

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. You will be given a chance to review your answers after submitting.
15. Then, please enroll in your chosen MANDATORY orientation session. 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.
16. Click “Start Step” and then “View Associated Events”
17. 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 careered@uwindsor.ca for more assistance.

SCREEN SHOTS

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

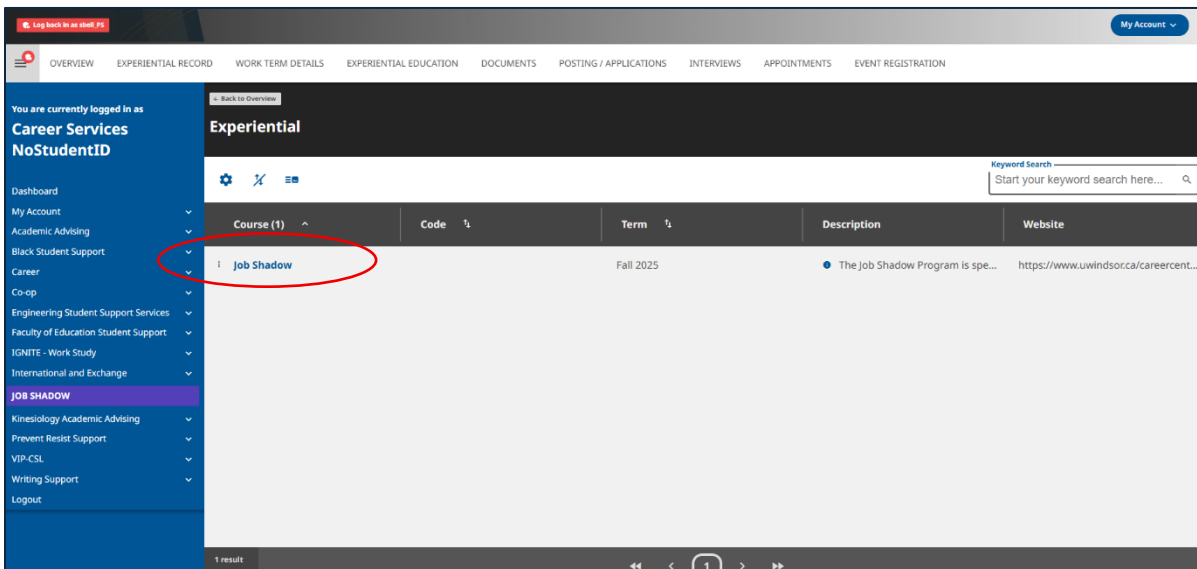
The screenshot shows the mySuccess portal interface. On the left, a blue sidebar contains a menu with 'Job Shadow' circled in red. The main content area is titled 'Welcome Career Services NoStudentID'. It features a 'New Feature' section with instructions on how to use the 'Preferred Name' field. Below this, there's a 'Start your career journey today!' section with a list of bullet points. On the right, there's a 'Upcoming Events / Workshops' section with a table of events for September 3, 4, 5, and 8, 2025. Each event has a 'View' button.

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

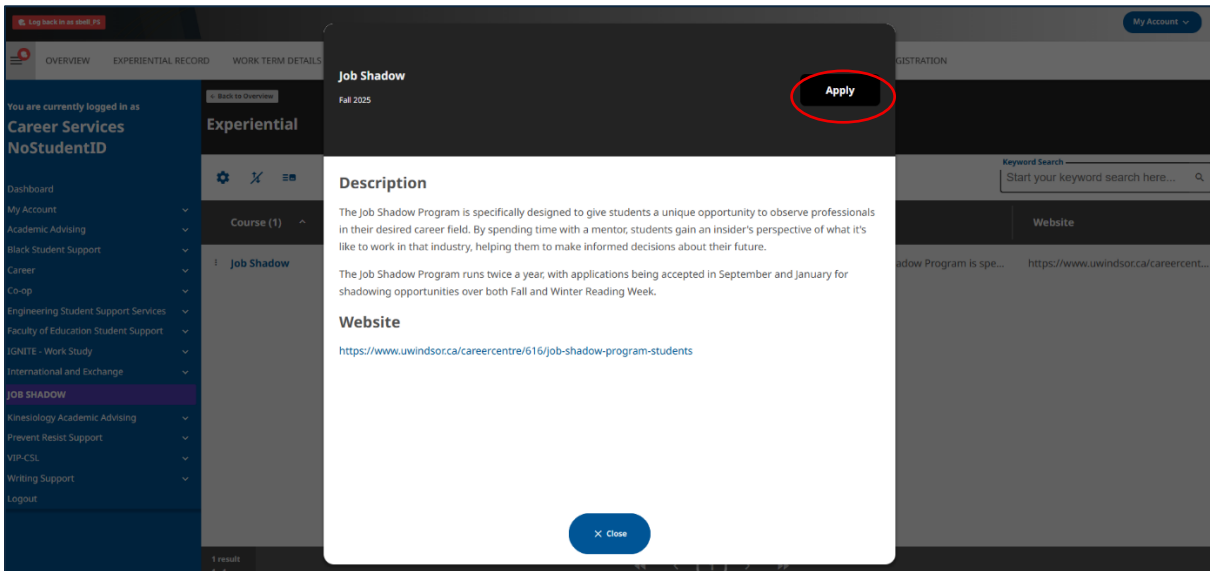
2. Select “Find Courses and Programs”.

