

**ARE YOU READY?** TO BE A CEO. TO GET THE PERFECT JOB. TO HIT THE GROUND RUNNING. TO START YOUR OWN BUSINESS. TO BE A LEADER. TO INSPIRE OTHERS INTO ACTION. TO MAKE BOLD DECISIONS. TO MAKE AN IMMEDIATE IMPACT. TO SOLVE TOUGH

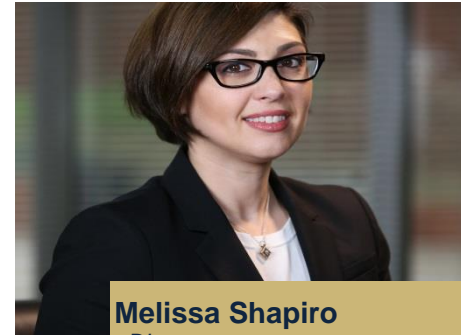
## **CAREER MANAGEMENT: Overview & Expectations**

PROBLEMS. TO BUILD A BRAND. TO TRAVEL THE WORLD. TO MAKE THAT BIG PITCH. TO EXCEED YOUR GOALS. TO THINK BRAVELY. TO DEFINE YOUR FUTURE. TO REALIZE YOUR LEADERSHIP POTENTIAL. TO INFLUENCE OTHERS. TO LEARN FROM THE BEST. TO RISE TO ANY CHALLENGE. **YOU CAN BE.**

# Agenda

- Meet the Team
- Mission
- 3 Pillars
- Circle for Success
- Career Management Activities
- Employment Statistics
- Hiring Companies
- Employer Guidelines
- Student Expectations

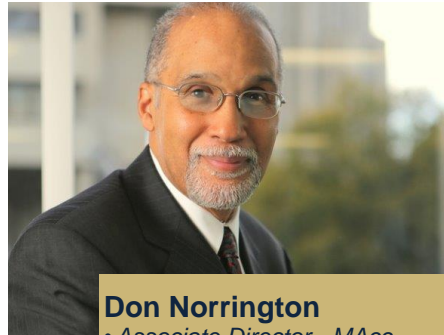
# Career Management Team



**Melissa Shapiro**  
• Director



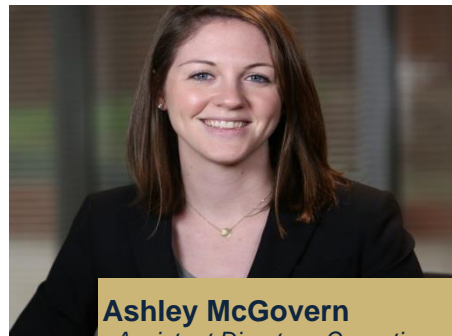
**Dana Romano**  
• Associate Director – MIS/HR



**Don Norrington**  
• Associate Director - MAcc



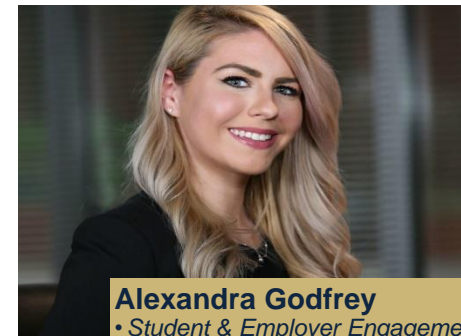
**Kyshira Moffett**  
• Assistant Director - Marketing



**Ashley McGovern**  
• Assistant Director - Operations



**Lynn Rosen**  
• Assistant Director - Finance



**Alexandra Godfrey**  
• Student & Employer Engagement Specialist

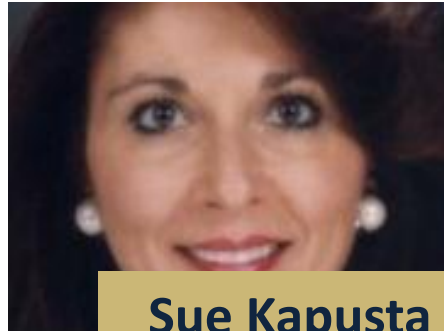
# Executives-in-Residence (EIRs)



