What is a Work Shadowing Host?
We are looking for alumni who would like to offer a short work shadowing opportunity to University of Nottingham students. As a Work Shadowing Host, you’ll give a student a unique opportunity to gain an insight into what it’s like working in your industry. You may also provide insights into your career pathway and answer questions a student might have.

What do I need to do as a Work Shadowing Host?
As a Work Shadowing Host, a student will observe your day to day activities at work to gain a better understanding of your professional role. Usually lasting a couple of days, the purpose of shadowing is for the student to achieve an insight rather than hands on experience. Students seek out shadowing opportunities to get a taste of a particular role and experience how the same role can be different depending on its setting. We are particularly looking for Work Shadowing opportunities in the following industries:

- Human Resources
- Business (alumni with an Arts degree now working in business)
- Advertising, Marketing and PR
- Public Sector
- Property
- Law

Offering a shadowing opportunity may include:

- Showing a student what you do and explaining why things are done in a certain way
- Allowing a student to observe you in meetings, introducing a student to colleagues to allow them to further expand their network
- Talking to a student about your career to date
- Allowing a student to see your physical working environment

Please note, you must have the flexibility to allow a student to shadow your day and learn from strategic activities and day to day tasks.

Employers offering work shadowing opportunities do not have to pay national minimum wage as the experience consists entirely of work shadowing with no work being performed.

Where can work shadowing take place?
As work shadowing will need to take place during term-time, the opportunity needs to be based within commutable distance from the University campus.

How much time do I need to give?
A member of our Careers and Employability Service will speak to you in more depth about the shadowing opportunity you register. This will take around 1 hour of your time. Our Careers Team will also discuss the student selection process with you, and will explain how appropriate student(s) are selected to take part in shadowing based on their interests and motivations.
The shadowing opportunity should last between 1 and 3 days. This is flexible depending on your schedule and that of the selected student(s). The opportunity can be split over a period of half/short days.

**Interested?**
To offer a work shadowing opportunity to a student, please complete a registration form by Sunday 1st October.

A member of our Careers and Employability Service will then get in touch with you to discuss your shadowing opportunity and how motivated students are selected to take part in the work shadowing scheme. This will take around 1 hour of your time.

Once details of a shadowing opportunity are confirmed, our Careers and Employability Service will work with you to select a motivated student. Students will be made aware that they must demonstrate flexibility to work around your schedule to undertake the opportunity.