# Step-By-Step Guide to Posting a Spider Shadowing Opportunity

Spider Shadowing opportunities are viewable to students through our online job and internship database, *SpiderConnect.* In order to post your shadowing opportunity, you'll need a SpiderConnect account. Create an account here. Instructions for account creation can be found here.

Once you have your account set up, log in to SpiderConnect. From your home screen, select "Opportunities."
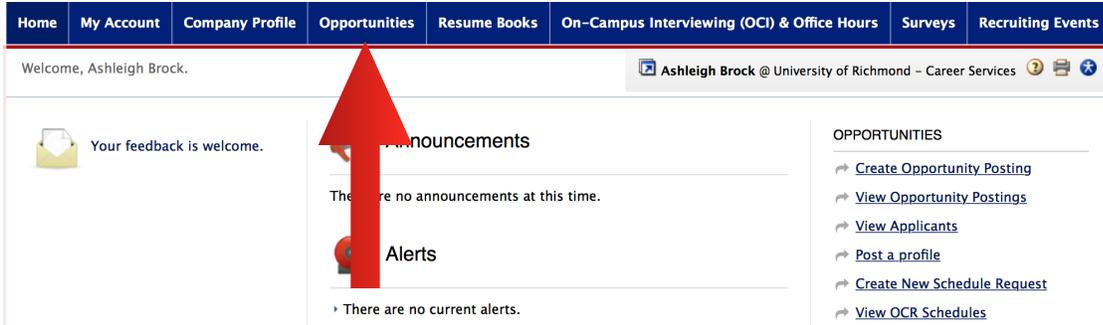
Click the "Job Shadow" tab.
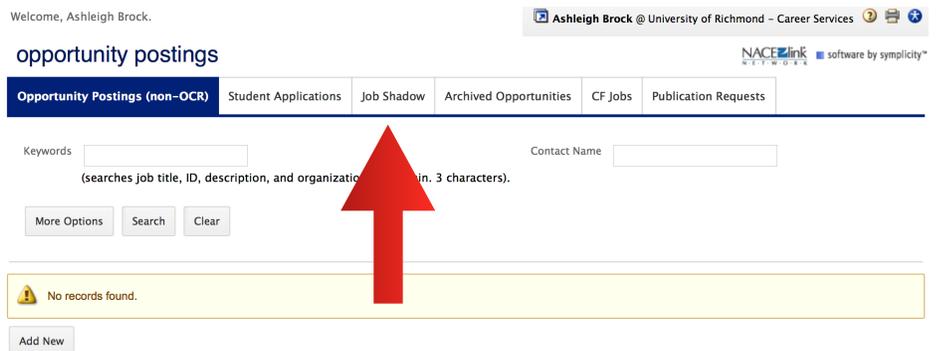
Click "Add New"

Enter information about your job shadowing opportunity. We encourage you to keep posting requirements to a minimum to maximize the number of students who will apply for your opportunity. If your organization has specific criteria for shadowing candidates, you may use the Restrict Applications feature and added prompts to specify desired student characteristics.

Position Information

Copy Existing: Pick a position from which you'd like to copy data
Please review and edit your job title when copying a job
[▲▼] Show Archived

Job Shadow Period*: [▲▼]

Restrict Applications*: Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria you set.
○ Yes ○ No

Title*: [ ]

Job Description*: [text area]
Check Spelling

Additional Documents: Which additonal documents do you request for non-ocr positions.
○ Cover Letter ○ Unofficial Transcript ○ Writing Sample ○ Other Documents

Requested Document Notes: Special instructions regarding requested documents.
[text area]

Display Contact Information To Students: If checked, please provide information in 'Contact Information' field

Number of Slots*: (Number of available openings for this position.)
[ ]

Position Type*: Job Shadow

Graduation Date – Range Start*: Please enter the desired graduation range start date.
[▲▼][▲▼]

Graduation Date – Range End*: Please enter the desired graduation range end date.
[▲▼][▲▼]

Work Authorization*: Please enter the desired work authorization.
US Citizen
Permanent Resident
F-1, J-1, or H-1 Visa (International Student)

Job Function: [select]

Desired Major(s)*: [select]

Location*: Location
Nation Wide*
○ Yes ☑ No
City*
Enter the City
[ ]
State/Province*
Enter the State/Province
[▲▼]
Country*
Enter the Country
[▲▼]
Delete

Add New Location

1. Select the applicable job shadowing period (e.g., Spider Shadowing- Winter Break).

2. Decide whether you'd like to restrict your applicant pool to students who meet specific criteria (e.g., major, class year). If you want to restrict applications, click Yes. If not, click No. (Note: If "No" is selected, note you will not see some of the additional options here)

3. Give your experience a title ("Job Shadow- X Company")

4. Write a brief description of the job shadow experience you're offering.

5. If you need additional documentation to select candidates, choose them in "Additional Documents."

6. Indicate whether you'd like student applicants to see your contact information; if Yes, you can edit the information you'd like to make visible.

7. Note the number of students you're willing to host, either on the same day, or on different days throughout the shadowing period.

8. Work authorization: Select all options, unless your company or organization restricts shadowing experiences to a particular group.

9. Pick the most applicable descriptor for your organization or job under Job Function. You may select more than 1 item.

10. If you don't have specific needs related to students' majors, select "All Majors" under Desired Major. Otherwise, you can make multiple selections to indicate your preference for specific majors.

11. Enter location information for the site where students will shadow you.

When finished, click "Submit." You may also save your posting and return to it at a later time. You will receive an email message when your shadowing opportunity has been approved in SpiderConnect.

Alumni & Career Services

Sample Job Description for Spider Shadowing Posting

Title*: Shadowing: Alumni and Career Servic

Job Description*:

Interested in learning more about working in higher education, and in particular, a career services office? Join alumna Ashleigh Brock '05 for a one-day shadowing experience in her role as Associate Director of Experiential Learning and Assessment in the University of Richmond's office of Alumni and Career Services.

What to expect:

The shadowing candidate will spend a day observing meetings, talking with Career Services staff members, and learning more about careers in higher education and career services. This shadowing experience is a good match for students considering careers that require counseling, coaching, mentoring, and program management skills in a non-profit setting.

Sample Schedule:

8:30 a.m. Meet & Greet with full office staff
9:15 a.m. Meeting with Ashleigh; overview of office, job, and career paths
10:15-12 p.m. Staff Rotation, meet with staff in a variety of roles on our team
12-1 p.m. Lunch in the dining hall with our Peer Advising Staff
1:-2:30 p.m. Shadowing advising appointments with career advisors
2:30-3:30 p.m. Attend Career Services staff meeting
3:30-4:30 Wrap up and final questions with Ashleigh

Requirements:

Students of all class years and majors are eligible for this shadowing experience. An interest in higher education. counseling, or career services careers is preferred.

Alumni &
Career Services