The screenshot shows the 'My Experience' section of the mySuccess portal. The 'Find Courses and Programs' button is circled in red. Below the button, there are four large black boxes representing different experience categories: 'Current Experiences', 'Past Experiences', 'Pending Experiences', and 'Inactive Experiences'. Each box has a large white '0' in the top left corner. On the right side, there's a 'All To Do - 0' section with a close button.

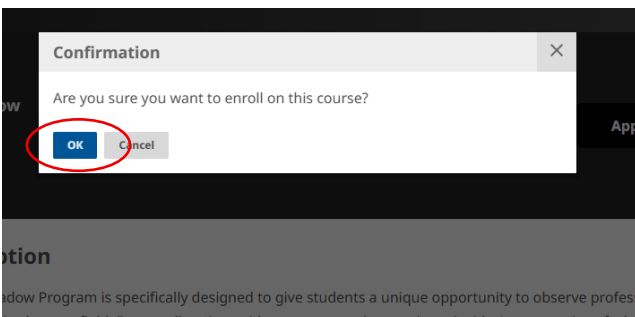
3. Select “Job Shadow”



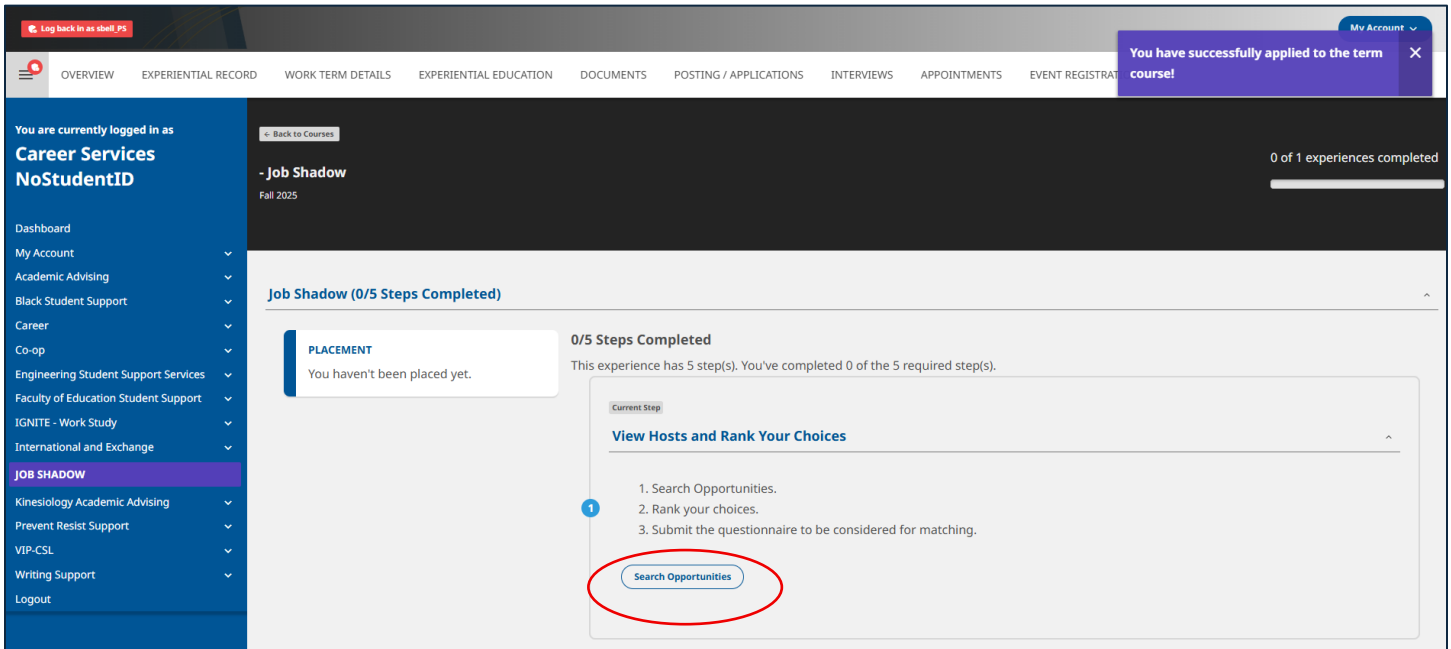
4. Click “Apply” on the pop-up.



