



OFFICE of CAREER SERVICES

OFFICE OF CAREER SERVICES ON-BOARDING PROCESS

The Office of Career Services (OCS) provides students with a variety of professional development services. Our on-boarding process serves as your roadmap in understanding the essential steps required to ensure your career success.

The Smith School Career Coaches serve the part time MBA student population by:

- Providing high-level coaching to students on a wide range of career-related issues.
- Advising students based upon their specific area of interest.
- Showing empathy/concern for your professional development and growth as well as addressing your feelings or frustrations.
- Helping you to create a development action plan for achieving your career goals.

A successful outcome in reaching your career development goals hinges upon the amount of effort you invest in the process starting at this very moment.

ORDER SMITH BUSINESS CARDS AND NAME TAGS: July 2017

Smith business cards and personalized name tags are optional for all students at the Smith School; however, we recommend that you take a few minutes to order these items to top off your professional persona with employers, alumni and fellow students. Links to these sites can be found on the MPO checklist for your reference.

HIRESMITH

HireSmith, is the Smith School's internal online recruiting system, through which our recruiting partners post jobs, arrange campus visits, extend interview invitations and schedule interview times. On HireSmith you will also be able to sign up for career development workshops, access the UMD Alumni Network, and locate a myriad of resources that will provide you with information on your chosen career targets and companies. You will receive more information in July regarding your HireSmith log in information.

CREATE YOUR HIRESMITH PROFILE: July / August 2017

We strongly encourage you to create your HireSmith profile so you will have access to workshop information, career coach schedules, employer postings, and several other resources that will aid you in your career development. To access HireSmith, visit www.HireSmith.net.

UPDATE AND UPLOAD YOUR RESUME: July / August 2017

We recommend that you to create a first draft of your resume according to the *Smith MBA Resume Guidelines* or the *Working Professional Resume Guidelines* located on HireSmith in order to be eligible for opportunities that may appear on HireSmith. It often takes a few weeks to revise the resume in order to get it employer-ready, thus it is important that you do not wait until the last minute to submit these documents for feedback and revisions. Please upload your resume draft to HireSmith upon completion so that it may be reviewed for approval.

VIEW HIRESMITH TRAINING MODULE: July / August 2017

One-on-one career coaching appointments are available at all three campuses and can be scheduled on HireSmith. We invite you to view the HireSmith training module on how to set up a coaching appointment. The training link will be located on your HireSmith dashboard.



OFFICE of CAREER SERVICES

OCS PART-TIME MBA ORIENTATION: August 2017

An orientation to the Office of Career Services will occur in August 2017. We look forward to engaging with you to share more about career coaching and the innovative and experiential programming that will set the stage for future career growth and success.

SCHEDULE AN INITIAL MEETING WITH YOUR CAREER COACH: September / October 2017

Once classes begin, schedule an initial meeting with your career coach to begin the process of strategically managing your career. You may schedule a meeting on a day and time that is convenient to you using www.HireSmith.net.

NATIONAL CAREER CONFERENCES 2017

Almost immediately upon your arrival at the Smith School, career conference season begins. For those who are interested, 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 Association (NBMBAA) and Prospanica: 9/28 – 9/30 (9/28 – 9/29 Career Fair) (Philadelphia, PA)
- Reaching Out MBA (ROMBA): 10/12 – 10/14 (Dallas, TX)
- MBA Veteran's Conference: 10/19 – 21 (Chicago, IL)
- National Association of Women MBAs (NAWMBA): 10/19 – 10/20 (New Orleans, LA)
- Net Impact Conference: 10/27 – 10/28 (Atlanta, GA)
- Asian MBA Conference: 11/3 (New York, NY)
- Chinese Finance Association Annual Conference and Career Fair: 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.



OFFICE of CAREER SERVICES

ONGOING CAREER SERVICES

The Office of Career Services encourages you to fully partner with your career coach in your efforts to strategically manage your career.

- Schedule coaching appointments early and often for the best results.
- Login to HireSmith often to access career resources and to keep apprised of relevant career development workshops and events, and employers recruiting at the Smith School.
- Attend career-related programming and networking opportunities to make the most of your Smith experience.
- Keep your eyes open for the weekly MBA Career Terp Talk publication, which will begin to arrive in your Smith inbox every Sunday evening shortly after classes begin.

ONGOING CAREER SERVICES

Office of Career Services – Baltimore Campus

Robert H. Smith School of Business
University of Maryland, BioPark Two, Suite 100
801 W. Baltimore Street
Baltimore, Maryland 21201
410. 706. 0859 TEL

Office of Career Services – DC Campus

Robert H. Smith School of Business
University of Maryland
Ronald Reagan Building & International Trade Center
1300 Pennsylvania Ave. NW, Office 102
Washington, DC 20006
301. 405. 2729 TEL

Office of Career Services – Shady Grove Campus

Robert H. Smith School of Business
University of Maryland
9630 Gudelsky Drive
Building II, Office 2012C
Rockville, MD 20850
301. 738. 6179 TEL