

# Take a Triton to **WORK.**

On-the-job experiences for students

## Externship Host FAQ + GUIDE

### What is Take a Triton to Work?

Some of the most influential experiences for our Triton students is when they have the opportunity to connect and engage with fellow Tritons. Take a Triton to Work is a job shadowing (externship) program, allowing students to explore career options in potential fields of interest. Alumni and industry professionals (hosts) post workplace opportunities, from which students choose and apply. Scheduling is flexible, based on the preference of the participants, and can take place in-person or virtually, during a full- or partial-day on-the-job session. It's a valuable way for students to gain real world experience, while making lasting Triton connections.

### How do I participate as an Externship Host?

To become a Host for the Fall 2022 session, you need to join/update your Tritons Connect profile and post a job shadowing externship via the job portal by October 7, 2022.

- Join/Login to [Tritons Connect](https://tritonsconnect.com/). (<https://tritonsconnect.com/>)
- Complete/update your profile by clicking on "Edit Profile" in the upper right-hand corner.
  - Upload a photo.
  - Add information about your Job Title, Company, Industry and Job Function.
  - Scroll down to the "Offer Mentoring" section, choose **Take a Triton to Work**.
  - Include professional experience (and/or simply link to your LinkedIn profile under "Settings" in the top right).
  - Scroll down to the bottom of the page and click to save your changes.
- Click on "Groups" in the left-hand column and choose "Take a Triton to Work."
- Choose "Jobs" from the top menu and select "Post a Job."
  - Add information about your Company, Job Function, Industry and more.
  - For "Title," enter "Job Shadow" followed by your degree and graduation year, if applicable, or your affiliation. For example, Job Shadow (Physics '09), Job Shadow (Parent) or Job Shadow (Recruiter).
  - Choose "Job Shadowing/Externship" as the employment type.
  - Enter description details about your full- or partial-day on-the-job session, and include if the career experience will be in-person or virtual.
  - Be sure to add your email address (applications will be sent there).

Students will have the opportunity to access and apply beginning October 24, 2022.

### What is an externship?

An externship is a short-term job shadowing opportunity — typically a full- or partial-day experience. The length and structure of the externship is determined by the host.

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## What makes a good Host?

Good Hosts:

- ✓ Are willing to assist UC San Diego students with their career development.
- ✓ Are interested in sharing knowledge and expertise about work and careers, as well as personal stories about pathways to success and potential challenges.
- ✓ Are able to meet with a student (in-person, phone, or Zoom).
- ✓ Are skilled at interpersonal communication.
- ✓ Are highly regarded within their field for their integrity and professionalism.
- ✓ Want to build a stronger Triton network through relationships with students who may someday be employees or colleagues.

## Who is eligible to post an externship?

Alumni, parents, faculty, staff and working professionals (members of the UC San Diego network) are all encouraged to join Tritons Connect and post externships.

## What is the student application process?

A student will review your Job Shadowing/Externship as part of the Take a Triton to Work Job Board and will apply via an introductory message to you through Tritons Connect. Upon receipt, you will send the student a responding message. Note that you are welcome to accept one or more students. When your available externship is filled, please login and adjust the “End Date” on your externship posting to alert students that you are no longer interested in receiving applications. Communications will follow between you and the student to coordinate the job shadowing experience.

## Who is eligible to apply for an externship?

While the program is geared toward third and fourth-year students, all class levels may apply.

## When is Take a Triton to Work?

Student outreach to apply for an externship will begin on October 24, with either virtual or in-person meetups to occur November 14-18, based on the availability of you and your student.

## What does a typical externship look like?

The meeting itself is flexible and dependent on your time and the nature of your industry and profession. Whether for a partial- or full-day, in-person or virtual — it’s completely up to you. Externships generally highlight a “typical” workday, can take on various formats and may include any of the following: an in-person or virtual tour of the host’s workspace; inclusion in workplace meetings, events or appointments; opportunity to observe client interactions; assist with a small project or general office tasks; an opportunity meet with the host and/or other individuals to learn about what they do. You decide what works best. Similarly, we encourage you to ask your student questions to gain additional insights about them, the university and discuss the day’s learning experience.

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## **What are my responsibilities as a host?**

Please respond to incoming applications and messages in a timely manner. Confirm and participate in an open and friendly manner. If you and your student are comfortable doing so, please take and post a photo on social media to show your Triton pride: use #TakeATritonToWork. Following the meeting, please feel free to share feedback about the program, as well as a story about your experience. We will circulate a survey in November.

## **Can I host more than one student and/or meet with my student more than once?**

Absolutely! And, we may need you to host more than one career-building experience depending on how many students register to participate. When this program concludes, you may choose to continue mentoring your student and/or fellow alumni through Tritons Connect.

## **Can I choose a specific student to host?**

Yes! You are welcome to promote your opportunity in the Group newsfeed and encourage students to reach out and make a connection.

## **I'm ALL IN and have signed up to participate! Any words of wisdom regarding how I can prepare?**

We appreciate your interest to share your personal and professional journey with a current UC San Diego student. For this program, your job as a Host is to offer insider's advice related to your UC San Diego and post-graduation experiences that led you to your profession. What do you do? Why do you do it? What have you done? What did you learn at UC San Diego? What have you learned since? What do you know now that you wish you had known earlier?

## **Connect with your student**

Please respond to incoming applications/communications in a timely manner and briefly introduce yourself. Based on your interests and availability, confirm the timing for either an in-person or virtual meetup to happen in the weeks leading up to, and through, the holidays.

## ***Reflect on your personal story prior to the externship experience***

### **Introduce yourself**

Give a short introduction about yourself including your college and major, graduation year, industry, employer, current role, interests and more. Your student will have prepared a few questions to get the conversation going. Feel free to share your expertise and professional experience with your student and also allow time to learn more about your student and today's UC San Diego learning experience.

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## Best practices

Before meeting with your student, review your own expectations and decide what you will be comfortable sharing in your role as a host. Also, consider the following best practices:

- Value the student as a person who is interested in learning.
- Listen actively and ask open, supportive questions.
- Think of yourself as a “job shadowing facilitator” or connector.
- Proudly serve as a brand ambassador for your organization.
- Remember you are not evaluating the student; you are assisting, coaching and supporting them.
- Enjoy the conversation.

## Contact

If you have questions or need help, please contact UC San Diego Alumni at [alumni@ucsd.edu](mailto:alumni@ucsd.edu).