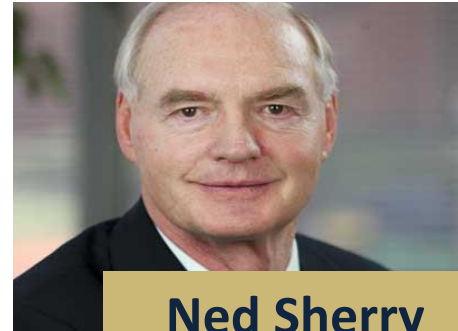
**Theresa Gallick**



**Dawne Hickton**



**Sue Kapusta**



**Ned Sherry**



**Bill Slivka**



**Jim Woll**



**Greg Zovko**

# Career Management Mission

*Our mission is to be a collaborative career management partner with both our students and our corporate recruiters, as well as an industry leader in career-related professional development and job search preparation.*

# 3 Pillars of Career Management

## Career Advice

- Career advising resources to put students on the right path based on their strengths and realistic professional objectives

## Professional Development – Job Seeker Skills

- Ensuring that students develop business sophistication and appropriate communication, that are critical in today's job market

## Employer Engagement

- Assisting students in connecting with industry professionals and employers that align with their career objectives and professional interests

# Circle For Success



# Circle For Success

## LEARN

- Understand the job search process
- Research & understand business culture
- Research industry & local market
- Research companies and positions
- Gain self awareness

## DEVELOP

- Your story
- Your self introduction
- Your STARS
- Conversation skills
- Written correspondence
- Your confidence

## MASTER

- Your story
- Your self-introduction
- Your interview skills
- Knowing your audience
- Professional skills

## APPLY

- Complete job applications
- Network
- Interview
- Attend conferences and career fairs
- Negotiate

**COMMUNICATE WITH ADVISOR**



# Activities: 2 yr MBA By Term



## PRIOR TO ARRIVAL ON CAMPUS

Assessments  
Resume  
Personal Branding  
Job Search Plan Development  
Interview Preparation



## YEAR 1: FALL TERM

Corporate Presentations  
Conferences/ Career Fairs  
Job Applications  
Interviews (On- & Off-Campus)  
Mock Interviews with EIRs



## YEAR 1: SPRING TERM

Corporate Presentations  
Job Applications  
Interviews (On- & Off- Campus)  
Mock Interviews with EIRs  
Just-in-Time Internship Hiring

**NETWORKING**

# Activities: 2 yr MBA By Term



## SUMMER INTERNSHIP



## YEAR 2: FALL TERM

Offers from Internships  
Corporate Presentations  
Conferences/ Career Fairs  
Job Applications  
Interviews (On- & Off-Campus)  
Mock Interviews with EIRs



## YEAR 2: SPRING TERM

Corporate Presentations  
Job Applications  
Interviews (On- & Off- Campus)  
Mock Interviews with EIRs  
Just-in-Time Internship Hiring

**NETWORKING**

# Activities: 1-Year MBA By Term



## PRIOR TO ARRIVAL ON CAMPUS

- Assessments
- Resume
- Personal Branding
- Job Search Plan Development
- Interview Preparation
- Joint Advising- Curriculum Planning Meeting



## FALL

- Corporate Presentations
- Conferences/ Career Fairs
- Job Applications
- Interviews (On- & Off-Campus)
- Mock Interviews with EIRs
- Meeting with Advisors



## SPRING

- Corporate Presentations
- Job Applications
- Interviews (On- & Off-Campus)
- Mock Interviews with EIRs
- Just-in-Time Hiring
- Meeting with Advisors



## SUMMER

- Job Applications
- Interviews (Off-Campus)
- Meeting with Advisors

**NETWORKING**

# Activities: Specialized Masters by Term



## **PRIOR TO ARRIVAL ON CAMPUS:**

- Assessments
- Resume
- Personal Branding
- Job Search Plan Development
- Interview Preparation



## **FALL TERM:**

- Corporate Presentations
- Conferences/ Career Fairs
- Job Applications
- Interviews (On- & Off-Campus)
- Mock Interviews with EIRs



## **SPRING TERM:**

- Corporate Presentations
- Job Applications
- Interviews (On- & Off-Campus)
- Mock Interviews with EIRs
- Just-in-Time Hiring

**NETWORKING**

# Activities: On-Campus Recruiting

- Corporate Presentations
- Coffee Chats
- On-Campus Interviews
- Virtual Interviews
- Executive Hosted Meal
- Jobs Posted in Career Connection



- *Not all companies that come to campus make offers*
- *You MUST RSVP to company events*
- *Keep an eye on deadlines!*

