

Glossary of Career Management Terms

These are common terms used by MBA Career Management.

Behavioral Interviewing – A type of job (including internship) interviewing that consists of behavior-based questions that require using past accomplishments as examples. Behavioral interview questions typically begin with phrases such as “Tell me about a time when...”, “Describe a situation where...” or “Give me an example of...”. Interviewees answer these types of questions citing a specific experience and using the STAR model.

Career Management – The process of developing and following a plan and objectives toward landing a desired position and experiencing continued success in one’s career.

Case Interviewing – A type of job (including internship) interviewing that involves problem-solving, innovation, and strategic thinking about a business case and providing recommendations to the interviewer. Commonly used by consulting firms and adapted by other companies such as Amazon and Microsoft in a modified form that uses actual business problems encountered in their organizations.

Cover Letter – A letter customized to a particular job that one is applying for that directly relates the applicant’s skills and experiences to the requirements on the job posting. Applicants are often asked to submit a letter as a way of introducing themselves to potential employers and explaining their suitability for the position.

Elevator Pitch – A 15-45 second self-introduction that highlights one’s strengths and accomplishments, used in networking situations.

Foster Jobs (also, **MBA Foster Jobs**) – The on-line system used for recruiting by students and employers. Also used to post and RSVP for Career Management events. Run by Simplicity software.

Hiring Manager – The person whose job is to ultimately decide who to hire for a particular role that they will be supervising. Usually interviews the candidate after the recruiter, but in some companies is the initial interviewer.

Informational Interview – a meeting conducted with the purpose of collecting information about a career field, industry, company, job or function and an opportunity to develop a professional connection

Mock Interview – A practice interview.

Networking – Building and maintaining connections and mutually beneficial relationships to positively impact career development.

On-Campus Recruiting (OCR) – The process of applying through Foster Jobs and interviewing on –campus for internships and full-time positions with organizations that send recruiters to Foster.

Pro Dev (also **Professional Development**) – This abbreviated phrase refers to the Core Professional Development Course which MBA Career Management develops and delivers in the Fall semester.

Recruiter – An individual whose job is to find the right people to fit a job position. Often the first person to interview candidates for a job.

Recruiting – The employer’s process of posting a job opening, collecting and reviewing resumes and cover letters, selecting interview candidates, interviewing, extending and negotiating job offers.

Resume – For on-campus recruiting, students are required to use the one-page Foster template for their resume. Recruiters use the resume as a screening tool to find out if the candidate is appropriate for the job and should be interviewed. The resume should be customized with the most relevant skills for a particular employer and job whenever possible.

STAR – The model used to structure answers to behavioral interview questions. The acronym stands for Situation, Task, Actions, Results.

Strategic Interviewing – The process of preparing a core message that includes one’s positioning statement and objectives and ensuring that core message is communicated to interviewers and that one’s objectives are met. Objectives usually include being able to effectively articulate one’s value and fit to the interviewer’s organization.

Treks - (For example Tech Trek, Finance Trek) Trips organized by MBA Career Management (and some student clubs) to the Bay Area in California and/or New York City for the purpose of introducing students to employers and alumni in the high tech and finance fields outside of the Puget Sound area.