

Huskies@Work:

Hosting a company visit

Company Visits

Thank you for your involvement in this program. You – along with many other UW alumni – have the chance to make a positive difference in the lives of current students.

Why are company visits so important?

We typically receive more student applicants than we are able to match. Participating in a company visit allows a greater number of students the opportunity to experience a day-in-the-life of a career of interest. It's also a great way to connect with fellow Huskies at your company/organization!

Setting up the day

This guide can be used as a resource in planning your visit day:

1. **Decide on the best possible days.** Think about what you would consider “good days” at work. Are there days when you have recurring meetings or unique projects? Would some days allow students the best chance of interacting with others in your profession? Please indicate 2-5 preferred visit days/times in the Scheduler tab in your mentoring platform profile.
2. **Selecting the day.** Once you’ve entered your preferred days, UWAA staff will help communicate with the students to determine their availability and finalized the visit day/time.

Setting up the day

3. Review logistics and expectations.

We suggest that you consider the following:

- What transportation options would you recommend?
- Where should they meet you?
- Are you comfortable sharing your cell phone in case something unexpected happens?
- Will there be excessive walking or standing?
- What about lunch or food throughout the day?
- How much time are you planning to spend with the students?
- Is there specific dress attire?
- Let the students know about your work culture and appropriate professionalism.

Please email these answers to asengage@uw.edu and we will pass the information along to the participating students. Keep in mind that the more information you can offer, the better prepared your student(s) will likely feel.

Setting up the day

4. Review the student profiles. Once the visit day has been selected, take some time to review the profiles of the participating students. The information provided will help you understand the diverse interests and backgrounds of the students in order to create a successful visit.

What to do during your conversation

1. Tell your story.

- How did you get to where you are today?
- How has your relationship with the UW influenced your career path?

Create time for students to ask questions about your position, your organization, and your industry.

2. Offer advice.

- What did you do to learn more about your career?
- What do you wish you would have known in their shoes?
- If someone were applying to work in your organization, what would prepare them best to be hired?

Suggest next steps in gaining experience, offer lessons you have learned, and provide ideas around how to learn more.

Possible agenda items

- **Panel presentation.** Recruit other alumni (or non alumni colleagues) to give the student(s) a better understanding of the different roles & responsibilities within your company. If you're hosting multiple students at once, you could also split the students up based on their areas of interest and allow for smaller shadowing groups with panel participants.
- **Show off your space.** This might include a tour of your office or introductions with colleagues, clients, or others with whom you work. If you work at home or remotely, consider meeting your student(s) at a favorite work spot / coffee shop, or showing them locations you might visit regularly. Experiencing the physical environment first-hand can be powerful in how students might better understand your profession.

Possible agenda items

- Show them your actual work. Similarly, observation will be a salient part of their experience. Try and strike a balance between your daily work, (e.g., projects, phone calls, administrative tasks) as well as the more exciting, unique aspects of what you do.
- Meetings. Although it might not sound like the most exciting part of your day, allowing students to sit in (virtually) on a meeting can give a lot of insight into the work you do and your day to day experience.
- Resume critique and career conversation. Offer advice for next steps in gaining experience.
- Q&A. Make sure to incorporate time throughout the visit to allow students ask questions about what they are seeing and hearing.

Next Steps

- ❑ Identify 2-5 dates/times that work best for you. Please submit those options in the Scheduler tab within one week.
- ❑ Think about how you want to structure the visit. Review the student profiles and think about which colleagues you will recruit participate in the visit.

Questions? If you have questions at any point, please e-mail asengage@uw.edu.