

University of Richmond Spider Shadowing – Sample Shadowing Schedules

University of Richmond Job Shadow Visit
Spider Inc.
1234 Richmond Way
Richmond, VA 23133

9:00 – 10:00 a.m.	Welcome, introduction, and overview of Spider Inc.
10:00 – 10:15 a.m.	Office Tour
10:15 – 11:00 a.m.	Meet and greet: coffee with team leaders and supervisors
11:00 a.m. – 12 p.m.	Staff meeting
12:00 – 1 p.m.	Lunch with recent hires/Richmond alumni
1:00 – 1:20 p.m.	Break
1:20 – 2:30 p.m.	Employee Panel Discussion
2:30 – 3:30 p.m.	Shadow Steve Spider, Leadership Development Program
3:30 – 4:30 p.m.	Meet with HR: Review hiring process, get resume coaching, and learn about internship and full-time opportunities
4:30 – 5 p.m.	Wrap up with shadowing host, questions and next steps
5 p.m.	Student departs

Host Contact Information
Ashleigh Brock
Assistant Director
Spider Inc.
123-456-7890
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University of Richmond Shadowing Day (3 students)
Spider Museum
345 Richmond Way
Richmond, VA 12345

8:00 – 9:00 a.m.	Breakfast and Introduction Meet shadowing host in museum cafeteria (coffee and pastries provided!)
9:00 a.m. – 12:00 p.m.	Shadowing Rotation, museum departments
9:00 – 9:45 a.m.	Curator/Collections team
9:45 – 10:30 a.m.	Events and Marketing team
10:30 – 11:15 a.m.	Business and Finance team
11:15 -12:00 p.m.	Human Resources team
12:00 – 1:00 p.m.	Lunch with Richmond alumni/current interns/recent hires
1:00 – 2:00 p.m.	Attend Artist-in-Residence lecture
2:00 – 2:30 p.m.	Wrap up with shadowing host
2:30 p.m.	Students depart