CEO Job Shadowing

EMPLOYER ORIENTATION
Overview:

The CEO Program
  ▪ Year 1 activities
  ▪ Year 2 activities
  ▪ Year 3 activities

Job shadowing
  ▪ Expectations
  ▪ Employer / Student Benefits
  ▪ Outcomes
  ▪ Evaluation

Next Steps
CEO Program was established in October 2014 through an agreement between the HESS Foundation and The Universities at Shady Grove, Montgomery College (MC), and Montgomery County Public Schools (MCPS).
CEO program mission is to engage students in a five-year progressive program that will give them experiential opportunities and coaching to build career readiness skills enabling success in their chosen field of interest.
CEO Pathway

Montgomery County Public Schools – Montgomery College – Universities at Shady Grove

Segment One at MCPS: Workforce Readiness & Career Exploration
- Career Interest Assessment
- Career Exploration
- Workforce Readiness Skills Training
- Reflection

Segment Two at MC: Professional Preparation & Involvement
- Professional Preparation
- Professional Involvement
- Career Development & Workforce Readiness Skills Training and Activities
- Reflection

Segment Three at USG: Career Integration, Collaboration & Launching
- Career Integration
- Collaboration and Interprofessional Activities
- Career Development & Readiness Training
- Launching
- Reflection

Academic Pathways and Industry Collaboration

Engineering  Construction  Education  Hospitality  Social Services
Business  Information Technology  Medicine and Health Sciences  Arts & Humanities
Pre-assessment survey:

- 80% of students responded
- 29% had discussed career fields with professionals
- 25% had visited workplaces
- 45% had adequate career coaching
CEO Year 1 Program Events & Activities
(senior year of high school)

- Summer Bridge
- Student and parent orientation
- One-on-one coaching
- Career awareness workshops
- Career readiness workshops
- 4 Career immersion activities at industry sites

80% average participation rates for students

Academic Year 2015-2016
CEO Year 1 – Career Awareness Activities

70 students participated in Career Immersions:

National Institutes of Standards and Technology (NIST)

Shady Grove Adventist Hospital

Marriott Corporation

Hess Construction Company
CEO Year 2 Program Events & Activities

(1st year at Montgomery College)

Summer Bridge

One-on-One consultation with CEO Coach

Career Exploration Activities
  ◦ Job Shadowing
  ◦ Volunteering
  ◦ Student Employment

Communication, Professionalism, and Teamwork Workshops

Career Readiness Skills Practice

Reflection

Academic Year 2016-2017
41 Students participated in **Job Shadowing**:

- Adventist Healthcare Shady Grove Medical Center
- Dr. Usa Bunnag (private dental practice)
- HESS Construction
- MD State Attorney General’s Office
- Montgomery Hospice
- Montgomery College Television
- National Library of Medicine
- NIST
- Sodexo
- Sunrise at Fox Hill

*MD State Attorney General's Office*
CEO Year 3 Program Events & Activities
(2\textsuperscript{nd} year at Montgomery College)

Summer Bridge

One-on-One consultation with CEO Coach

Career Experience/Preparation Activities
  ◦ Job Shadowing
  ◦ Mentorship
  ◦ Internships
  ◦ Student Employment

Digital Technology and Critical Thinking/Problem Solving Skills Workshops

Internship and Career Management Workshops

Reflection

\textbf{Academic Year 2017-2018}
CEO Student Career Goals

- Health Services: 34%
- Business Management, Administration & Finance: 20%
- Arts, A/V Technology, Communications & Marketing: 7%
- Science, Industrial & Engineering Technology: 13%
- Information Technology: 9%
- Human Services: 7%
- Public Services: 5%
- Undecided: 5%
What is Job Shadowing?

Work day walk through
Temporary, unpaid, non-credit
Not engaged in productive work
On job Q & A
Job description insight
Benefits for Employers:

- Service to the educational community
- Spur interest among future generations of employees
- Develop a potential pipeline of candidates
- Marketing and name recognition
- New perspectives and ideas from students regarding processes, organizational branding, and more
Benefits for Students:

- Alternative to an internship
- “Day in the life” experience
- Industry culture, norms, and expectations
- Networking
- Professional development
- Challenges
- Potential career trajectories
Learning and Development Outcomes:

- Demonstrating professionalism
- Communicating effectively
- Realistic self-appraisal and self understanding
- Problem solving
CEO Job Shadowing Program:

A student will be matched with hosts:

- Provide student(s) with an overview of your day
- Students will ask you questions
- Give a tour of your office
- Introduce your colleagues
- Bring to meetings and other functions
Program Evaluation:

At assignment completion:

Student evaluation criteria:

- Timeliness
- Professionalism
- Student focus and attention
- Courtesy
- Student engagement

Suggestions for improvement
Next steps:

Hosts can complete our Job Shadowing Interest form.

Students should contact hosts at least 48 hrs prior to assigned event.

If you and your assigned student have selected a shadow date please email us to confirm.

Communicate any issues or concerns.

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