

JOB SHADOW PROGRAM

INSTRUCTIONS FOR STUDENT APPLICATIONS

1. Log into mySuccess (<https://success.uwindsor.ca/>) and click “Experiences & Internships” on the side menu.
2. Select “Job Shadow”.
3. Select “Job Shadow” again.
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.
9. Click the blue/black slider and then submit. A purple pop-up will appear to confirm your interest has been submitted.
10. Repeat steps 7 to 9 for each position you are interested in. Then you are ready to submit rankings.
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.
12. Next, submit your questionnaire under “Start Step” and then “Complete Application.”
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.
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.
15. You will be given a chance to review your answers after submitting.
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”
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 careercentre@uwindsor.ca for more assistance.
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.

20. If you need to change your session, please email careercentre@uwindsor.ca for more assistance.

SCREEN SHOTS

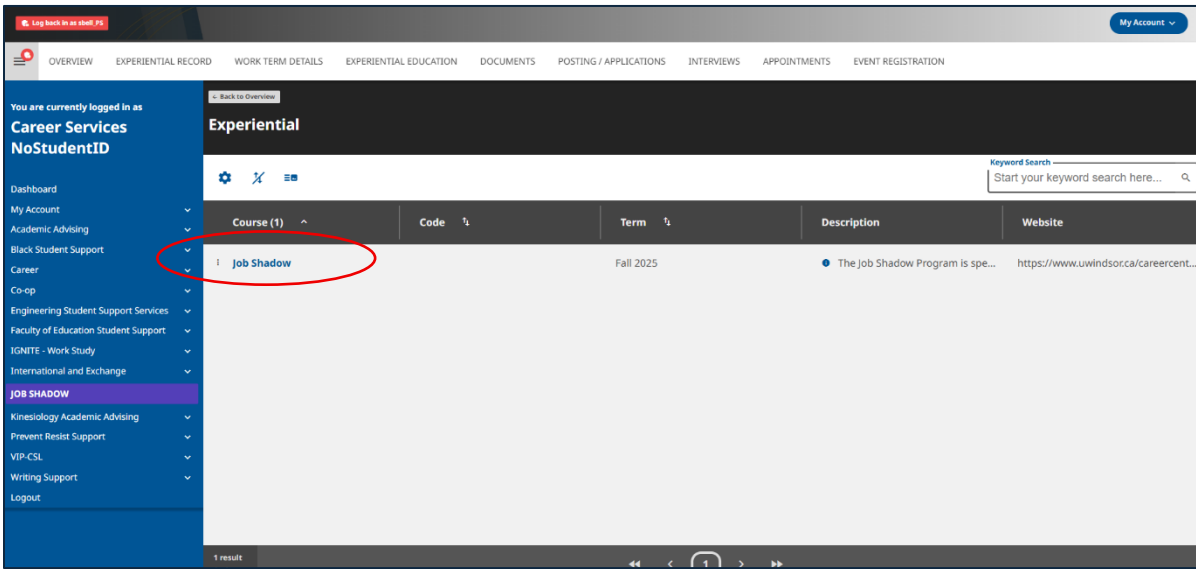
1. Log into mySuccess (<https://success.uwindsor.ca/>) and click “Job Shadow” on the side Menu.

The screenshot shows the mySuccess dashboard for a user logged in as 'Career Services NoStudentID'. The top navigation bar includes 'OVERVIEW', 'EXPERIENTIAL RECORD', 'WORK TERM DETAILS', 'EXPERIENTIAL EDUCATION', 'DOCUMENTS', 'POSTING / APPLICATIONS', 'INTERVIEWS', 'APPOINTMENTS', and 'EVENT REGISTRATION'. The left sidebar contains a 'DASHBOARD' section with various support services, and 'Job Shadow' is highlighted with a red circle. The main content area displays a 'Welcome Career Services NoStudentID' message, a 'New Feature' section about preferred names, and an 'Upcoming Events / Workshops' calendar with several sessions listed.

