Job Shadow Guidelines

The Greenville-Spartanburg International Airport Operator known as the Airport District ("District") has established the following job shadowing guidelines:

- The departments participating in this program are departments of the Airport District. Airport tenants (airlines, car rentals, concessions, etc.) may have job shadow programs available through their company. To learn more about their programs, please contact the company directly or visit gspairport.com/tenant-job-opportunities/.

- This job shadow program is available to middle school students, high school students, college students, and recent graduates entering the workforce.

- Job shadow participants are responsible for providing their own transportation to and from the Airport.

- Job shadow participants are responsible for their own meals, drinks, snacks, etc.

- Department leadership will determine if they are able to support a job shadow at the time requested.

- The length (typically 1 day), date, start, and end time of the job shadow event will be agreed upon by the participant, Human Resources, and department leadership. Job shadowing opportunities are available Monday through Friday.

- Participants and/or their legal guardians will complete the Release of Liability and Assumption of Risk agreement prior to participating in a District sponsored job shadow program.

- To be considered for participation in this program the following application must be completed and emailed to Human Resources at HR@gspairport.com at **least two-weeks prior to the date the job shadow is to take place.**

- To be accepted into the job shadowing program, participants must successfully clear a background check prior to participating in the program.

Please contact Human Resources at HR@gspairport.com or by phone at 864-848-6298 if you have any questions regarding this program.

GSP INTERNATIONAL AIRPORT
ROGER MILLIKEN FIELD

Job Shadow Application

Applicant Name: _____ Application Date: _____

E-mail Address: _____ Phone Number: _____

Job shadow participants must be enrolled in school or have recently graduated.

Are you in school? ◯ Yes ◯ No, but I graduated on _____.

If yes, please indicate which educational institution you currently attend:

_____

If applicable, what grade are you in? _____ Desired shadow date: _____

The following Airport District departments participate in this job shadow program. Use the checkboxes below to indicate the department(s) that you would like to shadow. Please select no more than three:

- ☐ Fire Department (Age 18 and Above)
- ☐ Operations
- ☐ Police Department (Age 18 and Above)
- ☐ Air Cargo Services
- ☐ Commercial Fuel
- ☐ General Aviation (FBO)
- ☐ Planning & Development
- ☐ Information Technology
- ☐ Human Resources
- ☐ Finance
- ☐ Communications (Marketing)
- ☐ Business Development
- ☐ Facilities

Provide your desired learning outcomes: