

## JOB SHADOW EXPERIENCE

### INSTRUCTIONS FOR STUDENT APPLICATIONS

1. Log into mySuccess (<https://success.uwindsor.ca/>) and click “Job Shadow” on the side Menu.

**OVERVIEW** EXPERIENTIAL RECORD WORK TERM DETAILS EXPERIENTIAL EDUCATION DOCUMENTS POSTING / APPLICATIONS INTERVIEWS APPOINTMENTS EVENT REGISTRATION

You are currently logged in as **Career Services NoStudentID**

**DASHBOARD**

- My Account
- Academic Advising
- Black Student Support
- Career
- Co-op
- Engineering Student Support Services
- Faculty of Education Student Support
- IGNITE - Work Study
- International and Exchange
- Job Shadow**
- Kinesiology Academic Advising
- Prevent Resist Support
- VIP-CSL
- Writing Support
- Logout

### Welcome Career Services NoStudentID

Dashboard Experiential Record Work Term Details Experiential Education Documents Posting / Applications Interviews Appointments Event Registration

**Overview** My Account My Calendar

#### New Feature

Preferred Name, if entered in UWinsite Student, will appear in mySuccess. To use your preferred name across the mySuccess site, go to "My Account", find the "Use Preferred Name across the site", and select it. Once you have selected it, go to the bottom of that page and hit save.

Welcome to your gateway to career success! The mySuccess career portal is your one-stop destination for exploring job opportunities and on-campus events. Whether you're searching for full-time, part-time, co-op, internship, volunteer opportunities, or want to register for career-related events, there are many ways to kickstart your career journey.

Start your career journey today!

- Manage your job searches with off-campus, on-campus, volunteer, casual and Ignite - work study employers.
- Participate in on-campus recruitment activities such as employer information sessions and interviews.
- Apply to Co-operative Education Programs. After acceptance, you will be able to view and apply to co-op and internship opportunities, track your interviews, register for co-op events and more!
- Apply to our Volunteer Internship Program - Community Service-Learning program. Students volunteer with local community partners to have an impact on their community while gaining skills and experience for their future careers.
- We are here to support you. See all the different ways to connect below:

- A Career Advisor (click on Career in the left side menu, then select appointments).
- An Academic Advisor (click on Academic Advising in menu, then select appointments).
- Black Student Support (click on Black Student Support in menu, then select appointments).
- Engineering Student Support Services (click on Engineering Student Support Services).
- An International & Exchange Advisor (click on International and Exchange, then select appointments).
- Kinesiology Academic Advising (click on Kinesiology Academic Advising in menu, then select appointments).
- A Writing Support Advisor (click on Writing Support and then select appointments).

#### Upcoming Events / Workshops

<b>Wednesday, September 3, 2025</b> 10:00 AM ET - 11:00 AM ET Experiential Calendar	Ignite Launch Session 2025 (New and Returning Students) <b>Registered</b> <b>Registration Available</b>	<b>View</b>
10:00 AM ET - 11:00 AM ET Career	CPP Investments Information Sessions	<b>View</b>
<b>Thursday, September 4, 2025</b> 02:00 PM ET - 03:00 PM ET Experiential Calendar	Ignite Launch Session 2025 (New and Returning Students) <b>Registration Available</b>	<b>View</b>
<b>Friday, September 5, 2025</b> 01:15 PM ET - 02:15 PM ET Career	Crafting Your Resume: Insider Secrets to Think Like a Recruiter - ONLINE <b>Registration Available</b>	<b>View</b>
<b>Monday, September 8, 2025</b> 12:00 PM ET - 01:00 PM ET Career	Resume Writing for International Students - ONLINE <b>Registration Available</b>	<b>View</b>
02:00 PM ET - 03:00 PM ET Experiential Calendar	Ignite Launch Session 2025 (New and Returning Students) <b>Registration Available</b>	<b>View</b>
02:30 PM ET - 03:30 PM ET Career	Mastering Professionalism: Keys to Success in the Workplace - ONLINE	<b>View</b>