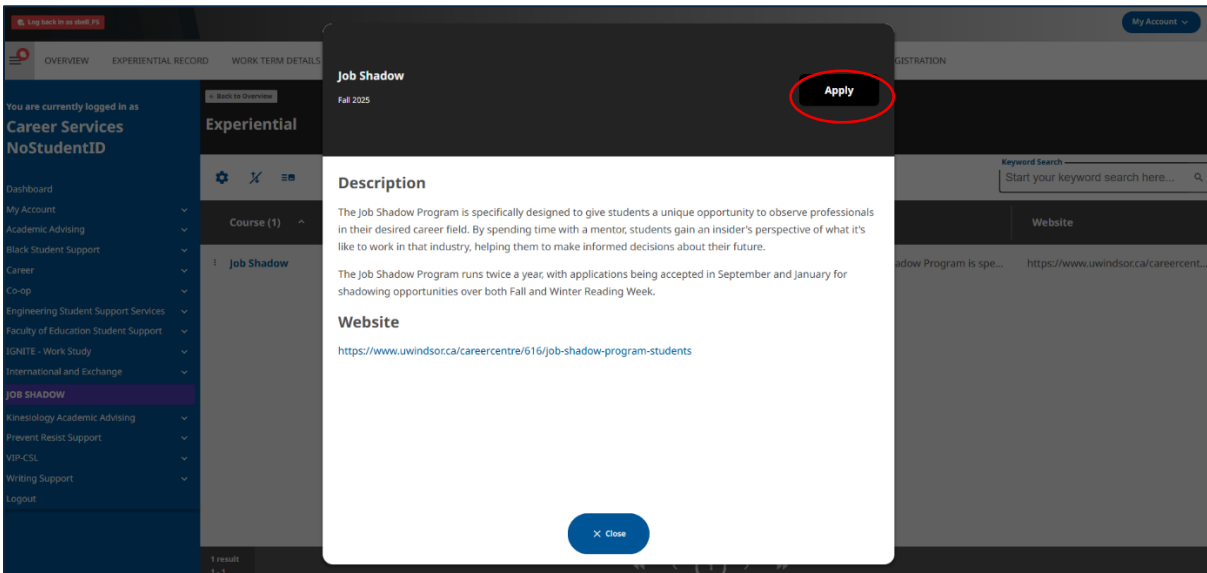
2. Select “Find Courses and Programs”.

The screenshot shows the 'My Experience' page in mySuccess. The top navigation bar is the same as in the previous screenshot. The left sidebar has 'JOB SHADOW' highlighted. The main content area features a search bar with the text 'Find Courses and Programs' highlighted by a red circle. Below the search bar are four statistics cards: '0 Current Experiences', '0 Past Experiences', '0 Pending Experiences', and '0 Inactive Experiences'. On the right side, there is an 'All To Do - 0' notification box.

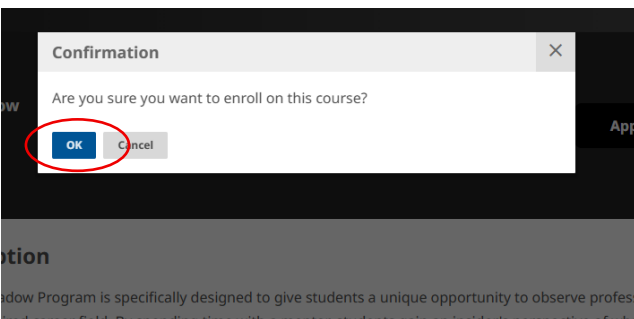
3. Select “Job Shadow”



