

MBA Class of 2017,

On behalf of the Smith School and our Office of Career Services (OCS), I would like to welcome you to our College Park program and congratulate you on making such a significant investment in your future! We are looking forward to your arrival, to the talents that you will bring, to the personal and professional development that you will attain, and to the contributions that you will make to the overall Smith School community. We are also excited about the potential value that our latest cohort of MBA Terps will bring to our corporate and public-sector business partners.

Our OCS mission is two-fold: (1) to provide students with transformational experiences that launch extraordinary career journeys; and (2) to partner with employers to infuse talent pipelines with exceptional Smith Terps. Successfully achieving these goals will require a focus on three key stakeholders: employers, students, and alumni. We view students and alumni as our partners, and employers as our clients or customers. Our talent management model is one in which we truly serve as collaborators with you during your MBA journey. Although we are here to support and facilitate your professional growth and development, our belief is that our Smith MBA leaders will lead the way by remaining actively engaged in the career development process throughout your journey.

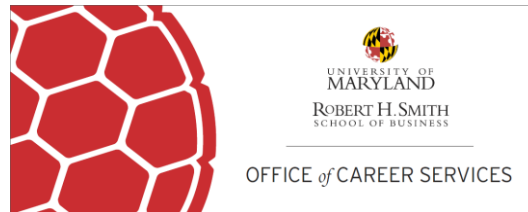
Each year some MBA candidates enter our program already laser-focused on the career they want to pursue, while others are less advanced in their career discernment. ***Without exception, students who are most successful in the career process (i.e., gain multiple offers of employment) are those who actively engage the OCS early and participate in the full suite of professional development programming that is offered, develop strong relationships with their Career Coaches, leverage the employer information sessions to validate or discover an employer or industry of choice, balance career search and academic pursuits, and use every interaction as an opportunity to build a professional network.*** These students also possess a strong learning orientation, openness to feedback, resilience, a willingness to reflect, and a desire to practice and experiment with new behaviors and processes will be requisite for leadership and professional success.

We are not unlike many other business schools in that the majority of our students secure a position with their employer of choice through the OCS while the remaining students find opportunities through personal and professional networking.

The enclosed OCS Career On-Boarding Process is a comprehensive timeline that should guide your strategic career development efforts during your first year at the Smith School. Reference it often over the summer.

Know that the entire Smith School community has a vested interest in positioning you for the future. We look forward to meeting you and partnering with you during the next two years and beyond.

Dr. Jeff Kudisch
Assistant Dean of Corporate Relations
Managing Director, Office of Career Services



OFFICE OF CAREER SERVICES ON-BOARDING PROCESS

The Office of Career Services (OCS) provides students with industry-centric professional development. Our on-boarding process serves as your roadmap in understanding the essential steps required to ensure your career success. A successful outcome in your job search hinges upon the amount of effort you invest in the process starting at this very moment.

SUBMITTING CAREER PREFERENCES: May 2015

As the OCS MBA Career Coaches are diligently preparing for your arrival this summer, it would be helpful to understand which focus area best aligns with your post MBA career goals. Please use the link below to access a very quick survey that will ask you to indicate a preferred focus area. If you find that you are undecided, you can indicate so and are welcome to provide additional comments that will help us align you with the right career advisor. We ask that you complete this very short survey no later than Monday, June 1st.

<http://ter.ps/MBAFocusArea>

SUMMER ONE ON ONE COACH CALLS: June 2015

Please sign up via HireSmith for your first 1:1 coaching session to discuss your career background, career goals, mutual expectations and next steps. **Initial calls will take place June 8-29, 2015.** You are encouraged to continue to stay in close communication as needed throughout the summer to begin a strong relationship with your career coach. This relationship will be important to the success of your career path.

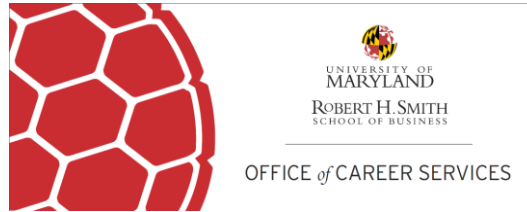
SUMMER WEBINAR AND CAREER MODULES: June and July 2015

The OCS will host a live webinar on June 17th from noon – 1 pm EDT, to communicate our strategic plan regarding commitments and expectations for your career related endeavors. The webinar is an opportunity to:

- Establish your partnership with the OCS and manage expectations of our mutual roles in the strategic career management process.
- Ask questions about career processes, services and events.
- Meet other members of your cohort.
- Gain an understanding of career related activities at Orientation and career conferences.
- Learn about important summer deliverables.
- Begin to establish expectations for balancing your academics with your career search activities.

Career Related Summer Deliverables

- Set up your one on one call with your career coach (calls begin 6/8/15)
- Attend live OCS webinar on Wednesday, June 17 from noon – 1 pm EDT
- Take your CareerLeader assessment after June 18th which will be used during the Career Kick Off Day Session in August
- Review resume, cover letter, LinkedIn and HireSmith recordings
- Research - Review “Smith Career Focus” recordings to explore different career directions



Required career module links are available via the Network Checklist. Be sure to review the resume and cover letter recordings **prior** to submitting your draft documents to the resume and cover letter specialist. The other recordings will help you refine your career focus before coming to Smith!

