

WEST CHESTER UNIVERSITY STUDENT HUMAN RESOURCE ASSOCIATION

Job Shadow Program

Purpose:

The purpose of the proposed Job Shadow Program is to provide an opportunity for the MPA graduate students of West Chester University and the professional members of Chester County Human Resource Association to meet, network, and interact in a professional setting. The Job Shadow Program is designed to give CCHRA members the opportunity to volunteer their time and to share their professional knowledge and skills with the next generation of HR professionals. Goals and expectations for both students and HR professionals are as follows:

Goals:

- Allow students the opportunity to experience the daily routine of an HR professional
- Create a professional networking/mentoring relationship for student
- Opportunity for student to gain insight into professional career development needs
- Opportunity for HR professional to assist the next generation of HR workforce through transfer of knowledge and reality based mentoring
- Assists the HR professional in possible opportunity for intern or new hire for organization

Expectations:

- HR professional will host a WCU graduate student(s) at their organization for one day
- HR professional will share their knowledge of field and insights with student
- HR professional will allow student to be involved with meetings and other interactions in order to gain a working knowledge of the field
- HR professional will allow student to ask questions, at appropriate time, to further their understanding of HR practices
- HR professional will provide follow-up time for student to clarify any questions or missing information after site visit
- Student will sign a confidentiality release or complete any other background check or paperwork as required by host organization prior to professional network commencement

Time Frame:

- The program will be an on-going relationship between WCU Student Human Resource Management Association and Chester County Resource Association
- Job Shadow Program will begin in January 2015
- Each site visit will be one working day
- Student and HR professional may continue relationship as mentor/mentee, if desired

Logistics:

- Names and contact information of students and CCHRA members will be submitted to WCU SHRA committee
- Committee will partner student with an HR professional
- Contact information will be exchanged
- Student and HR professional will together determine a site visit day
- Students are responsible for transportation to work site

**Job Shadow Program
HR Practitioner Registration Form**

Name: _____

Job Title: _____

Organization: _____

Type of Organization: _____

Organization Address: _____

Phone Number: _____

Area of HR Expertise: _____

- ❖ Thank you for your interest in the Job Shadow Program. Please return this form and address any questions to:

Lori Chase
WCU Student Human Resource Assn.
West Chester University
1160 McDermott Drive #101
West Chester, PA 19380

lk319849@wcupa.edu

484-437-6032