NEXT

The Northwestern Externship Program

N ALUMNI

NEXT Employer Notification Guide

Why Are We Asking for Employer Approval?

Because hosting a NEXT student may involve sharing information about your organization, connecting students with colleagues, or exposing them to workplace activities, we ask that your employer is aware of and supports your participation. Students are expected to comply with all confidentiality, security, and workplace policies established by the host organization. Hosts are responsible for communicating these expectations to their matched student(s).

In previous years, some hosts were unable to participate after being matched with a student because their employer had not approved their involvement. Confirming employer notification before matching helps ensure students are matched with alumni who are ready and able to participate.

What We Require

- You must notify your employer that you are participating as a NEXT host, but no written approval or documentation is required.
- By selecting "Yes" during registration, you confirm that your employer has been informed of and supports your participation. Applications marked "No" will remain pending until the NEXT team can follow up and confirm.
- Hosts who do not confirm employer notification by the close of registration will be placed at the end of the matching process and considered only after hosts who have completed all program requirements.

Sample Message to Share with Your Employer

Hi [Manager Name],

I have volunteered to serve as a host in the Northwestern Externship Program (NEXT), which provides current students with job-shadowing opportunities and career exploration alongside alumni professionals.

If matched, I plan to host ***[in-person, virtually, or a hybrid format]****. The experience will take place between* ***December and June [add anticipated timing if known]*** *and I am planning to host up to* ***[add number of potential externs]*** *students.*

During the externship, the student(s) will have the opportunity to ***[describe planned activities, interactions, or learning opportunities].***

As part of their preparation for the program, students are informed that they must follow all confidentiality, security, and workplace policies established by their host organization. I will communicate any applicable ***[guidelines, expectations, restrictions, or requirements]*** *before the externship takes place.*

I am sharing this information for your awareness and to ensure there are no concerns regarding my participation in the program.

Thank you,