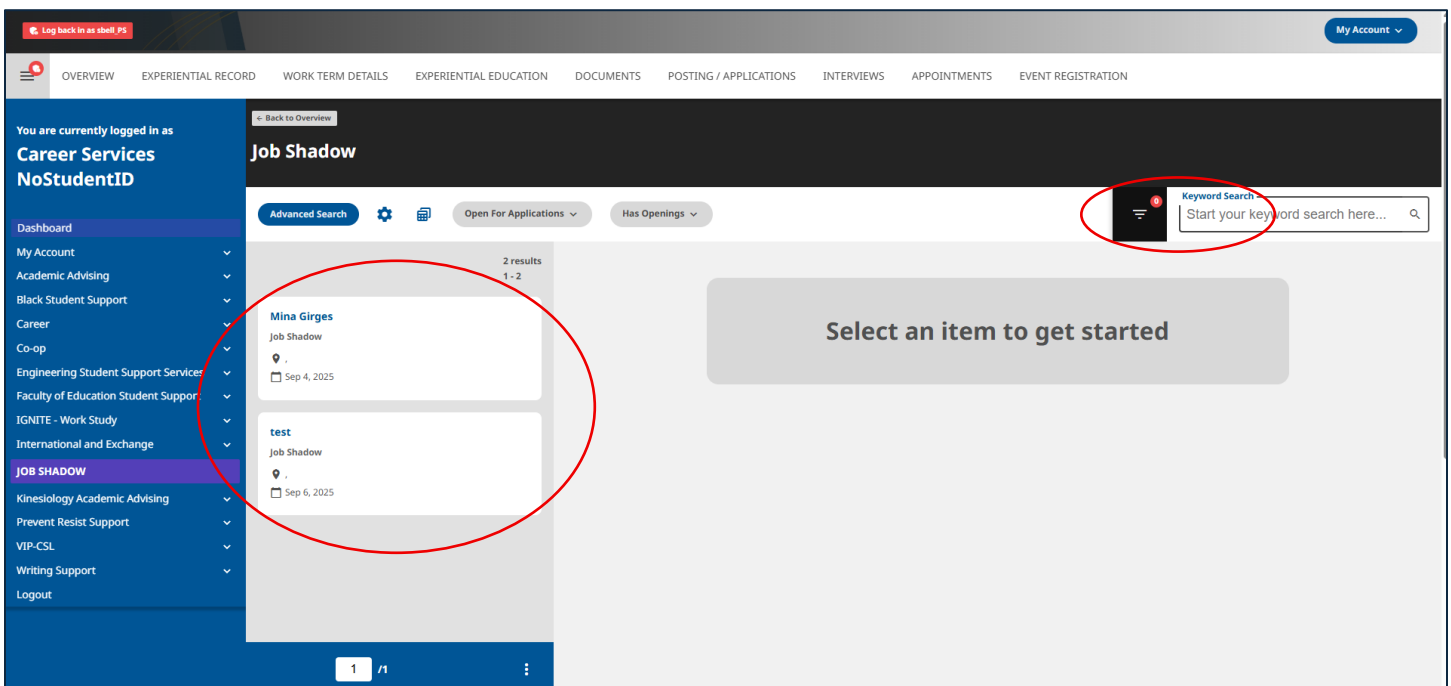
5. Click “OK”



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.