2. Select “Find Courses and Programs”.

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- JOB SHADOW**
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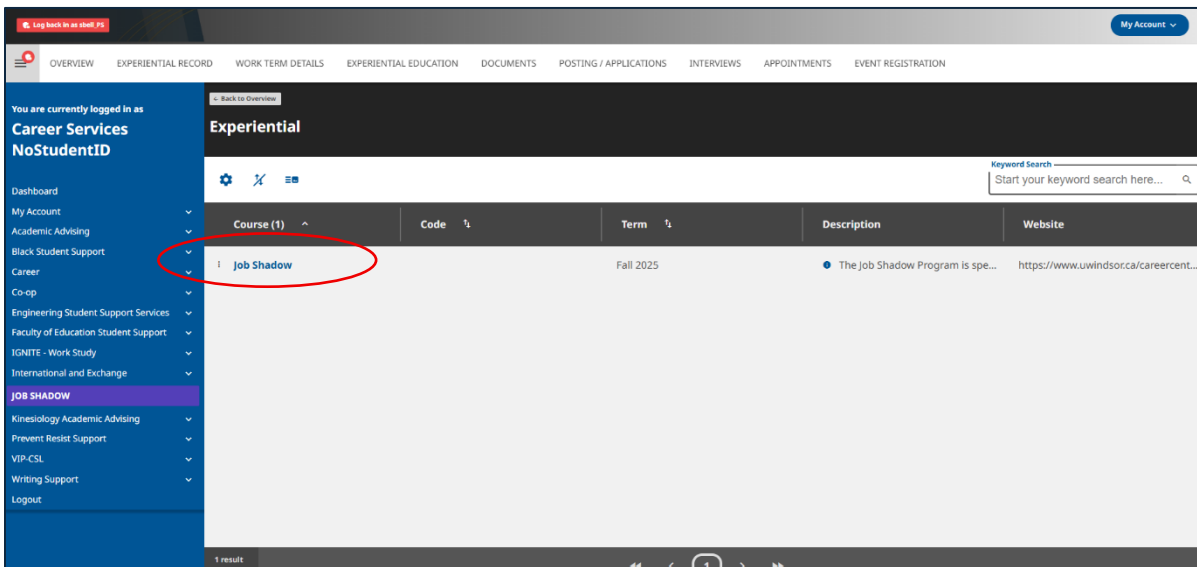
### My Experience

**Find Courses and Programs**

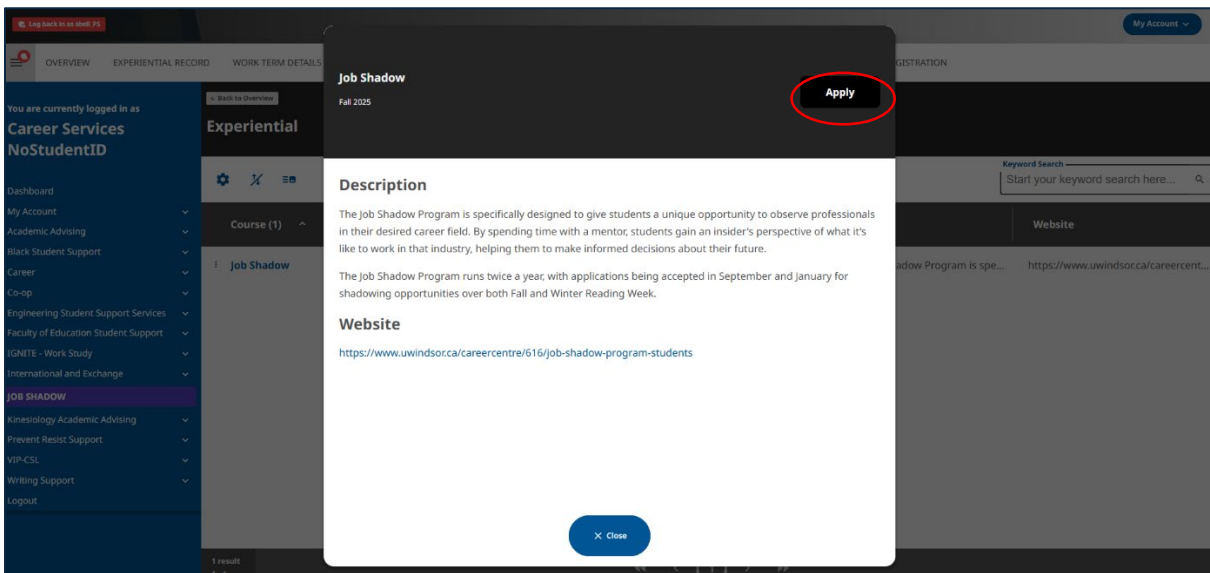
<b>0</b> Current Experiences	<b>0</b> Past Experiences	<b>0</b> Pending Experiences	<b>0</b> Inactive Experiences
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**All To Do - 0**

