

# CNM JOB SHADOW PROGRAM

## Employer Information

**Contact:**

Mary Hubbell-Ansera  
Sr. Director, Work Based  
Learning  
[mhubbellansera@cnm.edu](mailto:mhubbellansera@cnm.edu)  
505-224-4962

**CNM Job Shadow Program- hosted by CNM Workforce and Community Success**

The CNM Job Shadow Program provides students with a **one-day 3-hour experiential observational learning opportunity** for students to learn about potential career paths and work environments. The program introduces students to professional work culture and career opportunities and aligns with their interest and coursework at CNM.

**The benefits of signing up to be a Host Site:**

- Contribute and strengthen the future workforce
- Highlight daily activities, challenges, and requirements for your organization
- Gain exposure for your organization
- Inspire students and increase local talent
- Develop your employees' coaching and leadership skills

**The Job Shadow may consist of:**

- Observation of daily work
- Tour a facility
- Attending meetings or activities
- Any other activities you deem beneficial for the student to experience

**Schedule a brief meeting with Mary Hubbell-Ansera, Sr. Director of Work Based Learning to go over the program in more depth.**

**Schedule**

Employer host sites are responsible for creating a schedule for the job shadow within the timeframe provided. CNM host Job Shadows during specific weeks in a term. The schedule could consist of a tour of the organization observing work function, attending engaging meetings, participating in organization events, observing work tasks, etc. Employers can host 3-hour time slots (9am-12pm or 1pm-4pm) for one day or multiple days.

**Please note:** Students are responsible for providing their own transportation to and from the employer site. Students will only be observing at your organization and are prohibited to handle any equipment, patients, etc.

**Timeline****Step 1**

- Employer develops Job Shadow experience with the below information and emails to [mhubbellansera@cnm.edu](mailto:mhubbellansera@cnm.edu)
  - Dates/times
  - Number of students per day/time slot
  - Brief description of organization
  - Brief overview of job shadow/agenda
  - Important information- parking, attire, supplies, etc
- WCS will post a Job Shadow description for students to sign up
- WCS reviews posted job shadow description and approves

**Step 2**

- Job Shadows will become visible for students
- Students sign up
- WCS will notify employer on student sign up and match them via email to employer point of contact.

**Step 3**

- Reminders to students will be sent by WCS

- WCS will notify employer of student sign ups to prepare
- Step 4
- Student will participate in Job Shadow experience
  - Feedback survey will be emailed to employer and to students

### **Application and Student Selection Process**

Students interested in participating will directly sign up with a link provided and select a job shadowing experience that is directed towards their career, interests, and preferences. Our team will notify students and the employer of the job shadow match and details.

### **Prepare for Job Shadow Posting**

To post your job shadow opportunity, please prepare these items in advance:

- Day(s) and time(s) you plan to host a student(s) offering a minimum of a three (3) hours experience one day during the week.
- How many students you can host for your selected days and times.
- Description of your organization and the type of job shadowing experience or agenda you plan to provide.

**\*\*Each job type needs a separate description\*\***

- Email information to [mhubbellansera@cnm.edu](mailto:mhubbellansera@cnm.edu)

### **Match Process**

- Students will be given a timeframe to sign up
- WCS Team will communicate the sign-up list to Employers to prepare for the visit/s.

### **Sample Agenda**

- 9:00am-9:30am- Arrival, Welcome, Introductions
- 9:30am- 10:00am- Overview of Field/Observe Work
- 10:00am- 11:00am- Tour of facility & Overview of staff responsibilities
- 11:00am-11:30am- Meet staff to learn of positions
- 11:30am- 12:00pm- Closing, Reflections Questions

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Our students participate in the Job Shadow Program to gain insight into specific industries and careers. For many, this will be their first time stepping into a professional environment.

**Please note: The matching process will be completed by the CNM Work-Based Learning Team, as the Job Shadow Program serves as an inclusive, educational experience to bridge the gap between students and the professional world.**

The program serves as an early career launch tool and vehicle to enhance a student's career readiness by building their confidence and opening them to opportunities and experiences designed to increase their social capital.

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**We thank you in advance for supporting CNM Students through the Job Shadow Program!**