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OPTIMIZE YOUR CAREER

EVENING MBA PROGRAM INFORMATION

MBA CAREER MANAGEMENT

FOSTER
SCHOOL OF BUSINESS

GREENLIGHT PROCESS

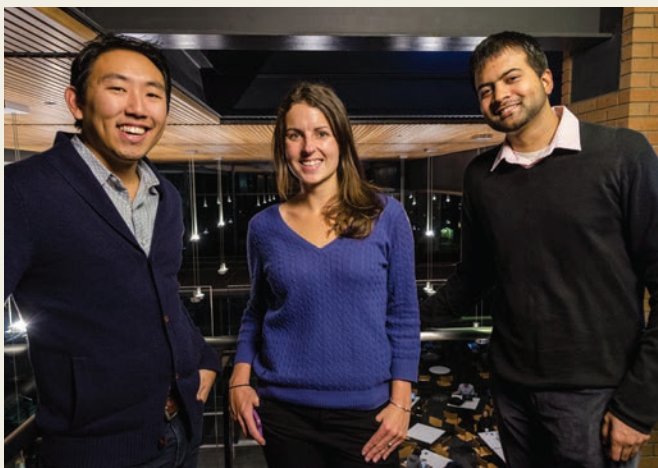
The Greenlight Process is a thorough, rigorous set of job search activities designed for Evening MBA students. Greenlighting is required for those who wish to participate in third year on-campus recruiting and highly recommended for students who are looking for a competitive edge in career, job search and MBA workplace preparedness.



Evening MBA students can achieve “greenlight” status by completing a set of requirements. The timing and outcomes may vary slightly, depending on your goals.

Greenlight Requirements for On-Campus Recruiting Access

- 1) Set up an appointment with an MBA Career Management coach.
- 2) Complete a survey to initiate the process and track your progress on each step of the approval process. The survey link: foster.uw.edu/greenlight
- 3) Create a one-page resume in the Foster MBA resume template and have it approved by an MBA Career Management coach.
- 4) Successfully complete at least one mock interview with an MBA Career Management coach.
- 5) Attend at least six Career Success workshops. A “case interviewing” workshop is required as one of the six.
- 6) When you’ve completed the requirements, email mbacm@uw.edu.
- 7) Once approved, you’ll have “greenlight” status allowing you access to on-campus recruiting job postings starting in the fall quarter of your third year.*



***Timing:** The process must be complete by the end of your second year to be considered for third year fall interviewing access. Early access may be granted during the second year of the Evening MBA Program for on-campus internship recruiting. Please consult with MBA Career Management on timing and eligibility.

BEGIN YOUR JOURNEY!

EXPLORE MBA CAREER MANAGEMENT SERVICES

Whether you're looking to move up in your organization, switch companies or make a career change, we're here to help! We're your personal team of seasoned and experienced career coaches, ready to partner with you to create a plan and execute strategies that will optimize your success.

• Individualized World-Class Career Coaching

From building your personal brand to interview and career strategies, we're here to partner with you and help develop a personalized plan for success.

• Career Success Workshop Series

We've designed a slate of career workshops focused on the needs of Evening MBA students. The series will give you a comprehensive introduction to career tools, skills and strategies. RSVP for an upcoming workshop through Foster MBA Jobs.

• Resume Review

Revise your resume to be current with MBA best practices. Attend the "Upgrade Your Resume" workshop and schedule a resume consultation with a career coach.

• Interview Practice

Refine your interview skills. Practice both case and behavioral interviewing to be well-prepared for MBA-level interviews.

• CareerLeader™

Ideal for those looking to explore a career change, CareerLeader™ is a premier online career self-assessment. Email mbacm@uw.edu to request access to set up an account.

• Foster MBA Jobs

Access this website to apply for jobs, manage your career portfolio and RSVP for events. foster.uw.edu/mba-jobs

• MBA Career Conferences & Career Treks

If you're open to relocation after graduation or exploring a geographic move as you target your next career opportunity, consider a national career fair or trek. Check the newsletter and recruiting calendar for dates and locations. Partial travel reimbursement may be available for qualified unsponsored students.

• Foster MBA Mentor Program

Tap into the expertise of senior executives in the Seattle business community. Attend a Mentor Program orientation in October to get started. Participate in the first two years of your program.

• Recruiting and Networking Events

Sign up for MBA Career Management events and attend networking functions such as Company Information Sessions, MBA Forum Career Fairs and alumni receptions.

