

# TRANSFER STUDENT FALL RECRUITING PREPARATION CHECKLIST

## Congratulations and welcome to the Foster family!

Here at Foster Career Services, we are excited for you to begin your journey at the Foster School of Business and are committed to your academic and professional success. This checklist provides you with practical steps you can take during the summer to explore various career options, familiarize yourself with recruiting processes at Foster, and best prepare for internship recruiting so that you will be able to hit the ground running as you begin your first quarter at Foster! Later this summer you will have access to the Foster Undergraduates Canvas page, the main hub for Foster Career Services' content. We look forward to meeting you!

## SUMMER

### Explore career options & Foster Career Services (FCS) resources:

- Visit** the Foster Career Services [website](#) to learn about possible career paths for different options.
- Explore** Vault Guides to explore career paths and industry [trends](#).
- Schedule an appointment** with a career coach via [Handshake](#), calling (206) 221-6858, or emailing [bzcareer@uw.edu](mailto:bzcareer@uw.edu) to discuss career exploration strategies and to make sure you have a comprehensive understanding of FCS resources to develop your career development game plan.
- Create and complete** your [LinkedIn](#) profile. Watch this [video](#) to learn more about LinkedIn.
- Review** [Foster's LinkedIn Guide](#) to learn how to create a professional online presence on LinkedIn.
- Research** Foster alumni on the LinkedIn [Alumni tool](#) to learn more about the types of roles and companies Foster students go into after graduation.
- Review** Foster's [Informational Interview Guide](#) to learn about informational interviews and how to conduct one.
- Schedule** informational interviews with current students, alums, and industry professionals to learn more about career paths and tips for recruiting. Watch this [video](#) on successful informational interviews.
- Research** Foster RSOs on the Foster Undergraduate Programs [website](#). Option-specific RSOs provide students the opportunity to learn about career paths in a specific industry and network with professionals in that field (e.g. American Marketing Association).

### Prepare for recruitment activities:

- Create and complete** your [Handshake](#) profile. Pro tip: Keep your Handshake profile public to allow employers to find you to connect about career opportunities - Review Handshake's [guide](#) on completing your profile.
- Review** Foster Career Services' Handshake [guide](#) to learn about best practices for leveraging Handshake to schedule career coaching appointments, research career events, and apply to internships opportunities.
- Review** Foster's [Resume Quick Guide](#) and [Model Cover Letter](#) to learn how to build effective resumes and cover letters.
- Create or update** your resume & cover letter(s). Refer to Foster's resume [template](#) if needed.
- Schedule** an appointment with a career coach to receive feedback on application materials and for tips on how to successfully navigate the recruitment process for positions and industries you are interested in.
- Complete** the Excel Credential Course on Canvas
- Visit** Handshake to research [internship](#) opportunities of interest and keep a record of key dates and application deadlines.
- Visit** Handshake to research employer-led and FCS [events](#) and keep a record of event dates you are interested in.
- Review** public accounting [timeline](#) to better understand how you fit into the recruiting process based on your CPA eligibility (if applicable).
- Review** [Consulting Recruiting Handout](#) to learn more about the consulting industry and its recruiting timeline, as well as case interviews and how to prepare for one (if applicable).
- Watch** Foster Career Services' Prep for Fall Recruiting Workshop to learn how to best prepare for Fall recruiting. Recording can be found on the Foster Undergraduates Canvas page.

**“ Have your resume ready before starting your first quarter. Research in moderation about all the companies that you’re interested in and prepare an elevator pitch which can be modified to each recruiter. Ask specific questions.**

— Gurkirat Bains, Marketing & Information Systems  
Previous College Attended: Green River Community College  
First Quarter at Foster: Winter '18

# TRANSFER STUDENT FALL RECRUITING PREPARATION CHECKLIST

## FALL

### Participate in the internship recruitment process:

- Attend** Foster Career Services career prep events hosted in late summer/early fall to learn how to successfully navigate career fairs, networking events and recruiting activity.
- Review** the [Career Fair Success](#) handout
- Attend** the annual Business Career Fair (relevant for all majors) to network and learn about internship opportunities.
- Attend** FCS recruiting/networking events to network with business professionals. Previous examples include: Industry Focus Events for consulting, finance, accounting, and supply chain.
- Attend** employer-led [events](#) such as employer info sessions, employer resume reviews, and meet & greets.
- Follow up** with professionals you meet at events for informational interviews. Building relationships is key!
- Apply** for internship opportunities on [Handshake](#) and employer websites. Keep an eye out for early deadlines
- Review** Interviewing tips on Foster Career Services [website](#) to learn how to prepare for interviews.
- Schedule** appointments with career coaches for mock interviews, or visit [InterviewStream](#) to practice interviewing online.
- Interview** for internship opportunities. Review Foster's [Dress for Success](#) Guide.
- Schedule** an appointment with a career coach if you need assistance navigating any internship offers, asking for extensions, etc.
- Reflect** on the recruiting process, your career interests etc.

\*Recruiting for structured internship programs can start as early as late summer/early fall quarter. It is common to see internships postings and career events relevant to the accounting, finance, and consulting industries during this time. It is important to start engaging in recruiting/networking activities in fall quarter; however, not all industries follow a structured recruiting process.

### Quotes from Previous Transfer Students

#### Members of the Transfer Student Advisory Board

“Meet with a career services representative before the beginning of your first quarter and discuss your resume as well as interviewing tips. How you balance your schedule with classes, studying and your personal life while navigating the recruiting environment at Foster will be up to you – but if you can get a head start before the start of your quarter, it will make all the difference!

– Jeffrey Campbell, Human Resources Management & Entrepreneurship  
Previous College Attended: South Seattle College  
First Quarter at Foster: Fall '19

“A complete guide for Foster students on writing undergraduate resumes is available on the Foster website. This will be a great way to prepare yourself for recruitment week!

– Jesse Hung, Finance  
Previous College Attended: Bellevue College  
First Quarter at Foster: Fall '19

“These two years will go by faster than you think, invest your time and energy wisely, and when you think back, you can say to yourself you've done something incredibly meaningful.

– Snow Zhou, Marketing  
Previous College Attended: Seattle Central College  
First Quarter at Foster: Fall '19

“Your experience at Foster will be entirely what you make of it. Explore, work hard and most importantly, have fun.

– Connor Fredericks, Information Systems & Entrepreneurship, B.A. in Economics  
Previous College Attended: Pierce College  
First Quarter at Foster: Fall '19

### STAY CONNECTED!

#### Social Media

 @fostercareers  
 /company/foster-career-services

Questions? Email [bzcareer@uw.edu](mailto:bzcareer@uw.edu)