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## OPTIMIZE YOUR CAREER

EVENING MBA PROGRAM INFORMATION

MBA CAREER MANAGEMENT

**FOSTER**  
SCHOOL OF BUSINESS

# 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** From building your personal brand to interview and career strategies, we're here to partner with you and help develop a personalized plan for success.

- **CANVAS Course**

Access the EVEMBA PRODEV (New) Canvas Course with 11 modules on topics such as Career Exploration, Resume Development, Networking, Behavioral and Case Interviewing, LinkedIn and more. It is your first stop for Foster-related career content.

- **Career Success Workshop Series**

We've designed a slate of career workshops focused on the needs of Evening MBA students. The series will give you a comprehensive introduction to career tools, skills and strategies. RSVP for an upcoming workshop through FosterJobs.

- **Resume Review**

Revise your resume to be current with MBA best practices. Attend the "Upgrade Your Resume" workshop and schedule a resume consultation with a career coach.

- **FosterJobs**

Access this website to apply for jobs, manage your career portfolio and RSVP for events.

- **Interview Practice**

Refine your interview skills. Practice both case and behavioral interviewing to be well-prepared for MBA-level interviews.

- **Recruiting and Networking Events**

Sign up for MBA Career Management events and attend networking functions such as Company Information Sessions, MBA Forum Career Fairs and alumni receptions.

- **Career Assessments**

MBA CM can provide coaching on these assessments. (Taking the assessments most likely will involve an expense to you.)

- **CareerLeader™**: Ideal for those looking to explore a career change, CareerLeader™ is a premier online career self-assessment.
- **GALLUP CliftonStrengths™**: Take this assessment to discover your talents and learn how to apply them as strengths.

Email [mbacm@uw.edu](mailto:mbacm@uw.edu) to request access.

- **Foster MBA Mentor Program**

Tap into the expertise of senior executives in the Seattle business community. Attend a Mentor Program orientation in October to get started.

- **MBA Career Conferences & Career Treks**

If you're open to relocation after graduation or exploring a geographic move as you target your next career opportunity, consider a national career fair or trek. Check the newsletter and CANVAS for dates and locations.





# 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 MBA Recruiting and highly recommended for students who are looking for a competitive edge in career, job search and MBA workplace preparedness.



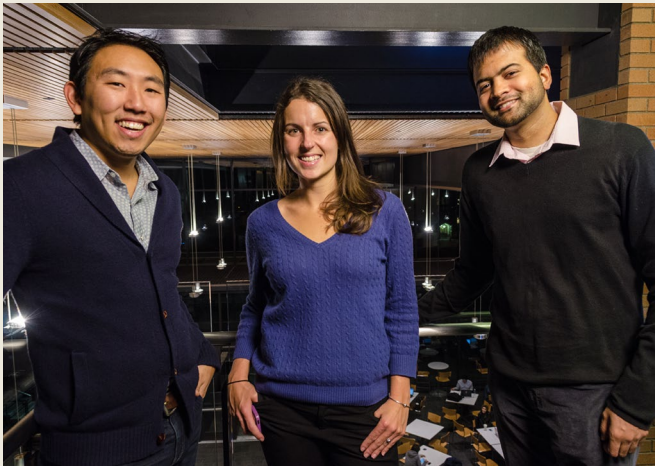
**Visit the EVEMBA–PRODEV (New) CANVAS Course, Module 11 for complete information on the Greenlight Process. Access the Greenlight Tracker to guide your progress. This page provides a summary of process and requirements.**

Recruiting for full-time MBA positions starts fall of your 3rd year. The Greenlight Process ideally should be completed by the end of Spring Quarter your second year.

If you wish to pursue a summer internship between your second and third years, please consult with a coach before the end of your first year.