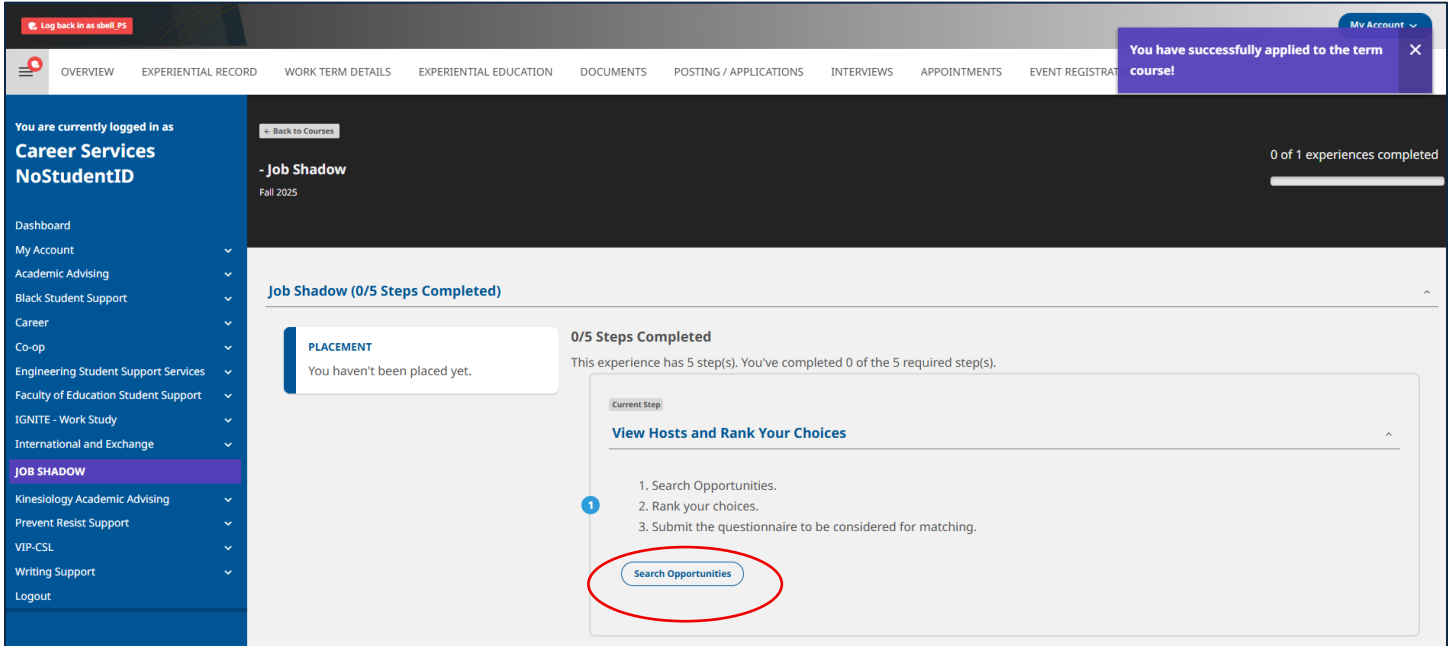
4. Click “Apply” on the pop-up.



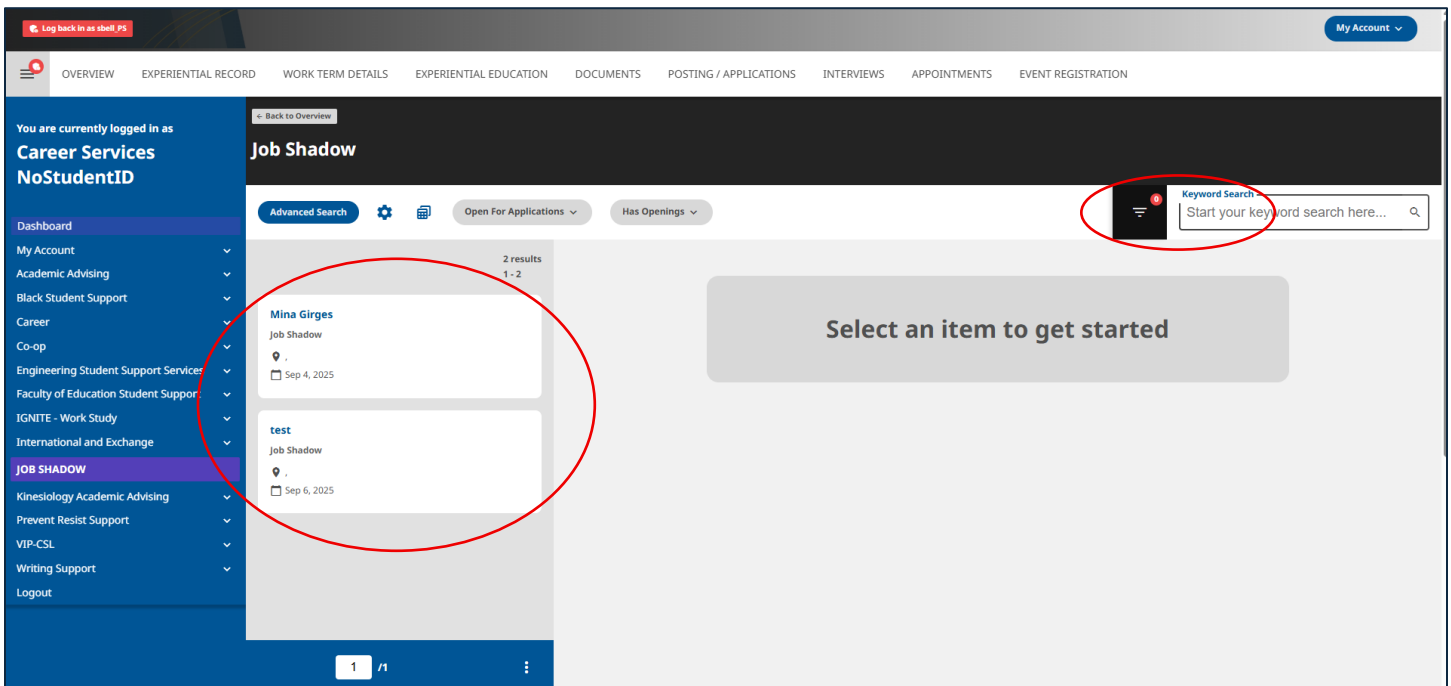
5. Click “OK”



