

# TIMELINE

## WINTER JOB SHADOW PROGRAM

YOU  
ARE  
HERE!

### REGISTER TO PARTICIPATE

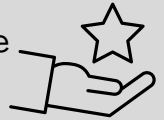
The registration will be from **October 6-31**. You must review the [list of employer hosts](#) before registering. Career Services will not accept late registrations. Opportunities fill on a first come first serve basis. [Link to Registration](#).



### 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!



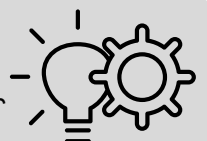
### CERTIFICATE OF COMPLETION

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](mailto:jobshadow@northampton.edu) OR 610-861-5344