RESUMES AND COVER LETTERS: July 2015

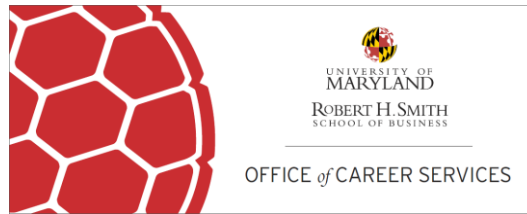
To ensure that your resume and cover letter are employer-ready and included in the Smith School resume book when you arrive at the Smith School, be sure to review the resume and cover letter recordings! **Please review both the cover letter and resume recordings and upload your Smith formatted resume with at least a 80% rating from Vmock, as well as your draft cover letter into HireSmith by June 25, 2015 to be reviewed by an OCS resume and cover letter specialist.**

By using the efficient Vmock resume review system, you will need to attain a resume strength rating of at least 80% before submitting it into HireSmith. After using Vmock, The resume and cover letter refinement process will be a back-and-forth, iterative process between you and your coach and cover letter specialist over a few weeks to get your documents employer-ready before you arrive on campus. Your cover letter will need to be finalized by the cover letter specialist no later than **July 30, 2015** in order for it to be reviewed by your assigned functional coach. So please do not delay working on this deliverable.

Please note HireSmith is based on the online recruiting platform, MBAFocus, which allows resume books to be purchased by Fortune 1000 employers seeking top talent for the Fall recruiting season. Smith has partnered with MBA Focus, a firm that connects elite global MBA students and alumni with the world's leading corporations. Such employers include **Air Products, BD Diagnostics, Citi, CSC, CSX, Deloitte, HP, McCormick, M&T Bank, and Verizon**. In addition, **HireSmith**, is also our own online recruiting system, where employers come to specifically recruit from Smith. You will receive more information later this summer regarding your log in information for HireSmith. **It often takes a few weeks to revise the resume and cover letter and get them employer-ready, thus it is important that you do not wait until the last minute to submit these documents for feedback and revisions.**

The Smith School Career Coaches serve dual roles in career advising and employer development. As such they:

- Provide high-level, industry-centric coaching to students engaging in the internship and full-time employment seeking process.
- Establish, develop and sustain relationships with organizational contacts, at the highest level, that will increase Smith's employer network and provide world-class opportunities for Smith students seeking national and global positions.
- Share current and relevant industry knowledge and trends across various industries.
- Advise students prior to and during the internship and full-time employment seeking processes specific to student interest in industry and position-type, including reviewing employment seeking documentation,



advising on current and relevant industry knowledge and trends, advising on pertinent assessments and certifications which compliment career goals within the industry, and facilitating one-on-one, group and peer mentoring.

- Show empathy/concern for your professional development and growth as well as addressing your feelings or frustrations.
- Help you to create a development action plan for achieving your career goals.

MBA CAREER KICK OFF DAYS AND ORIENTATION: August 2015

MBA Career Kick Off Days will take place on August 6th and 7th from 10 am – 5:30 pm. Each student will be asked to sign up for only one of these days. During each Career Kick off Day we will take a deep dive into your CareerLeader Assessment report, explore many of the career resources which are available to you in an interactive fashion and meet the OCS staff in person and gain important information which will start you on your way to a successful career journey. **This is a MANDATORY part of your onboarding process and we look forward to engaging with you at this pre-orientation session.** Orientation will occur at the Smith School in August 2015. The OCS looks forward to engaging with you on August 17th, 18th, and 19th to share more about the innovative and experiential programming that will set the stage for future career growth and success.

CAREER FAIRS: Fall 2015

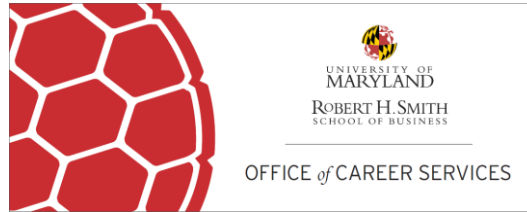
Almost immediately upon your arrival at the Smith School, career conference season begins. For those who are ready, conferences can be immensely helpful in your job search. They provide a forum for interacting with Fortune 500 companies and a few nonprofits who are looking to hire MBAs for both internships and full-time opportunities. If you attend a conference without being prepared, you run the risk of damaging your personal brand and the Smith School brand. So please have this discussion with your career coach prior to making your decision to attend or not.

Conferences that you should be aware of and speak with your coach about attending are:

- [National Black MBA Conference](#) – Orlando, FL – September 24-26, 2015 (Career Fair 9/25 – 9/26)
- [Reaching Out Conference](#) – Chicago, IL – October 8-10, 2015
- [National Society of Hispanic MBAs Conference](#) – Chicago, IL – October 9-10, 2015 (Career Expo 10/9-10/10)
- [National Association of Women MBAs Conference](#) – Houston, TX – October 15-17, 2015 (Career Fair 10/17)
- [Veteran's MBA Conference](#) – Nashville, TN – October 15-17, 2015
- [Asian MBA Conference](#) – NYC, NY – October 16-17, 2015 (Career Fair 10/17)
- [Net Impact Conference](#) – Seattle, WA – November 5-7, 2015
- Career Quest – College Park, MD – TBD

Career Coaches will be on hand at several of these conferences to provide career advising and mock interview support as you interact with employers in attendance. Your goals for the career fair should be to secure:

- Invitations to interview
- Invitations to employer networking events



- A list of employer contacts both within human resources and your functional area(s)

If you know you will be attending a career conference identify your target companies, and submit your resume one month in advance of each conference. Resume submissions are facilitated online via each conference's job match database.

ONGOING CAREER SERVICES

To fully partner with the Career Coach in your efforts to strategically manage your career, schedule appointments early and often with your Career Coach. Login to HireSmith often to keep apprised of relevant career programming workshops and events as well as employers recruiting at the Smith School.

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