# TIMELINE
## WINTER JOB SHADOW PROGRAM

**YOU ARE HERE!**

### REGISTER TO PARTICIPATE
The registration will be from October 16-31. You must review the list of employer hosts before registering. Career Services will not accept late registrations. Link to Registration.

### COMPLETE ORIENTATION
The orientation is mandatory. It reviews professional expectations and available resources. You RSVP'd to one of the orientations on the registration.
Self-Guided: Due Nov 10 OR Instruction (in person or Zoom): Nov 11

### PICK UP PLACEMENT PACKET
It is mandatory to pick up your packet to know your employer host. Pick up week will run from November 11-14 at various times on the Bethlehem campus. Pocono campus students can pick up their packet on Nov 13.

### RESEARCH AND CREATE QUESTIONS
Continue researching your employer host(s) after receiving your placement packet. It's important to create questions for your host in order to make the day a valuable experience.
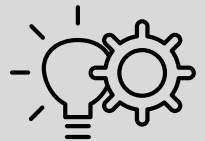
### OPTIONAL: RESUME WORKSHOP
The resume workshop will take place on November 19. This is an optional workshop, yet recommended for those looking for jobs or internships. You can also e-mail your resume for review to careers@northampton.edu.

### ATTEND
The job shadow program will run during the week of January 13-17. 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 & OTHER FOLLOW UPS
Be sure to write a professional thank you e-mail to your employer host after the program. 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 18).