



# **Cedar Valley Career Connections**

Job Shadow  
Registration Process



# What is a job shadow?

- Visiting a professional at their place of work to learn about a career
- Typically 2-8 hours in length
- One day only
- Takes place during the school day (work day)
- Observational - typically not hands on

Due to COVID 19 Restrictions, your shadow may be virtual.

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# Why should I do a job shadow?

- Learn more about a career
  - See a real life work environment
  - Learn more about day-to-day responsibilities of a job
  - Ask questions of a professional
  - Learn more about what post-secondary education/training you may need
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# Expectations of your Job Shadow

- Once you have been placed in a job shadow, you are expected to attend
  - Show up on time
  - Be prepared
    - Ask questions
    - Be engaged
    - Be respectful
  - Turn off your cell phone
  - Follow the dress code and any other instructions you are given
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# What Should I Wear?

- Depends on the shadow - we will let you know what is appropriate when you are placed
  - Typically you would want to follow the dress code of the business you are going to. For example...
    - Auto mechanic - jeans and a t-shirt are probably ok, you might get dirty
    - Accountant - dress pants, button-up or polo type shirt
    - Closed Toed shoes are always preferred
    - Keep it professional no matter what - school t-shirt, business professional
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# How it Works

- Register/Apply through the Cedar Valley Connects Portal
  - Parent and School must approve
  - Once approvals are in, you will get an email from CVCC that you must reply to to assure you are getting our communications
  - We will place you at a shadow
  - Once placed you will get an email with date, time, and instructions for your shadow
  - You may also get text message reminders before your shadow if you sign up for them (we recommend this!)
  - **You are responsible for transportation to and from your job shadow.**
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# Creating an Account

- Go to our [CV Connects](#) portal system to create an account
    - <http://www.workplacelearningconnections.com/Default.aspx?wpn=hawkeye>
    - Please use the email address that you check regularly to create your account - this is how all communication about your job shadow will happen
    - **Use an email that can get outside emails (if your school email can't get gmail messages - use another email!)**
  - Click on "[Create a new student account](#)"
    - If you have previously created an account use the "Returning User" section to log-in and verify/update your information.
  - Fill out the information required
    - Name, Username, Language, Password, Email, Organization (preselected), Home Address, Phone, Grade, & School
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# Cedar Valley Career Connections

A partnership between



## ARE YOU A NEW STUDENT?

If you applied for a hawkeye internship or job shadow previously and don't know your user name or password, please enter your firstnamelastnameDOB (example:janesmith010298) and click "can't access account". An email will be sent to the address you have on file with hawkeye to allow access to your account.

[Create a new student account](#)

## RETURNING USER?

If you **HAVE** completed a job shadow or internship in the past through Cedar Valley Career Connections, please login under Returning User. If you do not know your Username or Password, then click below where it says "Forgot Your Username or password". You will then be asked to enter the email address you used when you applied in the past.

Username:

Password:

[Login](#)

[Forgot your Username or Password?](#)



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## Create Student Account

<b>Name*</b>	<input type="text" value="First Name"/> <input type="text" value="Middle Name"/> <input type="text" value="Last Name"/>	
	<small>First Middle Last</small>	
<b>Username*</b>	<input type="text" value="USERNAME"/>	For a username we recommend using the first letter of your first name and your full last name. Also please keep all usernames appropriate.
<b>Select one or more languages</b>	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Chinese <input type="checkbox"/> Italian <input type="checkbox"/> Japanese <input type="checkbox"/> Russian	
<b>Password*</b>	<input type="text" value="Password"/> <input type="text" value="Confirm Your Password"/>	You must choose a password that is longer than 4 characters. <small>Password Confirm*</small>
<b>My Email Address*</b>	<input type="text" value="My Email Address"/> <input type="text" value="Confirm My Email Address"/>	Please enter the best email to send alerts and notifications to. <small>Confirm My Email Address</small>
<b>Select an Organization*</b>	<input type="text" value="Cedar Valley Career Connections - Hawkeye Community College"/>	This is the organization in which you are applying for an internship or job shadow through.
<b>My Home Address*</b>	<input type="text" value="Address 1"/> <input type="text" value="Address 1"/> <input type="text" value="Address 2"/> <input type="text" value="Address 2"/> <input type="text" value="Zipcode"/> <input type="text" value="City"/> <input type="text" value="State"/> <input type="text" value="County"/>	
<b>Phone*</b>	<input type="text" value="Home Phone Number"/> <small>Home (Example: 111-111-1111)</small> <input type="text" value="Cell Phone Number"/> <small>Cell (Example: 111-111-1111)</small>	Please provide a home and cell phone number you can be reached at.
<b>Grade*</b>	<input type="text" value="-- Select --"/>	
<b>School*</b>	<input type="text" value="-- Select --"/>	
	<input type="button" value="Next"/> <input type="button" value="Cancel"/>	