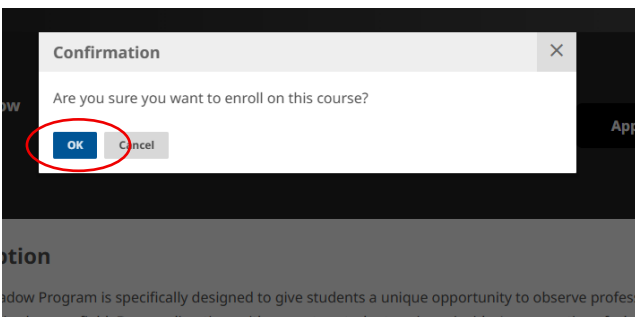
### 3. Select “Job Shadow”



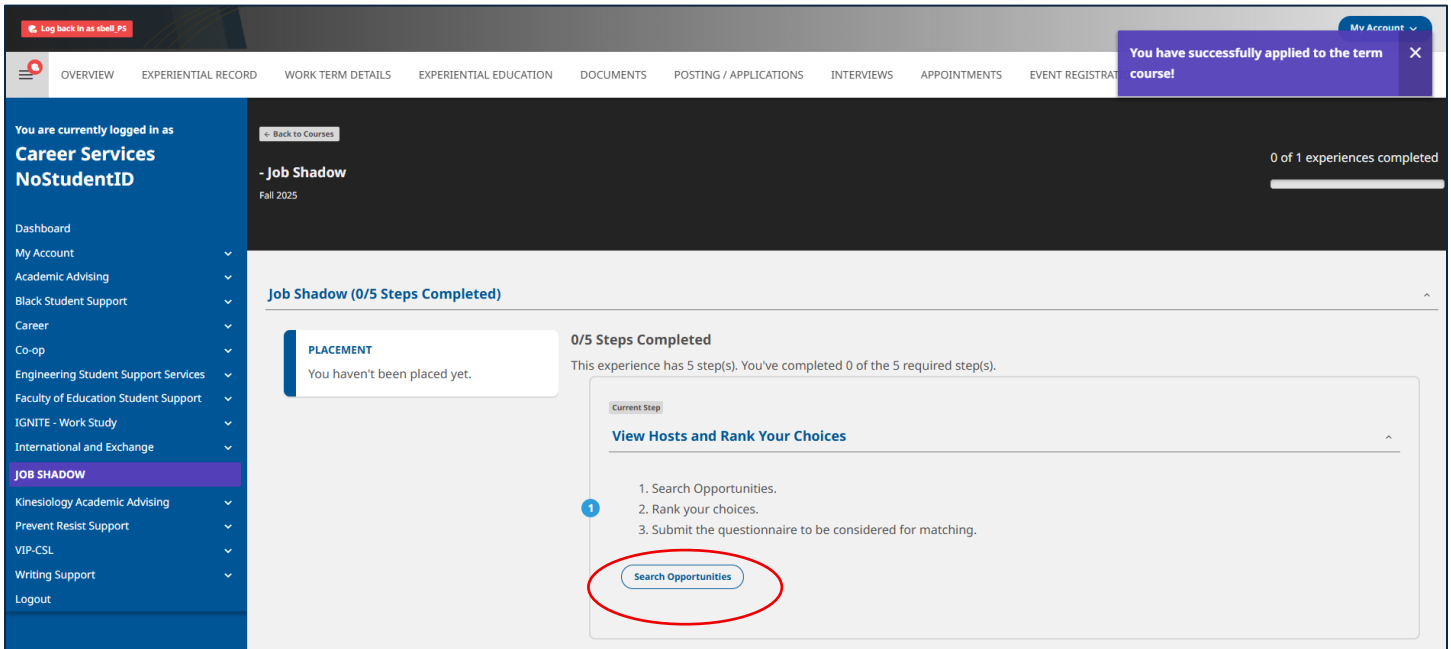
### 4. Click “Apply” on the pop-up.



