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ENERGIZE YOUR CAREER!

EVENING MBA PROGRAM INFORMATION

MBA CAREER MANAGEMENT

FOSTER
SCHOOL OF BUSINESS



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The 3 Cs of Professional Development

Foster MBA Career Management is an integral resource in developing your business career now and in the future. The Career Management Center provides key services that prepare you for the global workforce by equipping you with professional development skills that promote career success. In addition to being closely tied to industry, the Career Management Center uses a strategy that focuses on the three Cs of career development: Competence, Confidence, and Connections.

COMPETENCE

To achieve career success, MBA Career Management has identified professional development competencies for those who are seeking employment or those who want to excel in their current positions. These include: interviewing, collaboration, networking, leadership, resume development and other career and job search strategies. These skills are developed through career seminars, workshops, and a variety of online resources that outline strategies and tactics for navigating and leveraging your MBA degree.

If you wish to advance within your current organization, our coaches can help you explore how to maximize the value of your MBA or how to use it to change fields or functions within your company.

If you are seeking employment due to job loss or change, we can help you with your job search.



CONFIDENCE

Most important to moving up in a career or finding a new position is an ability to convey confidence in an interview or interactions with others. Our coaching staff is available to help students develop confidence in their interactions on the job, in informational and job interviews, at receptions, and other events. Confidence stems from knowing what to expect and having professional development competencies to use in situations.



CONNECTIONS

Our team has several years of experience at Foster and in the Seattle community as well as global industry experience. The rich business community in Seattle and vast network of Foster alumni creates a strong network from which students can draw. Our Career Management center offers connections to alumni and business leaders, and guidance on how to build your professional networks.



Overview of Services

Within the context of the three Cs of Professional Development, MBA Career Management offers the following services and resources:

- **CAREER SUCCESS WORKSHOP SERIES:**

Foster MBA Career Management has designed a slate of career workshops focused on the needs of Evening MBA students. Based on feedback, this set of workshops is designed to build on each other so attending all offerings will give you a comprehensive introduction to career tools, skills and strategies. Feel free to attend selectively and participate as your schedule permits. Workshop offerings each quarter can be found online and also are advertised via email. RSVP through Foster Jobs.

- **1:1 CAREER ADVISING APPOINTMENTS:**

Consultation on any career-related topics. Appointments can be “in-person” or over the phone. Contact MBA Career Management Front Desk to schedule (mbacm@uw.edu or 206.685.2410). If for any reason you need to reschedule or cancel your appointment, please contact the front desk as soon as possible. Your classmates will be grateful to take your slot.

- **RESUME REVIEWS:**

Having an MBA resume is critical to a job search. At some point in your program, attend the “Upgrade your Resume” workshop and revise your resume to be up-to-date with MBA resume best practices. Then schedule a resume consultation with an MBA Career Consultant.

- **MOCK INTERVIEW TRAINING:**

Interview preparation through a mock interview is another service offered by the Career Management center. To be fully prepared, attend a “Strategic Interviewing” workshop in advance of scheduling a mock interview.

- **NETWORKING OPPORTUNITIES:**

Evening MBAs are welcome to attend networking events held to introduce firms and alumni to students. Attend Meet the Firms, Spring and Fall Forum MBA Career Fairs, and quarterly Happy Hours.

- **MENTOR PROGRAM:**

Evening MBA students may participate in the Mentor Program, which gives first-year students the opportunity to visit the companies of high-level executives as part of a group and second-year students the chance to be partnered, along with 1-2 other students, with an executive for personal mentoring. Attend a Mentor Program info session for more details.

- **WEB POSTINGS ON FOSTER JOBS:**

<http://business-washington-csm.symplicity.com/students/>

All Evening MBA Students have access to web postings on Foster MBA Jobs. These positions are posted by companies who are interested in Foster students. These positions do not all require a completed MBA, therefore you can access them throughout your program—please note their stated requirements when applying.