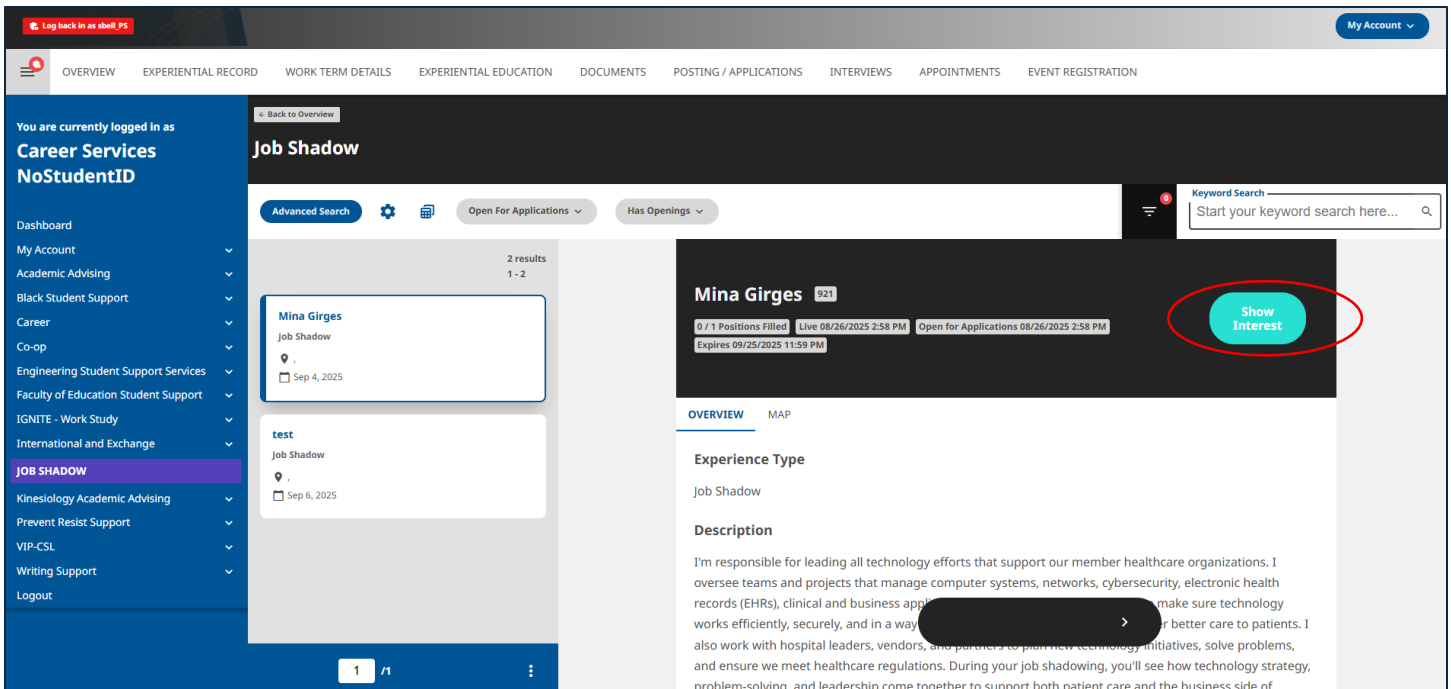
6. You have successfully applied. Now you can begin the steps to view the hosts and rank your choices. Click “Search Opportunities”.