• Executive Office Hours

Sign up (via Foster MBA Jobs) for 30-minute informational interviews in the Career Management office with executives and entrepreneurs.

HOW TO CONNECT WITH A CAREER COACH

Schedule an appointment at foster.uw.edu/eve-mba-coach



FOSTER EVENING MBA CAREER EXPERIENCE

Maximize your benefits as a Foster MBA student! The following is a roadmap of possible career-related activities for years 1, 2 & 3 of your program. Many (but not all) activities are available all three years. We're happy to help you figure out the right path to achieve your goals.

YEAR 1	YEAR 2	YEAR 3
Generate and research MBA career options		
Make new connections with fellow students, faculty and alumni Get involved in Foster-sponsored organizations and events to expand your network		
Attend career skill-building programs such as elevator pitches, changing careers and networking workshops		
	Build MBA-level job search skills such as resume writing, behavioral and case interviewing and job offer negotiation workshops	
Complete Greenlight Process for 3rd year fall recruiting		
<ul style="list-style-type: none"> Access the Foster MBA Career Management website <ul style="list-style-type: none"> Create an account on Foster MBA Jobs Access the Career Development Toolbox Visit the Career Path pages to research MBA career functions, industries and companies Register for Foster School's LinkedIn groups Follow us on Twitter and Facebook Subscribe to MBA Career Management events Meet with a career coach at any time during your program, as needed Investigate opportunities for MBAs at your current organization Create your personal brand: Attend a Brand Essence workshop and/or consult with a career coach Complete the self-assessment CareerLeader™ if you would like more guidance on your best career fit Register for networking and company information sessions RSVP for networking events Participate in the Foster Mentor Program Update your resume, using the Foster MBA template, to include Foster MBA Program and activities 	Explore MBA career options	
	<ul style="list-style-type: none"> Conduct internal and external informational interviews Seek cross-functional projects at work Consider attending industry treks (e.g. New York and Bay area – financial services; Silicon Valley – high tech), if you are open to moving after graduation Develop a focused plan using the MBA Career and Leadership Plan template in the Career Development Toolbox Update your resume with new knowledge, skills and experience acquired since the start of the MBA Program Commence requirements for Greenlight Process, if you elect to pursue recruiting access Continue both case and behavioral mock interviewing practice Consider field study projects and opportunities through the Global Consulting Program Position yourself for a promotion and/or opportunities internally 	Continue to build MBA-level career and job search skills — revise, update and enhance your resume to reflect knowledge and skills gained in the program; practice behavioral and case interviewing and practice job offer negotiation
		<p>FALL: On-campus recruiting begins</p> <p>SPRING: Just-in-time recruiting</p>
		<ul style="list-style-type: none"> Consider attending national MBA career fairs in summer and fall (National Black MBA Association, Prospanica, Women's MBA, Forte, Reaching Out, MBA Veterans and Net Impact) Attend Fall and Winter Forum Career Fairs Attend Company Information Sessions Apply for positions through Foster MBA Jobs Continue mock interview practice



"Thank you for all your help with the career management and interviewing process. Because of MBA Career Management, I was well prepared and learned a lot about career strategies and personal brand management that will benefit me throughout my career."

MICHAEL GAMBEE
CLASS OF 2016

"MBA Career Management's guidance instilled the confidence I needed to make a career transition. Informational interviews, resume restructuring, interview practice and using my classmates as a network were especially helpful. My most sincere appreciation for your encouragement along the way!"

SHEILA LAUB
CLASS OF 2016

YOUR 3 KEY RESOURCES

- Visit the **MBA Career Management website** foster.uw.edu/toolbox
- Go to **Foster MBA Jobs** to RSVP for Evening MBA Career Success workshops and events, sign up for employer events and networking opportunities, view job postings and more! foster.uw.edu/mba-jobs
- Consult with an **MBA Career Management coach** on your professional goals. foster.uw.edu/eve-mba-coach

ENGAGE WITH US

mbacm@uw.edu
206.685.2410
foster.uw.edu/careers

Twitter: @FosterMBAcareer
Facebook: @fosterMBAcareermanagement

We're a partner to your success.

MBA CAREER MANAGEMENT
Michael G. Foster School of Business
University of Washington
Room 212L, Dempsey Hall
Box 353223
Seattle, WA 98195-3223
MBACMEVE082016



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