- **NATIONAL CONFERENCES & TREKS:**

National Career Fairs and career-oriented trips to other cities in the U.S. offer students out-of-state opportunities. Check with MBA Career Management for dates and scheduled trips. Partial travel sponsorships are available for qualified unsponsored students. Please note that we cannot contribute any resources to these trips if your employer is paying any portion of your tuition. Prep sessions are generally held and some events require prep session attendance. Please note: Attendance/participation may also require a one page resume in the Foster MBA Resume template.



Foster Evening MBA Career Lifecycle



Foster Evening MBA Career Lifecycle outlines selected career activities and options. Most (but not all) activities are available during all three years of program.

*Meet with a career coach for more information.

Selected career strategies adapted from "Working Identity" by Herminia Ibarra, 2003. For more information, contact Foster MBA Career Management at 206.685.2410 or mbacm@uw.edu.

CareerLeader™

Contrary to popular opinion, most students entering business school do not have a specific and clearly defined career focus.

That's OK! – You have chosen to come to the Foster School to broaden your horizons and explore possibilities. Your exploration will be more effective and focused however, if you take the time for career self-assessment and reflection. The question is not “What are the best jobs?” but rather, “What is the best career for me?”

To help you with this all-important first step of self-assessment, MBA Career Management has made available CareerLeader™, the premier on-line business career self-assessment program. CareerLeader™, developed after twelve years of research, is used by over 100 of the top graduate schools in the United States and Europe. This program will:

- Provide you with expert assessments of your unique pattern of business relevant interests, values and abilities.
- Provide a personalized report of your profile, recommending specific business career paths for you to investigate, and showing how well, and in what ways, you match up with that career.
- Teach you how to integrate and use the information you've gathered about yourself
- Provide you with in-depth views into 27 business careers, including information about the interests, rewards and abilities associated with each one.

- Evaluate your entrepreneurial attributes
- Teach you how to analyze corporate cultures and recommend which organizational cultures are likely to be best for you
- Give you insight into what are likely to be your career “Achilles’ Heels”

TO SET UP AN ACCOUNT:

Contact MBA Career Management at mbacm@uw.edu

ACCESSING CAREERLEADER™ ONCE YOU HAVE AN ACCOUNT:

You will begin at www.careerleader.com, where you will click the “Sign In” button in the upper right-hand corner of the screen.

The directions on the homepage will guide you in creating your own unique CareerLeader™ account. CareerLeader™ is a rich program, with comprehensive business career information and an expert system to guide you through the assessment process.

Feel free to make an appointment to discuss your results and next steps with a career coach by contacting MBA Career Management at mbacm@uw.edu.



Foster MBA Mentor Program



The MBA Mentor Program offers students the opportunity to learn about the way business is practiced today, under the guidance of top executives.

SENIOR EXECUTIVES FROM THE FOLLOWING SELECTED COMPANIES ARE PARTICIPATING IN 2015-2016:

- | | | |
|---------------------------------|-----------------------------|--------------------------------------|
| Alaska Distributors Co | ENGE0 | nVoq |
| Amazon.com | Expedia | Oracle |
| Ben Bridge Jewelers | Fluke Capital Management | Philips Healthcare |
| Bill & Melinda Gates Foundation | General Mills | popchips |
| Black Rock | Globys | Premera Blue Cross |
| Blue Box | Goldman Sachs | REI |
| Blue Dog Bakery | Group Health | RIPL |
| The Boeing Company | Idaho Pacific Holdings | Saltchuk Resources |
| BoldIQ | Ignition Partners | SeaBear Co. |
| boomboom brands | IMDb | Seattle Cancer Care Alliance |
| TheBrownLounge.com | Intellectual Ventures | Sensors in Motion |
| Calipa Partners | Inviso Consulting Group | Starbucks Coffee Company |
| Camber Collective | JL Sears Consulting | Story2 |
| Canin Associates | JP Morgan Chase & Co. | Tableau Software |
| Career Woman | Lenati | Theraclone |
| Cascadia Capital | Leviton Manufacturing | Three Point Group |
| CFO Selections | Main Street Equity Partners | Tilting Motor Works |
| Concur Technologies | Microsoft | T-Mobile |
| Continental Mills | Montlake Capital | TNS |
| Copacino + Fujikado | Morgan Stanley | UW Buerk Center for Entrepreneurship |
| Deloitte | MTG Mgmt. Consultants | UW Evans School of Public Affairs |
| Duff and Phelps | Nike | Washington Business Alliance |
| Eddie Bauer | Nordstrom, Inc. | Woods Creek Consulting Company |
| EMC | NQuiry | Wright Runstad & Company |
| EMP Consulting Group | nsquared solutions | Zachary Scott & Co. |