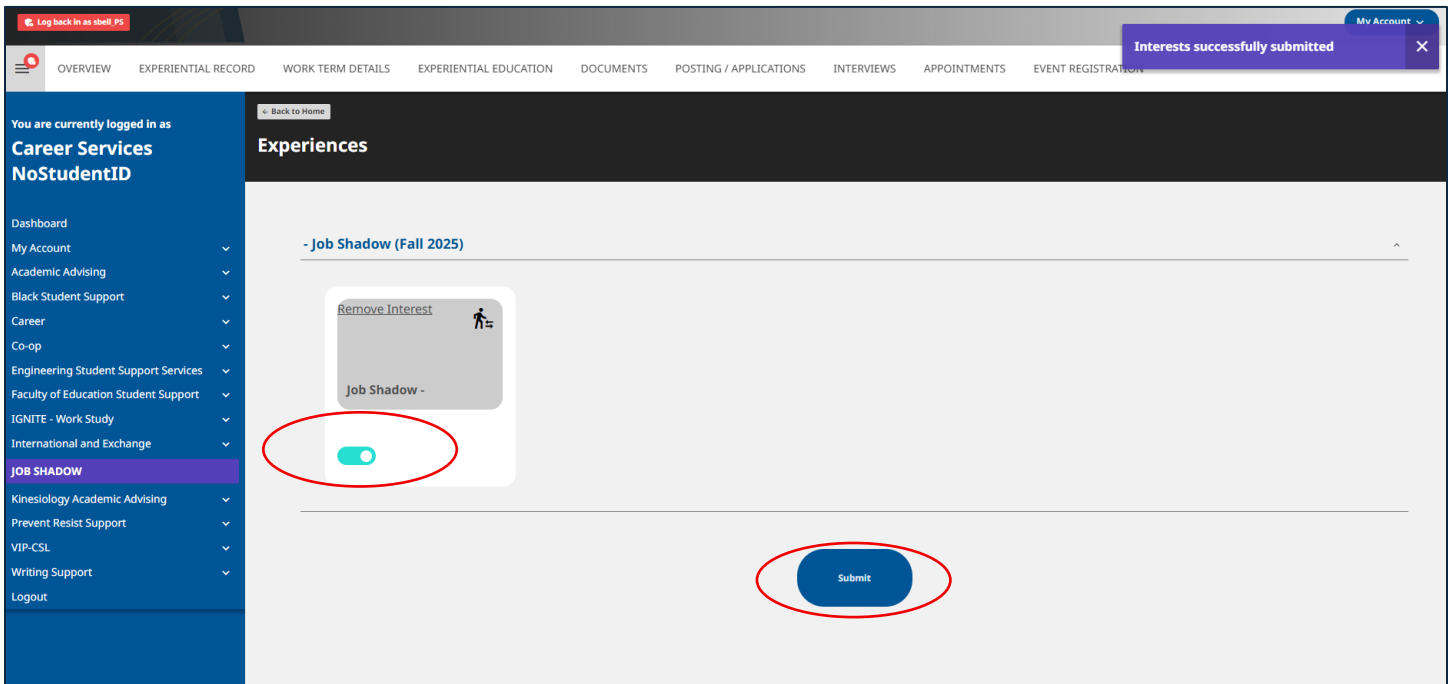
7. Opportunities will show as a list on the side for you to click and read more about them. Please ensure you read the entire posting to determine if the opportunity is a good fit. You can also search the opportunities using keywords and filters.



