What could a host provide?
- An agenda, schedule or timetable
- Discussion of any areas around confidentiality, health and safety and insurance if appropriate
- A brief introduction to the service/department
- An overview of the role being shadowed
- Tour of the premises if appropriate
- Opportunities for questions and a debrief to ensure that both parties benefit from the opportunity

What could a work shadowing opportunity cover?
There is no specific criteria when providing a work shadowing opportunity but as an example an opportunity could include:

- Observing “a day in the life of...”
- A chance to attend a client or internal meeting
- Opportunity to shadow an element of a project
- A site visit that gives an overview of the company
- A conversation that outlines the key activities that the post holder carries out
- An overview of the career opportunities that the role offers
- Insight into the skills and knowledge needed to carry out the role
- Any other experience the host considers to be valuable

How does the scheme work?
- The host is asked to complete a details form which provides information about the advert
- Opportunities are added onto the system by a staff member and advertised to students via CareerHub (the University’s online jobs portal for students)
- Students apply to Careers and Employment via an online application form by answering 3 short motivational questions about how they will benefit from the experience
- The applications are shortlisted by members of the Careers and Employment team
- All students are given feedback on how to improve their application form in the future by Careers and Employment staff whether successful or not
- If selected, the student is put in touch with the host to arrange the details and timings. To help us to provide the best follow up service for this scheme we request where possible that you advise us of the dates when the work shadowing will take place

What are the benefits to the students?
- Increased knowledge of a role, company or sector that they may be considering as a career option in the future
- Gain an understanding of the work environment and build their confidence
- Assist students to make more of an informed decision on their career path and to motivate them to continue down that route
- Provide valuable experience for a CV, covering letter, application or interview
- Help students to translate the theory from their course in a practical environment

What is a host?
A host is the organisation who provides the work shadowing opportunity to the student.

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Does i-shadow form part of a student’s degree?
Generally the scheme does not form part of a degree, however there may be occasions where it could contribute to academic studies. Careers and Employment will be happy to advise in these instances. We welcome adverts throughout the academic year.

How many opportunities can I place?
You can place as many opportunities as you like; you can also place them at any time of the year.

How long is a work shadowing opportunity?
If you are offering a work shadowing opportunity to a first year student each experience will last 1/2 - 2 days.
If you are offering a work shadowing opportunity to a Female and/or BME STEM student we ask you to provide 2 experiences lasting 1 - 2 days within a 6 month period.

These short experiences allow the students to gain an insight into a role/company/sector.
Do I have to pay a student on i-shadow?

Opportunities are unpaid as students will not be undertaking any direct work responsibilities on their visit. Students will be there to observe, learn and ask questions.

How will my opportunity be advertised?

The opportunity will be advertised through our online jobs board CareerHub containing a link to the online application form.

Can I shortlist the student applications?

The shortlisting of applications is managed by Careers and Employment to help save time and support you when matching students to your opportunities.

I know someone that is interested in the scheme, how do I let you know?

All enquires can emailed to recruit@herts.ac.uk or by telephoning 01707 284791

Do I have to cover any travel or lunch expenses for the students?

Previous hosts have offered to cover student lunch and travel expenses but this is not mandatory and is at your discretion.

Careers and Employment do offer a service to students to claim their travel expenses from our bursary fund, this will take into account the distance the students will travel and will be decided on a case by case basis.

What support do Careers and Employment provide?

- Offer suggestions for what the work shadowing experience may entail
- Promote the experience to students
- Assistance with future recruitment, CE gives feedback to students on all work shadowing applications
- Shortlist the candidates and select the best applicant on your behalf
- Ensure that the students are well prepared prior to the experience
- Funding for students’ travel expenses from our bursary
- Seek feedback from both student and employer on the experience

For support using the i-shadow scheme or if you have any queries whilst the experience is taking place, please email us using recruit@herts.ac.uk or by telephone 01707 284791.