

## TribeShadow Program Information 2024 - 2025

TribeShadow, William & Mary's award-winning externship program, is a collaboration between the Office of Career Development & Professional Engagement and the Parent & Family Council. TribeShadow engages alumni, families, and other community members to generate job shadowing experiences for William & Mary students. Externships are 1–2-day job shadowing opportunities that can be conducted either in-person, hybrid, or virtual. Historically these experiences have taken place over Winter Break, but we are piloting a Fall Break program with local nonprofits. Externships develop students' understanding of the field(s) of interest they are considering and strengthen their professional networks. Students from any class year with any career interest can benefit from the experience!

### Schedule

Employer-focused information is in **BOLD**.

<b>August 30:</b>	<b>Deadline for site hosts to post Fall Break externships in TribeCareers</b>
September 13:	Deadline for students to apply to Fall Break externships in TribeCareers
<b>September 16:</b>	<b>Application packets sent to host sites for review</b>
<b>September 16 - 27:</b>	<b>Host sites review application materials, make selections, and contact students with offers</b>
<b>September 27:</b>	<b>Student(s) selections due to the Office of Career Development &amp; Professional Engagement</b>
October 10 - 11:	Period when students participate in externships
October 25:	Students and <b>hosts sites evaluations due</b>

### Sample TribeShadow Activities

Although no two shadowing experiences look exactly alike, we encourage sites to participate in activities that will introduce students to the organization, as well as foster professional growth. Some potential activities include:

- Introduction/presentation on organization/company, departments, and internship/entry-level opportunities
- Demonstration of technology that is used in the office/industry
- Roundtable discussions with professionals from various departments within the organization or short informational interviews with a variety of employees at the organization
- Hear from CEO or other top-level leadership
- Observe a meeting/client interaction and/or assist on a project or case study
- Discuss professional development activities
- Resume or cover letter review/mock interview

If you're interested in hosting a student and aren't sure what activities you would have them participate in, we're more than happy to discuss options with you.

### TribeShadow Selection Process

After the application deadline for students, site hosts will receive a packet of application materials to review. Site hosts are responsible for reviewing applicant information and selecting a student(s).

When a student is selected, the host site will extend an offer, share important information about the experience, and review necessary action steps with the student.

Host sites will then notify Lisa Randolph, Assistant Director of Internships & Applied Learning ([lrandolph@wm.edu](mailto:lrandolph@wm.edu)) of their selections so that she can contact the students who were not selected. **Please contact students you are offering opportunities to prior to the September 27 deadline** to give time to extend other offers if necessary and notify our office of your selection(s).

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### How to Post a TribeShadow Opportunity

1. Visit <https://wm-csm.symlicity.com/employers/>.
2. a. **If you have posted an opportunity in the past**, enter your username and password to sign in. If you've forgotten your password, click on *Forgot Password* underneath sign in.  
b. **If you are new to the system**, click on sign up and post job. Complete all fields with the red asterisk (\*).
3. Once you are logged into TribeCareers, click on "Create a job posting" (even if posting an externship/job shadow). **If you've posted before**, you will have the option to copy an existing posting (you will need to click "show archived"). Posting tips:
  - a. For position type, select Externship/Shadow.
  - b. Start the job title with '**TribeShadow:**' – and please put your company name and/or the job function of the externship (i.e. TribeShadow: Medical Shadowing). There is a character limit in this field.
  - c. For resume receipt, please choose 'Accumulate Online' unless you would like to receive an email each time a student applies. The system will send you an email with all applicants after your **deadline** date, which **should be set to September 27**.
  - d. Be as specific as possible in the description, as that will make the posting more appealing to students.
  - e. A resume is automatically required, but you can add any additional documents you would like students to submit (i.e. cover letter, statement of interest, etc.).
  - f. It is your choice if you would like your contact information to be visible to students.
  - g. Although you have the option to list specific qualifications, we encourage you to leave it as open as possible, as this program is designed for students from all undergraduate class levels to learn about different career fields.
  - h. Opportunities can take place in person or virtually.
4. Although you will receive an automated email letting you know that your position will be closing and asking if you want the deadline to be extended, we ask that you stick with the original deadline to be consistent with dates we've shared with students. If you'd like to reopen a position after the deadline, we can work with you on that. We ask that you review initial applicants in alignment with the dates above.
5. You will receive an email link after the **September 27** student application deadline with the applications that have been received.

### For questions and assistance, please contact:

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Assistant Director, Internships & Applied Learning

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