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



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



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 main content area is divided into 'My Experience' and 'My Opportunities'. 'My Experience' has four cards: 'Current Experiences' (1), 'Past Experiences' (0), 'Pending Experiences' (0), and 'Inactive Experiences' (0). 'My Opportunities' has five cards: 'Available Opportunities' (2), 'Applied' (0), 'Interested' (2), 'Previously Viewed' (2), and 'Expiring Today' (0). On the right, an 'All To Do' list shows a 'Job Shadow' for 'Fall 2025'. Below it, a 'Current Step' section contains 'Search Opportunities' and 'Submit Rankings' buttons, both 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 a 'Job Shadow (Fall 2025)' opportunity. The page displays a list of opportunities with a ranking dropdown menu. The first opportunity is '(921) Mina Girges' with a ranking of '1'. The second opportunity is '(922) test' with a ranking of '2'. The 'Submit' button 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 top navigation bar includes: OVERVIEW, EXPERIENTIAL RECORD, WORK TERM DETAILS, EXPERIENTIAL EDUCATION, DOCUMENTS, POSTING / APPLICATIONS, INTERVIEWS, APPOINTMENTS, and EVENT REGISTRATION. The left sidebar lists various support services, with 'JOB SHADOW' highlighted. The main content area shows the 'PLACEMENT' section with a message: 'You haven't been placed yet.' Below this, a progress indicator shows '0/5 Steps Completed'. A list of steps is displayed: 1. 'View Hosts and Rank Your Choices' (with sub-steps: 1. Search Opportunities, 2. Rank your choices, 3. Submit the questionnaire to be considered for matching), 2. 'Complete Application' (with a sub-step: 'Answer Questionnaire' circled in red), and 3. 'Attend Orientation Session'.

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' form for the Job Shadow program. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same. The main content area shows the form with the following questions and answers:

NEW CATEGORY

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 a web application interface for selecting job shadow dates. The top navigation bar includes: OVERVIEW, EXPERIENTIAL RECORD, WORK TERM DETAILS, EXPERIENTIAL EDUCATION, DOCUMENTS, POSTING / APPLICATIONS, INTERVIEWS, APPOINTMENTS, and EVENT REGISTRATION. A left sidebar menu lists various services, with 'JOB SHADOW' highlighted in purple. The main content area contains a form with the following elements:

- A header: "Please confirm which day(s) you are available to take part in Job Shadow.*"
- Four date options with checkboxes:
 - Tuesday, October 14:
 - Wednesday, October 15:
 - Thursday, October 16:
 - Friday, October 17:
- Instructions: "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."
- A note: "If you selected in-person shadowing opportunities, please verify you have Googled the location and have reliable transportation."
- A "Yes" radio button and a "Submit" button.

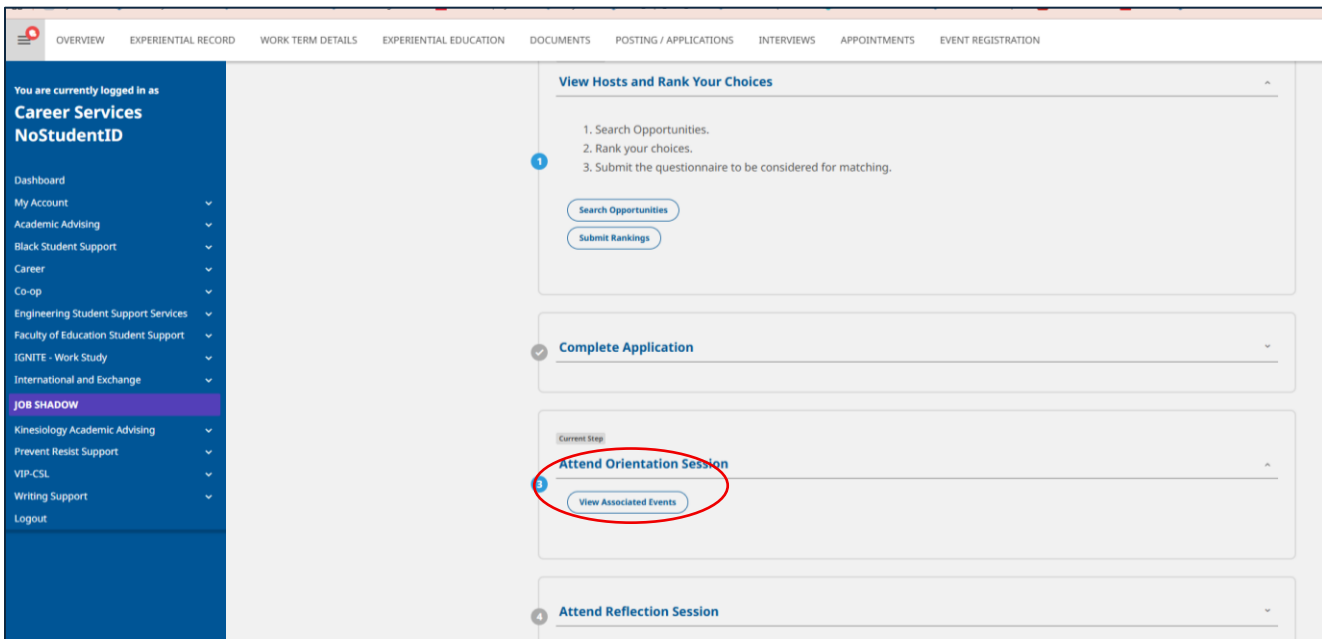
15. You will be given a chance to review your answers after submitting.

