

Compass Job Shadow Management

Overview: Compass makes it easy for students to request job shadows, employers to get involved, and educators to approve, track, and schedule.

Why this matters: Some employers aren't ready to offer work-based learning, but they still want to connect. Job shadows are also a chance for students to evaluate if a company is a good fit.

Three steps to get started in Compass:

For students

Log in to Compass using [these instructions](#). North Dakota students [access Compass through RUPrepareND](#).

1. **Request a job shadow from an employer.** In Compass, go to Opportunities >> Employers >> Request Job Shadows >> Add Employer and complete the form. If an employer isn't listed, select Can't Find My Employer and complete the form.
2. **Rank your preferences.** Order your job shadow requests by preference and click Submit.
3. **Accept offered job shadows.** Watch for offers that you can accept at My Activity >> Job Shadows >> Job Shadow Offers. Accept calendar invites through email.

For school professionals

Log in to [Compass](#). North Dakota school professionals go to the [Professional Center](#) >> Compass Console.

1. **Approve or reject student job shadow requests.** In Compass or Compass Console, go to Gear Icon >> Job Shadows >> Student Requests.
2. **Assist with employer approvals.** Either email the employer to request their approval or approve on their behalf by going to Gear Icon >> Job Shadows >> Employer Approval.
3. **Schedule and invite.** Schedule approved job shadows, send invites through Compass, and view the detailed schedule for more information.

Related features for school professionals:

- Create your own employer at My Employers >> Employer Connection >> Create Employer.
- Manage job shadow agreements by selecting Agreements.

For employers

Log in to [Compass](#).

1. Go to Employer Connections Database and select Job Shadows.
2. Watch for emails from students requesting a job shadow.
3. Approve job shadow requests at Applications >> Job Shadows.

Compass is an innovative online platform designed to connect students, schools, employers, and communities for career exploration and workforce development. [Contact us](#) for more information or visit [Golden Path Solutions](#).