# New Job Shadow Application - Student Information


- Once you have your account, log-in to your dashboard and click on the purple box for “New Job Shadow Request”
  - Information requested includes...
    - Name, Address, Phone, Grade, School, Text Messages, Email, Date of Birth, Country of Citizenship, Race, Gender
  - **If you would like reminders about when your shadow is, please fill out the text message option!**
    - **If your carrier is not listed, google who you have and find out who they are connected to (Cricket = AT&T)**
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# Welcome Erin!

This Student Portal allows you to add and maintain all of your Cedar Valley Career Connections Internship and Job Shadow requests within one convenient location. Your Username is listed under "My Account". Be sure to make note of your Username and Password for future use in entering your portal account.

View an existing request or placement below, or use one of the quick links on right to get started with a new Internship or Job Shadow request.

 [New Job Shadow Request](#)

 [New Internship Request](#)

 [My Account](#)

# Job Shadow Pre-Application

Step 1

<b>Name*</b>	<input type="text" value="First Name"/> <input type="text" value="Last Name"/>	
	<small>First</small> <small>Last</small>	
<b>Mailing Address*</b>	<input type="text" value="Address 1"/>	
	<small>Address 1*</small>	
	<input type="text" value="Address 2"/>	
	<small>Address 2</small>	
	<input type="text" value="Zipcode"/> <input type="text" value="City"/> <input type="text" value="State"/> <input type="text" value="County"/>	
	<small>Zipcode</small> <small>City</small> <small>State</small> <small>County</small>	
<b>Phone*</b>	<input type="text" value="Home Phone Number"/> <input type="text" value="Cell Phone Number"/>	Please provide a primary and alternative phone number you can be reached at
	<small>Home* (Example: 111-111-1111)</small> <small>Cell (Example: 111-111-1111)</small>	
<b>Current Grade*</b>	<input type="text" value="-- Select --"/>	
<b>School*</b>	<input type="text" value="-- Select --"/>	
<b>School Contact*</b>	<input type="text" value="-- Select --"/>	
<b>Would you like text messages?*</b>	<input type="text" value="-- Select --"/>	Please choose whether you would like to receive text message alerts. (If yes you will select your carrier)
<b>Email*</b>	<input type="text" value="Email"/> <input type="text" value="Email Confirm"/>	Please enter the best email to send alerts and notifications to
	<small>Email</small> <small>Email Confirm</small>	
<b>Date of Birth*</b>	<input type="text" value=""/>	
<b>Country of Citizenship*</b>	<input type="text" value="-- Select --"/>	
<b>Are you Hispanic/Latino?</b>	<input type="radio"/> Hispanic/Latino <input checked="" type="radio"/> Not Hispanic/Latino	
<b>Select one or more races</b>	<input type="checkbox"/> None Recorded <input type="checkbox"/> American Indian <input type="checkbox"/> Alaska Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White/Non-Hispanic	
<b>Gender*</b>	<input type="text" value="-- Select --"/>	
<b>More Information</b>	<b>Are you currently taking courses through Hawkeye Community College?*</b>	
	<input type="text" value="-- Select --"/>	