FIRST YEAR STUDENTS:

Participate in group on-site company visits during Winter Quarter.

SECOND YEAR STUDENTS:

Meet with one mentor three to four times throughout the Winter and Spring Quarters.

MENTOR PROGRAM TIMELINE:

Mentor Program Info Sessions: October 14th, 20th, 21st, 23rd, 26th



October 27, 2015: Mentor-Student reception, bidding begins



November, 2015: Mentor matches made; Students notified of assignment



December, 2015 – May, 2016: Meet with mentors (2nd Year Students)



January, 2016 – March, 2016: On-site visits (1st Year Students)



Green Light Process

JOB SEARCH/ON-CAMPUS RECRUITING (OCR), aka “Greenlighting”, is available to third year Evening students.* Those who wish to participate in MBA on-campus recruiting should schedule an appointment to talk with an MBA Career Management coach to determine whether pursuit of these positions aligns with their career goals. In on-campus recruiting, employers – usually university recruiters who are recruiting MBAs across campuses nationwide – interview students at Foster in the MBA Career Management office. On-campus recruiting can be a beneficial part of your overall job search if you are interested in the types of jobs and employers who engage in MBA recruitment.

If you decide to participate in on-campus recruiting a high level of preparation is expected. The following requirements must be met prior to participation in on-campus recruiting and includes approval by an MBA Career Management Coach:

1. Access a Catalyst Survey to initiate the process and track your progress on each step of the approval process. The catalyst survey link can be found at: <https://catalyst.uw.edu/webq/survey/mbacm/163322>
2. Create a one page resume in the [Foster MBA Resume Template¹](#), approved by a Career Coach. Access the Foster MBA template under the tab “Apply for Jobs & Put in in Writing”. Also take a look at the short Resume Reboot video for tips on how to create an effective resume.
3. Successfully complete one mock interview with a Career Coach. Although only one is required for greenlighting, well-prepared, competitive candidates complete several mock interviews in both behavioral and case interviewing.
4. Attend at least six MBA Career Management workshops. Workshops are listed on Foster Jobs where you are requested to RSVP. Except for the Day in the Life functional panel workshops, all workshops count toward greenlighting. A workshop on Case Interviewing is the only workshop that is required. Most students who conduct a successful search attend significantly more than four workshops in order to be competitive.
5. When you have completed the requirements and the catalyst survey, email mbacm@uw.edu to request access.

Completing the above steps will increase your success in this very competitive arena and ensure hiring companies a positive experience with recruiting Foster MBAs. Please attend a “Leveraging MBA Career Management / MBA Recruiting” workshop (refer to current quarter’s workshop schedule) or see an MBA Career Management coach to discuss your unique circumstances.

**Early access to Foster Jobs Recruiting (OCR) can be requested during the second year of the evening MBA program for on-campus internship recruiting. All preparation requirements are the same as listed above. Please consult MBA Career Management on timing and eligibility.*

All policies subject to change. Please check with MBA Career Management for updated and current policies. You may contact the MBA Career Management office at 206.685.2410 or mbacm@uw.edu.