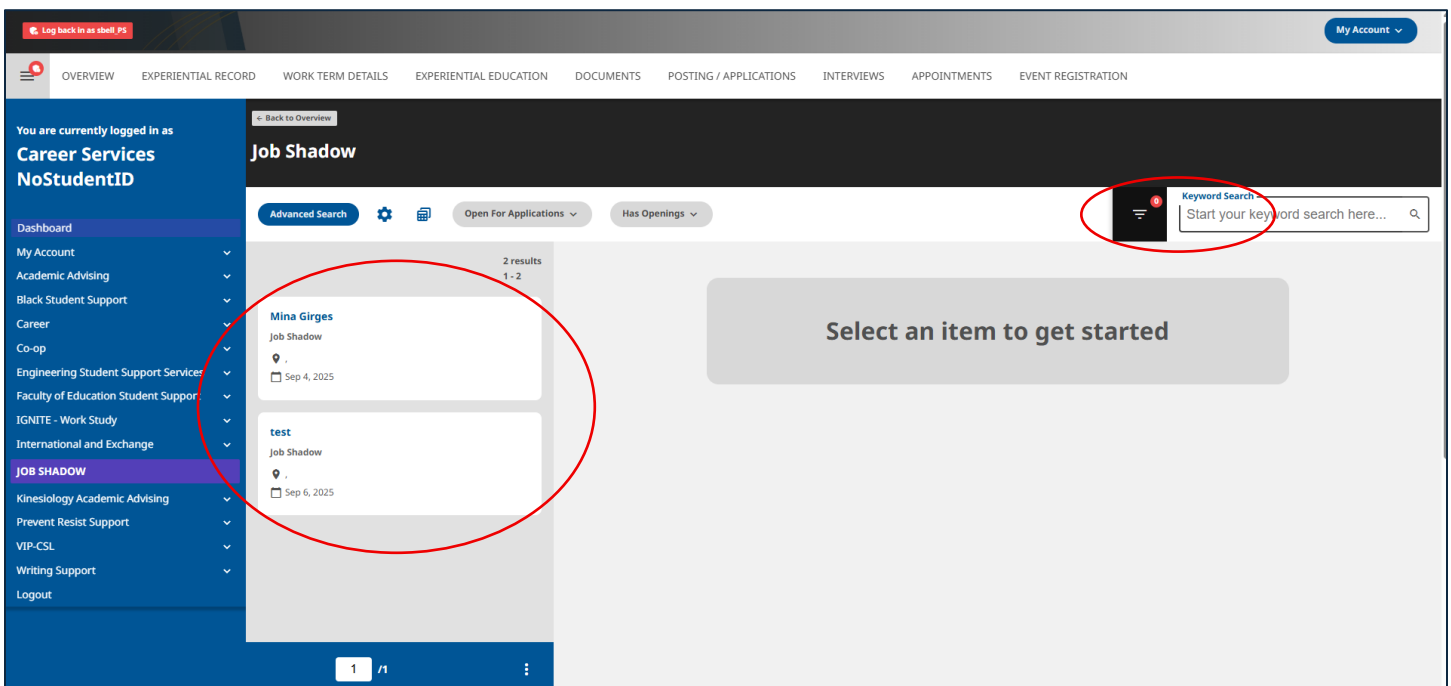
### 5. Click “OK”



6. You have successfully applied. Now you can begin the steps to view the hosts and rank your choices. Click “Search Opportunities”.



7. Opportunities will show as a list on the side for you to click and read more about them. Please ensure you read the entire posting to determine if the opportunity is a good fit. You can also search the opportunities using keywords and filters.



8. Then you can click “Show Interest” at the top of the posting.

The screenshot shows the 'Job Shadow' page for a posting by Mina Girges. The left sidebar lists navigation options, with 'JOB SHADOW' highlighted. The main content area displays the posting details, including the title 'Job Shadow', location, and dates. A red circle highlights the 'Show Interest' button in the top right corner of the posting card. Below the card, there is a description of the experience type and a detailed description of the role.