The screenshot shows the 'Questionnaire Qualifiers' page for the Job Shadow program. The top navigation bar is the same as in the previous screenshot. The left sidebar menu is also the same, with 'JOB SHADOW' highlighted. The main content area contains a form with the following elements:

- A header: "Questionnaire Qualifiers - Job Shadow (Fall 2025)" with a "Back to Your Enrollment" link.
- A section titled "NEW CATEGORY" with a grey background.
- Two questions:
 - "What motivated you to apply to the Job Shadow program?" with the answer: "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?" with the answer: "The hosts I picked are in the business sector, which aligns with my major."
- A date selection section: "Please confirm which day(s) you are available to take part in Job Shadow." with a bulleted list:
 - Tuesday, October 14
 - Friday, October 17
- Instructions: "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."
- A note: "If you selected in-person shadowing opportunities, please verify you have Googled the location and have reliable transportation."
- A "Yes" radio button.

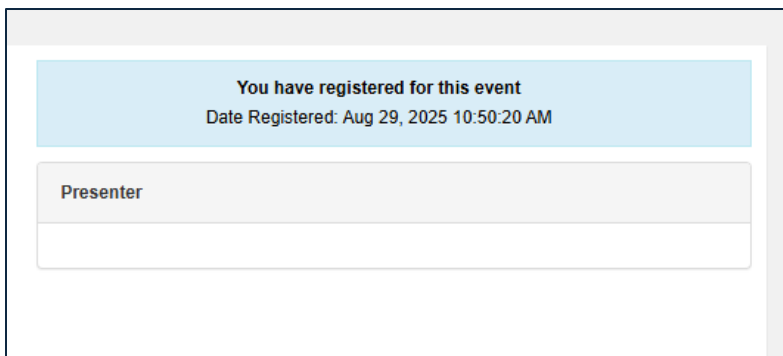
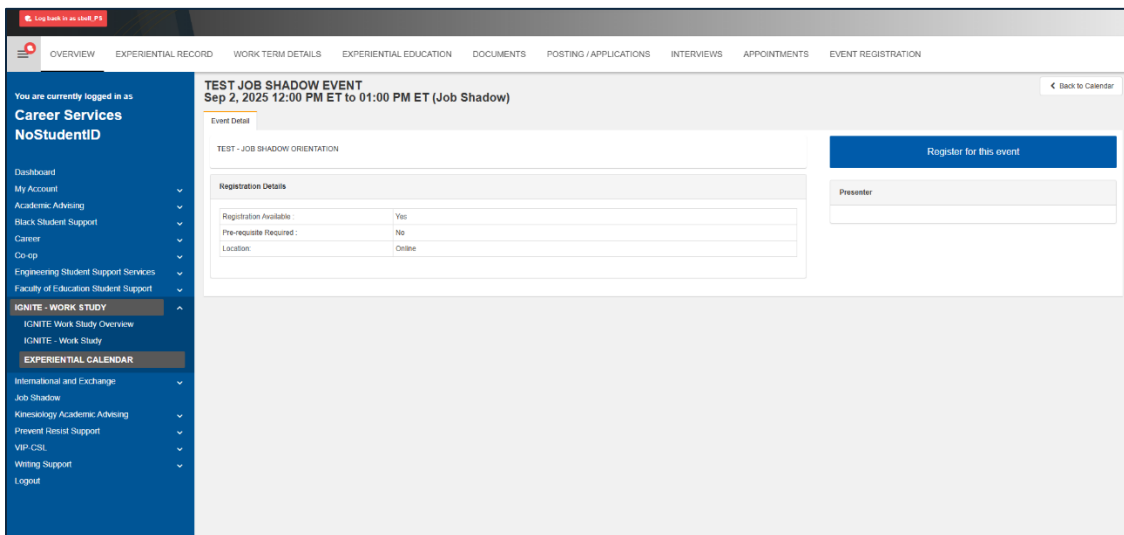
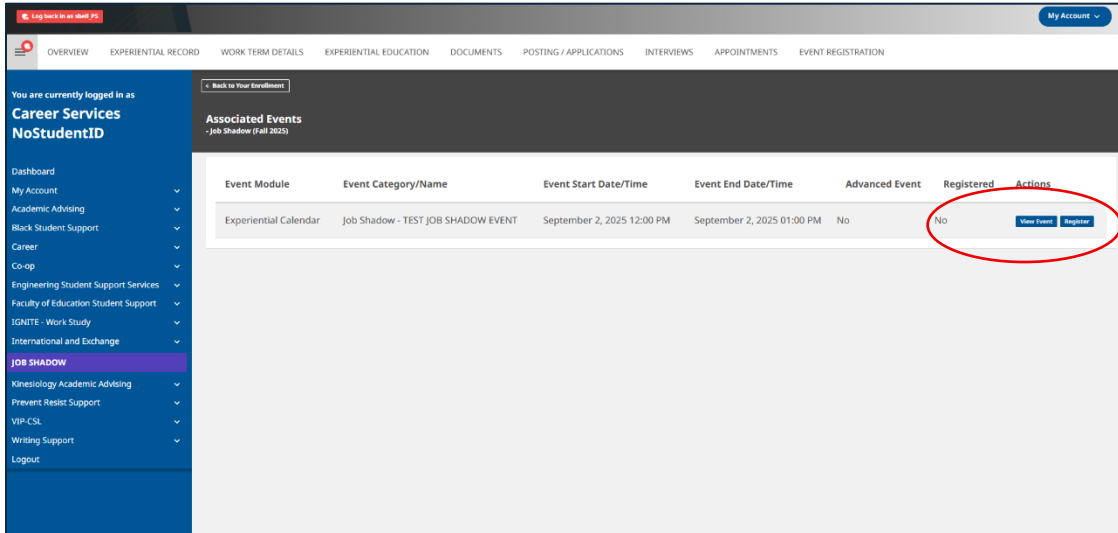
16. Then, please enroll in your chosen MANDATORY orientation and reflection sessions. NOTE: These sessions are only for students who have been matched. If you are not matched, your sessions will be canceled, and you will be notified.