¹<http://foster.uw.edu/careers/full-time-and-evening-mba-career-management/students/career-development-toolbox/>



MBA Career-Related Events & Treks

STUDENT REIMBURSEMENT GUIDELINES

Travel reimbursements are for qualified transportation expenses incurred solely by the individual student. No other travel expenses (such as food, group expenditures, ground transportation, conference fees, hotels or other types of expenses) are eligible.

Un-sponsored MBA students in the programs are eligible to receive up to three reimbursements per year for travel to and from Foster School of Business led treks, the NSHMBA/NBMBAA career expos and other approved conferences, or Student-led treks (herein referred to as "Event"). Each reimbursement will not exceed \$300, and only qualified expenses will apply. Students must visit companies in geographic regions outside of Washington State, in which they are actively and seriously pursuing relocation post-graduation, in order to be eligible for reimbursement.

CAREER MANAGEMENT SPONSORED TRAVEL:

In order to receive reimbursement for any Foster School of Business Trek or Career Management sponsored conferences, you must attend all required information sessions, complete pre-travel assignments and receive full approval from the Assistant Dean of MBA Career Management prior to attending the event. ***Please note: You must have prior faculty approval to miss class for travel. Travel reimbursement will be based upon funds available.***

STEP ONE: Obtain Approval

Before you book travel: In order to receive reimbursement for travel to any Student-Led treks or Career Management approved conferences, you must first obtain prior written approval for the reimbursement, ***at least 2 weeks in advance of the event, from the Assistant Dean of MBA Career Management.*** Your request for approval must include the career-related nature of your trip (how will this trip further your employment goals), at least three different employers you will meet at three different companies while on the trip, and the dates of the trip. Travel reimbursement is first reserved for students who do not have a position secured. Please email requests to Naomi Sanchez, naomiks@uw.edu and your career coach, for approval.

STEP TWO: Book Your Travel

Retain itineraries and receipts for expenses for which you will request reimbursement. For more information, please contact Daniel Riojas at dmr23@uw.edu. ***Please note that the MBA Office will not reimburse business or first-class travel without prior approval from the Associate Dean.***

STEP THREE: Request Reimbursement

Submit your request to cmtravel@uw.edu for follow-up instructions. Forms for reimbursements should be turned in within two weeks of the trip or delays in processing may occur. Priorities will be given to students still seeking a position. ***Please note that if your travel receipt does not include proof of purchase, you must also provide a bank or credit card statement showing the charge to your account.***



MBA Career-Related Events & Treks, continued

TRIPS NOT INVOLVING AIR TRAVEL:

If you are the owner of the car and you drive to a trek, you can be reimbursed up to \$300 for mileage. (See the MBA Career Management office for official mileage rates between cities.) Provide a map (e.g., google maps) and the miles driven and submit the total number. If you are the owner of the car, you will not need to submit gas receipts.

REIMBURSEMENT FOR OTHER TRAVEL:

Subject to prior approval, travel by means not herein addressed, including, but not limited to, train or bus, is reimbursable. In order to receive reimbursement, you must book the ticket in your name and your name must be on the credit card that was used to purchase the ticket. As with airfare, you may not book your ticket in combination with other travel arrangements, including hotel, car rental, etc. Your ticket must be paid for separately and independently in order to qualify for reimbursement. After the travel takes place, please submit a copy of your itinerary, which must include

your name, departure and destination locations and payment information.

After submitting your reimbursement request, the MBA Career Management Office will contact you to sign a Travel Expense Requisition which will be submitted to the UW Travel Office. When the Program Office receives your reimbursement check, you will be notified that it is available for pickup.

Questions?

Email Daniel Riojas, at dmr23@uw.edu



A night photograph of a university campus. A paved path leads through a grassy area with several trees. In the background, a large building with a central tower is visible under a dark blue sky. Warm yellow lights from street lamps and buildings create a bokeh effect. A few people are walking on the path. In the bottom left corner, the letters 'TW' are overlaid in a large, white, sans-serif font.

TW

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