

How do I sign up? (NEW process this year!)

Customize your job shadow event during the sign-up process (see steps below), then Engineering Career Services (ECS) partners with you to promote and eligible students sign-up via their Handshake accounts. You monitor student sign-ups through Handshake.

1. Ensure you have access to Ohio State's job search platform, [Handshake](#). If you do not have a Handshake account, [please register for one](#).
2. Submit an event request by clicking on the "Create an Event" box on your Handshake account homepage. Complete the following fields as follows (**please note failure to fully complete these fields as directed below will result in your event being "Declined"**):
 - **Event Name:** *ECS: Job Shadow Event with YOUR COMPANY NAME* (please use this exact naming convention)
 - **Format:** *On-campus: My company is hosting this event at a school* (this is technically not the case, however, for the purposes of setting job shadow events up in Handshake, please select this option)
 - **Host School:** *The Ohio State University*
 - **Career Center:** *Engineering Career Services*
 - **Contact:** *Company contact's name for this event*
 - **Type:** *Employer On-site*
 - **Start and End Date:** *Select one date from the following options: March 11, 12, 13, 14, 15*
 - **Description of Event:** (provide the ALL of following details in this section)
 - An interesting description that includes 5-8 sentences MAX about what your company does; this is your "hook" and will help students determine which job shadows they would like to attend
 - Provide an agenda overview for the day; this will increase your student participation. Sample activities include: welcome, company overview, safety training, company/plant tour, lunch, meeting attendance, shadow an engineer, presentations, engineering panel, Q&A, etc.
 - Complete address where the job shadow will take place (street, city, state, zip code)
 - Any special driving directions
 - Special parking instructions
 - Check-in information upon arrival
 - Attire for the day
 - Formal (suit & tie)
 - Business Casual (collared shirt & dress pants)
 - Casual (shirt & jeans)
 - Other (provide info)
 - How many students you wish to host (max is 20)
 - Indicate majors your company wishes to host:
 - All Engineering Majors
 - Aeronautical & Astronautical Engineering
 - Agricultural Engineering
 - Biological Engineering
 - Biomedical Engineering
 - Chemical Engineering
 - Civil Engineering

- Computer Science & Engineering
- Electrical & Computer Engineering
- Engineering Physics
- Environmental Engineering
- Food Engineering
- Industrial & Systems Engineering
- Materials Science & Engineering
- Mechanical Engineering
- Welding Engineering
- Undecided Engineering
- Please note restrictions regarding work authorization:
 - Restrictions--I cannot host students that require visa sponsorship.
 - No restrictions--I'm open to hosting all students regardless of visa status.
- The majority of job shadow participants are undergraduate engineering students. Would you be interested in hosting graduate engineering students in addition to undergraduates?
 - Yes
 - No

After completion of the registration form, Engineering Career Services will be in touch within 5-10 business days to confirm the date and review the student sign-up process. Completing the form does not guarantee participation in the job shadow program, nor does it guarantee the date you have selected.

If you have questions prior to registration, please contact Rachel Kaschner at kaschner.4@osu.edu