# New Job Shadow Application - Parent Information

- Parent/guardian information is required - including email
  - Once you complete your application an email is sent to your parent/guardian to give permission for your shadow
    - **Remind your parent/guardian to check their email and/or spam folder ASAP to approve your job shadow - you will not be placed in a job shadow without their approval**
  - If your parent/guardian does not have an email address contact your CVCC coordinator. A paper form can be provided and will need to be signed. To move forward with the application, you can enter your assisting teacher/counselor email in this section to be able to move forward with the application.
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## PARENT/GUARDIAN INFORMATION

**Name\***

First Name

First\*

Last Name

Last\*

**Phone\***

Home Phone Number

Home\* (Example: 111-111-1111)

Cell Phone Number

Cell (Example: 111-111-1111)

Please provide a primary and alternative phone number you can be reached at.

**Parent Email Address\***

Email

Email Confirm

Email Confirm\*

Please provide the best email for your parent.

**Best way to reach you or your student:**

Next Step >>

Save for Later



# New Job Shadow Application - Step 2

- **Please be as specific as you can be in answering the questions in Step 2.**
  - Have you done a job shadow before?
    - Even if it wasn't through CVCC, let us know so that we don't put you in the same spot
  - Career Choice 1 & 2
    - You will select 2 career choices, however we will only place you in one shadow. We will do our best to place you in your first choice career, but the second choice may be used as a backup option. There are many options, so look through the list carefully to find the career that matches your interests the best.
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# New Job Shadow Application - Step 2 cont.

- **Special Requests** - Be as specific as possible in this field.
    - Note any travel restrictions you may have (for example, won't travel more than 10 miles), specific jobs or businesses you are interested in, and any other information that could help us with finding you a shadow.
  - **Interests, Activities, Career Fields Considering**
    - Again, be as specific as possible and let us know anything that could help us with the placement of your shadow. (Interested in coaching - what sport, teaching - what subject?)
  - **Unavailable Dates**
    - Let us know ANY time that you are unavailable - dates you know you have tests, mornings or afternoons are better, etc. - If you have a class that you can't miss in the mornings - write "Afternoons Only" or if you have practice in the afternoons - say "Have to be back by 3:00" - We will place you on a date and time, so any information that can help us
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# Job Shadow Pre-Application

Step 1

Step 2

## PREVIOUS JOB SHADOW

Have you participated in a job shadow previously?\*

--Select--

## JOB SHADOW REQUEST

Career Choice\*

-- Select --

Special Request:

Travel restrictions, business preferences

Interests, Activities, Career Fields Considering:

Unavailable date:

Please provide a date that you cannot do a job shadow

<< Previous Step

Submit Application

Save for Later

# Final Application Process

- When you have completed everything click “Submit Application”
  - Once you submit, your parent/guardian will receive an email. Please tell them to check their email for this and look in their “Junk” folder if necessary
  - Once your parent has signed off, your school contact will receive an email to sign off as well.
  - If any additional paperwork is required for your site, you will be contacted.
  - After the registration window has closed for the term, you will receive an email to confirm that you are getting messages from CVCC. **You must reply to this email to get placed at a job shadow.**
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# Placement Process

- CVCC will work to place all job shadow over the coming months
    - Fall - Oct-Dec
    - Spring - Feb-April
  - CVCC received hundreds of applications each term from many schools in the area, so you may be placed at a shadow with someone from another school. Shadow will only have 3-4 students max so that you are still able to get an individualized experience.
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# Placement = Commitment

- Once placed, you will receive an email with your placement information (host, address, time, dress, etc.). There will be a **GREEN** confirmation button. You need to click this to confirm that you have received the information and understand.
  - **By signing up for the shadow, you are agreeing to be placed and committing to go to your job shadow!**
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# Question

For questions or more information...

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Cedar Valley Career Connections

Program Coordinator

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Cell Phone: 319-296-2320 Ext 1024

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