9. Click the blue/black slider and then submit. A purple pop-up will appear to confirm your interest has been submitted.

The screenshot shows the 'Experiences' page. A purple notification banner at the top right states 'Interests successfully submitted'. The main content area lists the experience 'Job Shadow (Fall 2025)'. A red circle highlights the blue/black slider control next to the experience name. Another red circle highlights the 'Submit' button at the bottom right of the page.

10. Repeat steps 7 to 9 for each position you are interested in. Then you are ready to submit rankings.

The screenshot shows a user interface for 'Career Services NoStudentID'. The left sidebar contains a navigation menu with options like Dashboard, My Account, Academic Advising, Black Student Support, Career, Co-op, Engineering Student Support Services, Faculty of Education Student Support, IGNITE - Work Study, International and Exchange, JOB SHADOW (highlighted), Kinesiology Academic Advising, Prevent Resist Support, VIP-CSL, Writing Support, and Logout. The main content area is divided into two sections: 'My Experience' and 'My Opportunities'. 'My Experience' shows 1 Current Experiences, 0 Past Experiences, 0 Pending Experiences, and 0 Inactive Experiences. 'My Opportunities' shows 2 Available Opportunities, 0 Applied, 2 Interested, 2 Previously Viewed, and 0 Expiring Today. On the right, there is a 'All To Do - 1' section with a task '- Job Shadow Job Shadow Fall 2025'. Below this task, there are two buttons: 'Search Opportunities' and 'Submit Rankings', both of which are circled in red.

11. You can select as many as you are interested in, but only 1 can be the top choice. Please consider this carefully when ranking your choices. When you have finished ranking, click “submit”. You will then be taken back to the main page.

The screenshot shows the 'Submit Student Rankings' page for '- Job Shadow (Fall 2025)'. The left sidebar is the same as in the previous screenshot. The main content area has a 'Back to...' button and a 'Submit Student Rankings' header. Below the header, there is a list of job shadowing opportunities. The first entry is for '(921) Mina Girges' with a description: 'I'm responsible for leading all technology efforts that support our member healthcare organizations. I oversee teams and projects that manage computer systems, networks, cybersecurity, electronic health records (EHRs), clinical and business applications, and data analytics. My job is to make sure technology works efficiently, securely, and in a way that helps doctors, nurses, and staff deliver better care to patients. I also work with hospital leaders, vendors, and partners to plan new technology initiatives, solve problems, and ensure we meet healthcare regulations. During your job shadowing, you'll see how technology strategy, problem-solving, and leadership come together to support both patient care and the business side of healthcare.' To the right of the description is a dropdown menu with the number '1' selected, which is circled in red. Below this entry, there is another entry for '(922) test' with a dropdown menu showing the number '2', also circled in red. At the bottom of the page, there is a 'Submit' button, which is circled in red.

12. Next, submit your questionnaire under “Start Step” and then “Complete Application.”

The screenshot shows the Career Services NoStudentID dashboard. The left sidebar contains a navigation menu with options like Dashboard, My Account, Academic Advising, Black Student Support, Career, Co-op, Engineering Student Support Services, Faculty of Education Student Support, IGNITE - Work Study, International and Exchange, and JOB SHADOW (highlighted). The main content area shows the 'PLACEMENT' section with a message: 'You haven't been placed yet.' Below this, the '0/5 Steps Completed' section is displayed. It lists three steps: 1. View Hosts and Rank Your Choices, 2. Complete Application (highlighted with a red circle around the 'Answer Questionnaire' button), and 3. Attend Orientation Session. The 'Complete Application' step is the current step, and the 'Answer Questionnaire' button is circled in red.

13. Answer all questions to the best of your ability. Only one application will be submitted for all opportunities, so be sure to include all relevant info.

The screenshot shows the 'NEW CATEGORY' section of the Career Services NoStudentID dashboard. It contains three questions and their answers:

- What motivated you to apply to the Job Shadow program? \***  
I applied because I want to learn more about jobs in my field.
- How do the hosts you ranked align with your interests, goals, or areas of study?\***  
The hosts I picked are in the business sector, which aligns with my major.
- Please confirm which day(s) you are available to take part in Job Shadow.\***  
Tuesday, October 14

14. Select the dates you are available for Job Shadow and make sure you will be available on these dates ahead of time. Having the correct dates directly impacts your matching and dates will not be allowed to be changed later on.

