

MBA CAREER MANAGEMENT

Best Practices for Working Together

Our focus is your career.

Foster MBA Career Management offers a myriad of resources for your career development. With our programs such as workshops, speaker panels, career fairs, road treks, networking events, and individualized coaching, you'll develop lifelong career management skills. For assistance with your professional advancement, we encourage your close collaboration with our office.

Students benefit from our skilled MBA Career Management career coaches who:

- Help you become clear and focused about your career goals.
- Provide training, options, tools and ideas for you in reaching your career goals, resolving problems, and setting direction.
- Serve as a sounding board.
- Hold you accountable to what you say you are going to do.
- Help you recognize and celebrate wins and successes.
- Are honest with you.
- Are flexible if the process is not working for you.
- Communicate with you in a timely and regular manner.
- Are fully present and available during our meetings.
- Challenge, question, clarify, advise, support, observe, and guide.
- Help you reassess your goals from time to time, and to readjust them if needed.
- Help you identify next steps and action items in order to reach your goals.
- Offer you other perspectives, tools, tips, resources and guidance in how to handle challenging career search circumstances.
- Assist you to gain a greater understanding of your strengths and gaps.
- Assist you to gain a better understanding of your impact on others.

In addition, our staff initiates and develops relationships with a wide variety of employers so that they continue to seek Foster MBAs for their internship and job opportunities. Each week, staff members meet with current and prospective employers to discuss upcoming positions, changes in companies and industries, and their perspectives on Foster students.

Preparation and Procedures for Working with Us

To get the most out of your investment in your career development, we recommend that you follow these guidelines when working with our office and attending Career Management events:

- 1.** To schedule meetings with a coach, contact mbacm@uw.edu or (206) 685-2410.
- 2.** Prepare for coach and peer advisor meetings with any necessary documents, topics, or interview questions, depending on the purpose of the meeting.
- 3.** Keep your coach updated via email on your career search and goals.
- 4.** RSVP in advance if you plan on attending any MBA CM-planned event. If plans change, remove your name with plenty of advance notice.
- 5.** Fill out a feedback survey following coaching sessions or events.
- 6.** If you are not receiving the services you need, let Andy Chen, your coach or Naomi Sanchez know.

Because many of our programs feature alumni and employers who are evaluating your potential, you'll want to incorporate these guidelines into regular professional habits.

- 1.** Be prompt for meetings and events.
- 2.** Conduct yourself as a business professional and leader in action, speech and appearance.
- 3.** Dress for success. Your appearance matters at many Career Management events. Check with us if you are unsure what is appropriate.
- 4.** Prepare for and participate – ask questions.

MBA Career Management is a vital resource to help you. We look forward to working with you.