

Take a Triton to **WORK.**

On-the-job experiences for students

STUDENT FAQ + GUIDE

What is Take a Triton to Work?

The Take a Triton to Work is a job shadowing (externship) program that allows students to explore career options in their 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 a student?

This program is networking made easy, where you have an opportunity learn about potential career opportunities in your field, ask professional development questions and make a connection with someone who was once in your shoes.

Follow these five easy steps to participate:

1. Join/Login to Tritons Connect.
2. Complete/edit your profile by clicking on "Edit Profile" in the upper right-hand corner.
 - Upload a photo.
 - Include academic, volunteer/special interest information and experience.
 - Scroll down to the "Seek Mentoring" section and select "Take a Triton to Work."
 - Include professional experience (and/or simply link to your LinkedIn profile under "Settings" on the top right).
 - Scroll down to the bottom of the page and save your changes.
3. Click on "Groups" in the left-hand column and choose "Take a Triton to Work."
4. Select "Jobs" from the top menu and use the filter in the right-hand column to view available externship opportunities.
5. Apply for one or two opportunities that seem right for you and keep on the lookout to receive a response.

Communications will follow between you and your host to coordinate the job shadowing experience.

What if I need help?

Aren't sure how to proceed? No problem! Feel free to register and attend a Student Workshop or book an appointment with a Career Consultant on Handshake.

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Book a 1:1 session with a Career Center Consultant: <https://career.ucsd.edu/advising/index.html>

Questions? Contact careercenter@ucsd.edu.

What are the key dates?

- October 24: Students sign up and apply via Tritons Connect
- Student Workshops (optional)
 - Monday, October 24, Noon to 12:30 p.m. (Pacific) – [Register Now](#)
 - Tuesday, October 25, 2-2:30 p.m. (Pacific) – [Register Now](#)
 - Wednesday, November 2, Noon-12:30 p.m. (Pacific) – [Register Now](#)
- November 4: Deadline to apply
- November 14-18: Externship dates* (virtual and in-person)

**The host and student may meet at an alternate date/time that is convenient for both.*

What does a typical virtual meetup look like?

You are empowered to apply for any posted externship. The meeting itself is based on geographic location, interest, availability and the preferences of your Host. 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; assisting with a small project or general office tasks; an opportunity meet with the host and/or other individuals to learn about what they do.

Ideally, the experience will be a friendly career conversation where you can learn more about your Host’s career field and the path that took them to where they are today. Similarly, please allow time to share insights about yourself, the university and today’s learning experience.

Why should I participate?

This program is for you if you are interested in any of the following:

- Exploring a career field to find out what it’s like to be a teacher, bank teller, project engineer, city planner, attorney, writer, scientist, financial advisor, researcher, operations manager...
- Experiencing a workplace to get an inside perspective within a particular organization/field.
- Learning how to apply formal education and experiences by engaging with successful Tritons who have similar backgrounds.
- Assessing your "fit" for a particular job or organization.
- Making Triton career connections for future internships or jobs.
- Gaining real-world, practical experience and practice networking.

What are my responsibilities?

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You will initiate an initial message via the application process, respond to messages in a timely manner and confirm and participate in the externship in an open and friendly way. If you and your Host 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.

Can I apply for more than one externship?

This program is intended to connect students and UC San Diego alumni, staff, faculty and parents for positive career-building experiences. You are welcome to apply for one or two externships and when this program concludes, you may choose to continue reaching out to more Tritons through Tritons Connect.

Can I choose a specific externship?

Yes, please select the externship that you believe will be a good match for you. Keep in mind that Hosts have volunteered for this program and are looking forward to supporting you in a meaningful way.

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

Great! This is a perfect opportunity to network with Triton professionals and get valuable career advice. Your Host can offer insider's advice about their personal and professional experiences which may be useful as you expand your network and consider your future career.

- Review networking advice, [here](#).
- Download and browse the [Triton Career Guide](#) for helpful tips and information.
- Download templates and prepare a stand-out resume, [here](#).

Should I introduce myself?

Yes! Please introduce yourself with enthusiasm. Include your UC San Diego college and major, expected graduation year, career or industry interests and any questions. After your Host responds, follow up to schedule and confirm the meeting. Keep in mind that you can also schedule a Zoom Meeting through your campus account, confirm a date/time and start a meeting on-the-spot using Tritons Connect Video Chat or find a time and location to meet in person.

How can I prepare for a productive externship experience?

Before meeting with your Host, review your Hosts's Tritons Connect profile and research their industry and employer online via available company links and LinkedIn.

What questions should I ask?

Here are some general questions you may ask to get a conversation going:

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- Please tell me about you and your current role and something you truly enjoy about your work and workplace.
- How did you get started in this field? Do you directly use your undergrad major in your work?
- Can you share how being a (UC San Diego) graduate influenced your career journey?
- What are the major responsibilities of the position?
- What's an interesting project you're working on? Do you work individually or on a larger team?
- What skills or abilities are most important to succeed in this job?
- What are the opportunities to advance in this job within your company (or outside of your company)?
- Given the pandemic and current events, do you have any additional advice to help me prepare for my career search during this challenging time?
- Is there anyone else you might recommend I talk to about this field?

Bring an open mind! Everyone has experiences from which you can benefit, even if they did not attend the same UC San Diego college or professional school, or pursue the same major area of study. Ask about school, volunteer and extracurricular experiences, skills, interview and CV advice or tips for how to improve your Tritons Connect or LinkedIn profiles. It is always good to receive a variety of perspectives and build a diverse network.

What should I do after the meeting?

Write and send a genuinely friendly thank you note and mention something interesting or meaningful that you learned through the conversation. If it makes good sense to do so, express an interest to stay connected.

Contact

If you have questions or need advice leading up to your match experience, Career Center consultants are available to help. You can contact us at careercenter@ucsd.edu.