The screenshot shows the 'JOB SHADOW' section of the Career Services NoStudentID portal. The left sidebar contains a navigation menu with 'JOB SHADOW' highlighted. The main content area has a header 'You are currently logged in as Career Services NoStudentID'. Below this, there's a section titled 'Please confirm which day(s) you are available to take part in Job Shadow.\*'. It lists three dates: Tuesday, October 14 (selected with a yellow checkmark), Wednesday, October 15 (unselected with a grey X), and Thursday, October 16 (unselected with a grey X). Below these, it says 'Friday, October 17' (selected with a yellow checkmark). A note states: 'If you select this job shadow experience, you must be available to attend on the listed date(s). These dates are set in advance in coordination with the host and **cannot be changed**. Please ensure you are fully available before selecting this opportunity, as alternate dates will not be offered.' Another note says: 'If you selected in-person shadowing opportunities, please verify you have Googled the location and have reliable transportation.' There are 'Yes' and 'No' radio buttons, with 'Yes' selected, and a 'Submit' button at the bottom.

15. You will be given a chance to review your answers after submitting.

The screenshot shows the 'Questionnaire Qualifiers' page in the Career Services NoStudentID portal. The left sidebar contains a navigation menu with 'JOB SHADOW' highlighted. The main content area has a header 'You are currently logged in as Career Services NoStudentID'. Below this, there's a section titled 'Questionnaire Qualifiers - Job Shadow (Fall 2025)'. A 'Back to Your Enrollment' button is visible. The main content area has a section titled 'NEW CATEGORY'. It contains three questions: 'What motivated you to apply to the Job Shadow program?' (answered: 'I applied because I want to learn more about jobs in my field.'), 'How do the hosts you ranked align with your interests, goals, or areas of study?' (answered: 'The hosts I picked are in the business sector, which aligns with my major.'), and 'Please confirm which day(s) you are available to take part in Job Shadow.' (answered with a bulleted list: 'Tuesday, October 14' and 'Friday, October 17'). A note states: 'If you select this job shadow experience, you must be available to attend on the listed date(s). These dates are set in advance in coordination with the host and **cannot be changed**. Please ensure you are fully available before selecting this opportunity, as alternate dates will not be offered.' Another note says: 'If you selected in-person shadowing opportunities, please verify you have Googled the location and have reliable transportation.' There are 'Yes' and 'No' radio buttons, with 'Yes' selected.

16. Then, please enroll in your chosen MANDATORY orientation and reflection sessions. NOTE: These sessions are only for students who have been matched. If you are not matched, your sessions will be canceled, and you will be notified.

17. Click “Start Step” and then “View Associated Events”

The screenshot displays a student portal interface. On the left is a blue sidebar with a list of navigation links. The top of the sidebar shows the user is logged in as 'Career Services NoStudentID'. The main content area has a top navigation bar with links: OVERVIEW, EXPERIENTIAL RECORD, WORK TERM DETAILS, EXPERIENTIAL EDUCATION, DOCUMENTS, POSTING / APPLICATIONS, INTERVIEWS, APPOINTMENTS, and EVENT REGISTRATION. The main content area contains a vertical list of steps: 1. View Hosts and Rank Your Choices, 2. Complete Application, 3. Attend Orientation Session, and 4. Attend Reflection Session. The 'Attend Orientation Session' step is highlighted with a red circle, and a red circle is also drawn around the 'View Associated Events' button within this step. The 'View Hosts and Rank Your Choices' step includes a numbered list: 1. Search Opportunities, 2. Rank your choices, 3. Submit the questionnaire to be considered for matching. Below this list are two buttons: 'Search Opportunities' and 'Submit Rankings'. The 'Complete Application' step has a checkmark icon. The 'Attend Orientation Session' step has a 'Current Step' label and a 'View Associated Events' button. The 'Attend Reflection Session' step has a checkmark icon.