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



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.

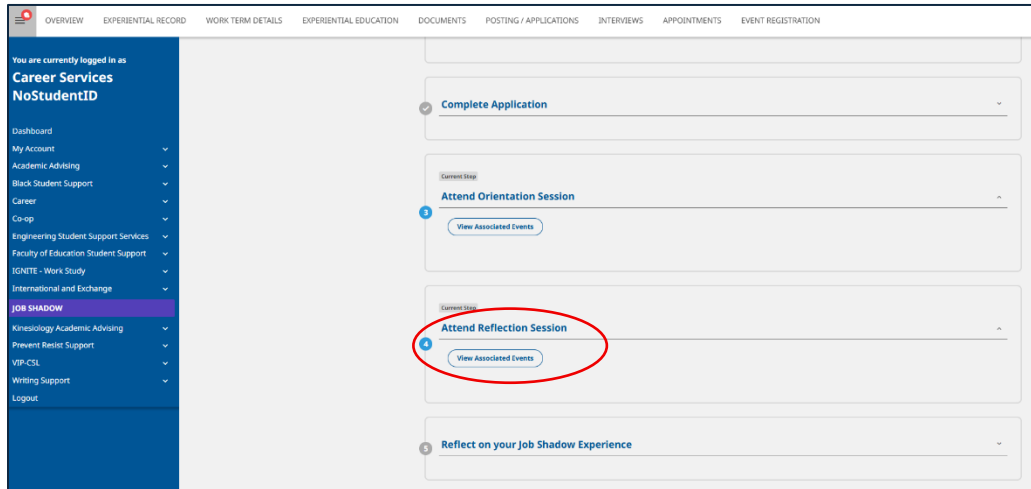
If you need to change your session, please email careerservices@uwindsor.ca for more assistance.



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.

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Thank you for your interest in the Job Shadow experience!