**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.

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**YOUR 3 KEY RESOURCES**

• Visit the MBA Career Management website foster.uw.edu/careers
• 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/careers

mbacm@uw.edu
206.685.2410
foster.uw.edu/careers
Twitter: @FosterMBACareer
Facebook: @FosterMBACareermanagement

We’re a partner to your success.

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**ENGAGE WITH US**

**OPTIMIZE YOUR CAREER**

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**EVENING MBA PROGRAM INFORMATION**

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**MBA CAREER MANAGEMENT**

Michael G. Foster School of Business
University of Washington
Room 216A, Dempsey Hall
Box 353131
Seattle, WA 98195-3223
www.mba.uw.edu
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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**
  - Building your personal brand to interview and career strategies, we’re here to partner with you to help you achieve your goals.
  - Career Success Workshop Series
  - MBA Career Conferences & Career Treks
  - Interview Practice
  - Career Success Workshop Series
  - Individualized World-Class Career Coaching

We're ready to partner with you to create a plan and execute strategies that will help you get there! We're your personal team of seasoned and experienced career coaches, available for qualified unsponsored students.

- **Executive Office Hours**
  - Recruiting and Networking Events
  - Foster MBA Mentor Program
  - MBA Career Management’s guidance instilled the confidence for me to accomplish my goals. I was well prepared and learned a lot about career strategies and personal branding.

I am grateful to my classmates as a network were especially helpful. My most sincere appreciation for your encouragement along the way!}

**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.

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genralise and research MBA career options</td>
<td>Access the Foster MBA Career Management website</td>
<td>Attend career skill-building programs such as elevator pitch, changing careers and networking workshops</td>
</tr>
<tr>
<td>Meet new connections with fellow students, faculty and alumni</td>
<td>Create a focused plan using the MBA Career and Leadership Plan in the Career Development Toolbox</td>
<td>Build MBA-level job search skills such as resume writing, behavioral and case interviewing and job offer negotiation</td>
</tr>
<tr>
<td>Get involved in Foster-sponsored organizations and events to expand your network</td>
<td>Explore MBA career options</td>
<td>Continue to build MBA-level career and job search skills — resume, update and enhance your resume to reflect knowledge and skills gained in the program, practice behavioral and case interviewing and practice job offer negotiation</td>
</tr>
<tr>
<td>Foster MBA Mentor Program</td>
<td>Conduct internal and external informational interviews</td>
<td>Continue mock interview practice</td>
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<tr>
<td>Top 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.</td>
<td>Seek cross-functional projects at work</td>
<td>Consider attending national MBA career fairs in summer and fall (National Black MBA Association, Professional Women’s MBA Forum, Reaching Out, MBA Interviews and Net Impact)</td>
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<tr>
<td>Recruiting and Networking Events</td>
<td>Register for Fall and Winter Forum Career Fairs</td>
<td>Attend Fall and Winter Forum Career Fairs</td>
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<tr>
<td>Sign up for MBA Career Management events and attend networking functions such as Company Information Sessions, MBA Forum Career Fairs and alumni receptions.</td>
<td>Continue both case and behavioral mock interviewing</td>
<td>Attend Company Information Sessions</td>
</tr>
<tr>
<td>Executive Office Hours</td>
<td>Access the Foster MBA Career Management website</td>
<td>Use for positions through Foster MBA jobs</td>
</tr>
<tr>
<td>Schedule an appointment at foster.uw.edu/eve-mba-coach</td>
<td>Follow us on Twitter and Facebook</td>
<td>Continue mock interview practice</td>
</tr>
<tr>
<td>Resume Review</td>
<td>Access the Career Development Toolbox</td>
<td>“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 resource were especially helpful. My most sincere appreciation for your encouragement along the way!”</td>
</tr>
<tr>
<td>Review your resume to be current with MBA best practices. Attend the “Upgrade Your Resume” workshop and schedule a resume consultation with a career coach.</td>
<td>Explore MBA career options</td>
<td>SHEILA LAUB</td>
</tr>
<tr>
<td>Interview-Practice</td>
<td>Continue mock interview practice</td>
<td>CLASS OF 2016</td>
</tr>
<tr>
<td>Define your interview skills. Practice both case and behavioral interviewing to be well prepared for MBA-level interviews.</td>
<td>Continue mock interview practice</td>
<td>“Thank you for all your help with the career management and interview 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.”</td>
</tr>
</tbody>
</table>

**YEAR 1**

- Access the Foster MBA Career Management website
- Create an account on Foster MBA jobs
- Attend the Career Development Orientation (CDO) workshops
- Complete the Career Management Assessment
- Visit the Career Path pages to research 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 consult with a career coach
- Complete the self-assessment Careerquake (if you would like more guidance on your desired career path)
- Register for networking and company information sessions—RISP for networking events
- Participate in the Foster Mentor Program
- Update your resume, using the Foster MBA template, to include Foster MBA Program and activities

**YEAR 2**

- 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 in the Career Development Toolbox
- Continue using your resume, skills and experience acquired since the start of the MBA program to include Foster MBA Program and activities
- Consider attending national MBA career fairs in summer and fall (National Black MBA Association, Professional Women’s MBA Forum, Reaching Out, MBA Interviews and Net Impact)
- Continue both case and behavioral mock interviewing practice
- Consider field study projects and opportunities through the Global Consulting Program
- Consider career/industry/functional opportunities through your LinkedIn groups
- Position yourself for a promotion and/or opportunities internally

**YEAR 3**

- Attend career skill-building programs such as elevator pitch, changing careers and networking workshops
- Consider attending national MBA career fairs in summer and fall (National Black MBA Association, Professional Women’s MBA Forum, Reaching Out, MBA Interviews 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

**FOSTER 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 RESOURCE WERE ESPECIALLY HELPFUL. MY MOST SINCERE APPRECIATION FOR YOUR ENCOURAGEMENT ALONG THE WAY!”**
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