This screenshot shows the 'Job Shadow' posting page for Mina Girges. The left sidebar lists various support services, with 'JOB SHADOW' highlighted. The main content area displays the job title 'Job Shadow', location, and dates. A red circle highlights the 'Show Interest' button in the top right corner. Below the job details, there is a description of the experience type and a detailed description of the role. A blue/black slider is visible in the description area, and a purple pop-up message 'Interests successfully submitted' is shown in the top right corner.

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

This screenshot shows the 'Experiences' page with a listing for 'Job Shadow (Fall 2025)'. The listing includes a 'Remove Interest' button and a blue/black slider, which is circled in red. Below the listing, there is a 'Submit' button, also circled in red. A purple pop-up message 'Interests successfully submitted' is visible in the top right corner.

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 a career services portal. The user is logged in as 'Career Services NoStudentID'. The main content area is divided into two sections: 'My Experience' and 'My Opportunities'. 'My Experience' shows 1 Current Experience, 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 'Job Shadow' section for 'Job Shadow Fall 2025'. Below this, there is a 'Current Step - View Hosts and Rank Your Choices' section with two buttons: 'Search Opportunities' and 'Submit Rankings', both of which are circled in red. The top navigation bar includes links for OVERVIEW, EXPERIENTIAL RECORD, WORK TERM DETAILS, EXPERIENTIAL EDUCATION, DOCUMENTS, POSTING / APPLICATIONS, INTERVIEWS, APPOINTMENTS, and EVENT REGISTRATION. The left sidebar lists various support services under the 'JOB SHADOW' heading.

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 page displays 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.' A dropdown menu next to this entry is set to '1' and is circled in red. Below this, there is a second entry for '(922) test' with a dropdown menu set to '2', also circled in red. At the bottom of the page, there is a 'Submit' button, which is circled in red. The top navigation bar and left sidebar are consistent with the previous screenshot.

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

The screenshot shows the NoStudentID application interface. 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 '0/5 Steps Completed'. The first step, 'View Hosts and Rank Your Choices', includes instructions and buttons for 'Search Opportunities' and 'Submit Rankings'. The second step, 'Complete Application', is highlighted with a red circle and contains an 'Answer Questionnaire' button. The third step, 'Attend Orientation Session', is partially visible.

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 application process. The top navigation bar is the same as in the previous screenshot. The left sidebar also shows 'JOB SHADOW' highlighted. The main content area is titled 'Job Shadow (Fall 2025)'. It contains two text input fields with rich text editors. The first field is labeled 'What motivated you to apply to the Job Shadow program? *' and contains the text 'I applied because I want to learn more about jobs in my field.' The second field is labeled 'How do the hosts you ranked align with your interests, goals, or areas of study?*' and contains the text 'The hosts I picked are in the business sector, which aligns with my major.' Below these fields, there is a section for confirming availability, labeled 'Please confirm which day(s) you are available to take part in Job Shadow.*', with a date picker set to 'Tuesday, October 14'.

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

Log back in as sbell, PS **My Account**

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

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

[Back to Your Enrollment](#)

Questionnaire Qualifiers

- Job Shadow (Fall 2025)

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
- Friday, October 17

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.

If you selected in-person shadowing opportunities, please verify you have Googled the location and have reliable transportation.

Yes

15. Then, please enroll in your chosen MANDATORY orientation session. 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.

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

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

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

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

Current Step

Attend Orientation Session

[View Associated Events](#)

Attend Reflection Session

17. 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 careered@uwindsor.ca for more assistance.

Log back in or create PPS My Account

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

You are currently logged in as Career Services NoStudentID

Back to Your Enrollment

Associated Events
- Job Shadow (Fall 2025)

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	View Event Register

Log back in or create PPS

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

You are currently logged in as Career Services NoStudentID

TEST JOB SHADOW EVENT
Sep 2, 2025 12:00 PM ET to 01:00 PM ET (Job Shadow)

Back to Calendar

Event Detail

TEST - JOB SHADOW ORIENTATION

Registration Details

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

Register for this event

Presenter

Thank you for your interest in the Job Shadow experience!