## Greenlight Requirements

- 1) Create a one-page resume in the Foster MBA resume template and have it approved by an MBA Career Management coach.
- 2) Successfully complete at least one mock interview with an MBA Career Management coach.
- 3) Attend at least six Career Success workshops. A case interviewing workshop is required as one of the six.
- 4) When you've completed all requirements, submit the Greenlight Quiz on CANVAS. **Be sure to email [mbacm@uw.edu](mailto:mbacm@uw.edu) upon completion!**



# 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.

YEAR 1	YEAR 2	YEAR 3	
Generate and research MBA career options			
Make new connections with fellow students, faculty and alumni Get involved in Foster-sponsored organizations and events to expand your network			
	Attend career skill-building programs such as elevator pitches, changing careers and networking workshops		
	Build MBA-level job search skills such as resume writing, behavioral and case interviewing and job offer negotiation workshops		
Start Greenlight Process during Year 1	Complete Greenlight Process before Year 3		
<ul style="list-style-type: none"><li>• Access the Professional Development course on Canvas</li><li>• Create an account on FosterJobs</li><li>• Register for Foster School’s LinkedIn groups</li><li>• Subscribe to MBA Career Management events</li><li>• Meet with a career coach at any time during your program, as needed</li><li>• Investigate opportunities for MBAs at your current organization</li><li>• Create your personal brand: Attend a Brand Essence workshop and/or consult with a career coach</li><li>• Complete the self-assessment CareerLeader™ if you would like more guidance on your best career fit</li><li>• Attend networking and company information sessions</li><li>• Participate in the Foster Mentor Program</li><li>• Update your resume, using the Foster MBA template, to include Foster MBA Program and activities</li><li>• Commence requirements for Greenlight Process by attending Career Success Workshops</li></ul>	Explore MBA career options		
	<ul style="list-style-type: none"><li>• Conduct internal and external informational interviews</li><li>• Seek cross-functional projects at work</li><li>• Consider attending industry treks (e.g. New York and Bay area – financial services; Silicon Valley – high tech), if you are open to relocation after graduation</li><li>• Develop a focused plan using the MBA Career and Leadership Plan</li><li>• Update your resume with new knowledge, skills and experience acquired since the start of the MBA Program</li><li>• Continue both case and behavioral mock interviewing practice</li><li>• Consider Strategic Consulting projects and opportunities through the Global Consulting Program</li><li>• Position yourself for a promotion and/or opportunities internally</li></ul>	Continue to build MBA-level career and job search skills — revise, update and enhance your resume to reflect knowledge and skills gained in the program; practice behavioral and case interviewing and practice job offer negotiation	
		FALL: MBA Recruiting for Post-Grad positions begins	SPRING: Just-in-time recruiting
		<ul style="list-style-type: none"><li>• Consider attending national MBA career fairs in summer and fall (National Black MBA Association, Prospanica, Forté Foundation, Reaching Out, MBA Veterans and Net Impact)</li><li>• Attend Fall and Winter Forum Career Fairs</li><li>• Attend Company Information Sessions</li><li>• Apply for positions through Foster MBA Jobs</li><li>• Continue mock interview practice</li></ul>	

“From my first day on campus, I was blown away by the help and support of the MBA CM team. They provided hands-on, proactive, and tailored solutions to help me reach my goals during the program and beyond. In particular, the Brand Essence exercise and the presentation coaching took my confidence to the next level. Of all the benefits of being an MBA student at Foster, the Career Management Team is among the most valuable. ”

**JOEL GRAVES**  
CLASS OF 2019

“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 network were especially helpful. My most sincere appreciation for your encouragement along the way!”

**SHEILA LAUB**  
CLASS OF 2016







## YOUR 4 KEY RESOURCES

- Access the **Professional Development** course on Canvas.
- Consult with an **MBA Career Management coach** on your professional goals.
- Go to **FosterJobs** to RSVP for Evening MBA Career Success workshops and events, sign up for employer events and networking opportunities, view job postings and more!
- Read our MBA CM weekly newsletter for up-to-date events, links and opportunities.

## ENGAGE WITH US

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**Partnering to drive success.**

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