# Activities: Conferences & Career Fairs



## University of Pittsburgh Career Fair

- September 28<sup>th</sup> & 29<sup>th</sup> (STEM)
- October 5<sup>th</sup> & 6<sup>th</sup> (Business, Humanities, & Social Sciences)
- William Pitt Union
- Audience: All Students



## Prospanica Conference & Career Expo (Formerly NSHMBA)

- September 29<sup>th</sup> – October 1<sup>st</sup>
- Houston, TX
- Audience: Open to All Students, Hispanic/Diversity Conference



## MBA Veterans Conference

- October 6<sup>th</sup> – 8<sup>th</sup>
- Chicago, IL
- Audience: Active Military or Veterans of the U.S. Armed Forces



## ROMBA 2016

- October 6<sup>th</sup> – 8<sup>th</sup>
- Dallas, TX
- Audience: Members of the LGBTQA Community and closely tied allies

# Activities: Conferences & Career Fairs



## NBMBA Conference & Exposition

- October 11<sup>th</sup> – 15<sup>th</sup>
- New Orleans, LA
- Audience: Open to All Students; African-American/Diversity Conference



## NAWMBA Conference & Career Fair

- October 20<sup>th</sup> – 22<sup>nd</sup>
- Stamford, CT
- Audience: Primarily Female Students



## Asian MBA Leadership Conference

- November 4<sup>th</sup>
- New York, NY
- Audience: Open to All Students; Asian Conference



## Net Impact Conference

- November 3<sup>rd</sup> – 5<sup>th</sup>
- Philadelphia, PA
- Audience: Those interested in making a lasting social & environmental impact

# MBA Full-Time Employment Statistics

Year	Offers @ Grad	Offers 90 Days Post	Salary
2010-11	70%	90%	\$71,382
2011-12	80%	92%	\$76,136
2012-13	77%	91%	\$79,925
2013-14	87%	96%	\$80,096
2014-15	72%	88%	\$88,027
2015-16*	85%	90%	\$82,879

\* This is interim employment data.  
Employment statistics for the 2015-16 year  
will not be final until September 30, 2016.



# MBA Internship Employment Statistics

Year	Internship @ Grad	Internship by end of Summer	Salary*
2010-11	86%	97%	\$3705
2011-12	92%	100%	\$4337
2012-13	100%	100%	\$5027
2013-14	100%	100%	\$4654
2014-15	98%	98%	\$4,699
2015-16	97%	100%	\$5,453

\* Salary refers to the average monthly income of Katz students during summer internships

# Hiring Companies



USAA Real Estate Company



# Employer Guidelines

- Companies should not encourage students to renege on accepted offers
- Recommended recruiters give students:
  - December 1 or 3 weeks from receipt of official offer letter, whichever is longer, to respond to a full-time job offer
  - February 26 or 2 weeks from receipt of official offer letter, whichever is longer, to respond to an internship offer
- It is requested that recruiters follow up with all students regarding the status of their candidacy in a timely manner
- Students should be given 5 business days notice, no fewer than 3, for out of town interviews

# Student Engagement & Expectations

## Advisor Engagement

- Meet regularly with your career advisor
- Meet once per term with your academic & career advisors jointly to discuss course selection
- Read and respond to emails within 24 – 48 hours
- Students are expected to report all job and internship offers and acceptances to the Career Management Center and to **discontinue interviewing immediately** after accepting an offer (verbally or in writing).

# Student Engagement & Expectations

## Employer & Alumni Engagement

- Arrive 5-10 minutes prior to start of all events
- Students are expected to act in a professional manner at all professional networking functions
- When requesting to be connected with alumni, students are expected to provide context around introduction.
- Students are expected to follow-up with alumni and corporate representative introductions within 24 hours

# Student Engagement & Expectations

## Employer & Alumni Engagement

- Cancellations must be made within the specified timeframe in the event description, unless there is an emergency
- If a student cancels within cancellation window or is a no-show, he/she must write an apology letter within 24 hrs to an employer
- Repeated no shows or cancellations will result in suspension from participating in OCR or resume referral privileges – Pending Director's Review



# QUESTIONS?



**KATZ** UNIVERSITY OF PITTSBURGH  
JOSEPH M. KATZ  
GRADUATE SCHOOL  
OF BUSINESS

**READY.**