

TribeShadow, William & Mary's award-winning externship program, is a collaboration between the Office of Career Development & Professional Engagement and the Parent & Family Council. TribeShadow engages alumni, families, and other community members to generate job shadowing experiences for William & Mary students. Externships are typically 1 day job shadowing opportunities that can be conducted either in-person, hybrid, or virtual. Externships develop students' understanding of the field(s) of interest they are considering and strengthen their professional networks. Students from any class year with any career interest can benefit from the experience!

### Sample TribeShadow Activities

Although no two shadowing experiences look exactly alike, we encourage sites to participate in activities that will introduce students to the organization, as well as foster professional growth. Some potential activities include:

- Introduction/presentation on organization/company, departments, and internship/entry-level opportunities
- Demonstration of technology that is used in the office/industry
- Roundtable discussions with professionals from various departments within the organization or short informational interviews with a variety of employees at the organization
- Hear from CEO or other top-level leadership
- Observe a meeting/client interaction and/or assist on a project or case study
- Discuss professional development activities
- Resume or cover letter review/mock interview

If you're interested in hosting a student and aren't sure what activities you would have them participate in, we're more than happy to discuss options with you.

### TribeShadow Selection Process

After the application deadline for students, site hosts will receive a packet of application materials to review. Site hosts are responsible for reviewing applicant information and selecting a student(s).

When a student is selected, the host site will extend an offer, share important information about the experience, and review necessary action steps with the student.

Host sites will then notify the Internships & Applied Learning team ([internships@wm.edu](mailto:internships@wm.edu)) of their selections so that we can contact the students who were not selected.

## How to Post a TribeShadow Opportunity

1. Visit <https://wm-csm.symplicity.com/employers/>.
2.
  - a. **If you have posted an opportunity in the past**, enter your username and password to sign in. If you've forgotten your password, click on *Forgot Password* underneath sign in.
  - b. **If you are new to the system**, click on sign up and post job. Complete all fields with the red asterisk (\*).
3. Once you are logged into TribeCareers, click on "Create a job posting" (even if posting an externship/job shadow). **If you've posted before**, you will have the option to copy an existing posting (you will need to click "show archived"). Posting tips:
  - a. For position type, select Externship/Shadow.
  - b. Start the job title with '**TribeShadow:**' – and please put your company name and/or the job function of the externship (i.e. TribeShadow: Medical Shadowing). There is a character limit in this field.
  - c. For resume receipt, please choose 'Accumulate Online' unless you would like to receive an email each time a student applies.
  - d. Be as specific as possible in the description, as that will make the posting more appealing to students.
  - e. A resume is automatically required, but you can add any additional documents you would like students to submit (i.e. cover letter, statement of interest, etc.).
  - f. It is your choice if you would like your contact information to be visible to students.
  - g. Although you have the option to list specific qualifications, we encourage you to leave it as open as possible, as this program is designed for students from all undergraduate class levels to learn about different career fields.
  - h. Opportunities can take place in-person or virtually.
5. You will receive an email link after the student application deadline with the applications that have been received.

## For questions and assistance, please contact:

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