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**NoStudentID**

Dashboard  
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Engineering Student Support Services  
Faculty of Education Student Support  
IGNITE - Work Study  
International and Exchange  
**JOB SHADOW**  
Kinesiology Academic Advising  
Prevent Resist Support  
VIP-CSL  
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Logout

OVERVIEW EXPERIENTIAL RECORD WORK TERM DETAILS EXPERIENTIAL EDUCATION DOCUMENTS POSTING / APPLICATIONS INTERVIEWS APPOINTMENTS EVENT REGISTRATION

**View Hosts and Rank Your Choices**

1. Search Opportunities.
2. Rank your choices.
3. Submit the questionnaire to be considered for matching.

Search Opportunities  
Submit Rankings

**Complete Application**

**Attend Orientation Session**

Current Step

View Associated Events

**Attend Reflection Session**



18. You will be able to see the 3 associated events for the mandatory orientation session. Please register for whichever one works for your schedule. Please only register for 1 event.

If you need to change your session, please email [careerservices@uwindsor.ca](mailto:careerservices@uwindsor.ca) for more assistance.

The screenshot shows the Career Services NoStudentID dashboard. The left sidebar contains a navigation menu with options like Dashboard, My Account, Academic Advising, Black Student Support, Career, Co-op, Engineering Student Support Services, Faculty of Education Student Support, IGNITE - Work Study, International and Exchange, and JOB SHADOW (highlighted). The main content area is titled 'Associated Events' and shows a table with the following data:

Event Module	Event Category/Name	Event Start Date/Time	Event End Date/Time	Advanced Event	Registered	Actions
Experiential Calendar	Job Shadow - TEST JOB SHADOW EVENT	September 2, 2025 12:00 PM	September 2, 2025 01:00 PM	No	No	<a href="#">View Event</a> <a href="#">Register</a>

The screenshot shows the 'TEST JOB SHADOW EVENT' registration page. The page title is 'TEST JOB SHADOW EVENT Sep 2, 2025 12:00 PM ET to 01:00 PM ET (Job Shadow)'. The event details section shows 'TEST - JOB SHADOW ORIENTATION'. The registration details section shows the following information:

Registration Details	
Registration Available:	Yes
Pre-requisite Required:	No
Location:	Online

On the right side of the page, there is a blue button labeled 'Register for this event' and a 'Presenter' field.

The screenshot shows a confirmation message box with the following text:

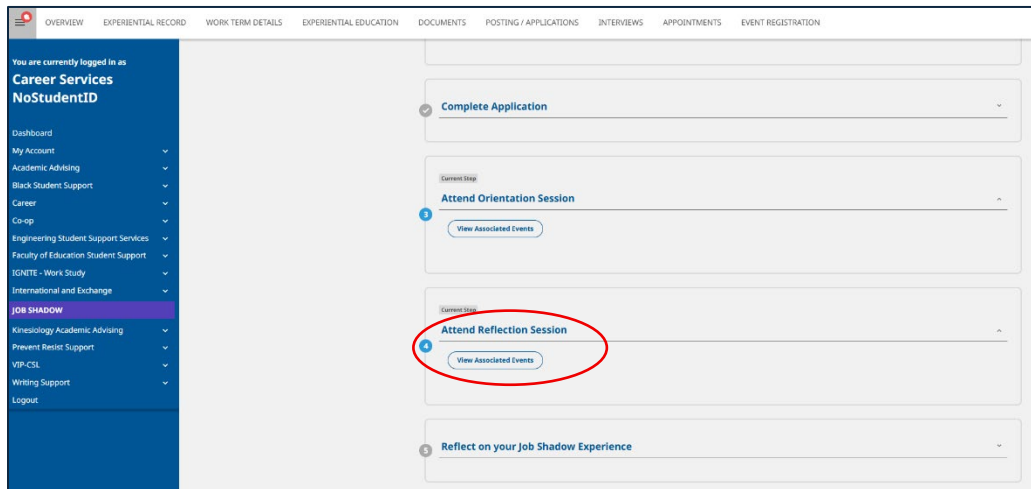
**You have registered for this event**  
Date Registered: Aug 29, 2025 10:50:20 AM

Below the message, there is a 'Presenter' field.

19. Repeat the same steps for the MANDATORY reflection session.

If you want to wait to see if you are successful in being matched before choosing a reflection session, that's fine. But please note that in order for your experience to be considered complete, you must attend a reflection session.

If you need to change your session, please email [careerservices@uwindsor.ca](mailto:careerservices@uwindsor.ca) for more assistance.



**Thank you for your interest in the Job Shadow experience!**