

UNIVERSITY of **HOUSTON** | BAUER

Rockwell Career Center

MBA CAREER DEVELOPMENT GUIDE

*The Gateway to
Leveraging Your MBA*



Looking northeast at the new Cemo Hall building.



MBA Career Development Guide

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Dear MBA Students,

Congratulations on taking the first step toward your next career! At the Rockwell Career Center, we develop programs and opportunities to complement your academic experiences to help you attain successful and fulfilling careers. Our office works hard to develop strong corporate networks to ensure a wide variety of job opportunities are available to our students. We also develop programs and services, such as this career guide, to ensure our students can successfully compete for the best positions in the MBA marketplace.

Developed in partnership with our MBA students and employers, this guide is a working reference for you throughout your career development process. It can answer most of your basic questions about the job search and the resources available to you.

We encourage you to take advantage of this guide as well as our many other services, such as online tools, individualized career coaching, resume books, job postings, networking events and more! The Rockwell Career Center provides a wealth of opportunities and resources for MBA students, but you will only receive the full value of these if you take advantage of everything the college has to offer. The more active and intentional you are in the career development process, the more successful you will be in finding the best possible career for you. We want to assist you throughout this process. More information about the many opportunities to partner with our office and the college on your job search is detailed in this guide.

We look forward to partnering with you on your MBA career development journey!

Best Regards,

Jamie Belinne
Assistant Dean for Career Services
Rockwell Career Center
C.T. Bauer College of Business



THE MISSION of the Rockwell Career Center is to complement C. T. Bauer College of Business students' academic experiences with professional development to help them attain successful and fulfilling business careers and increase the value of Bauer to the business community. Our service is defined by the following core values:

Responsiveness: We take personal responsibility to acknowledge all requests for information in a timely and accurate manner.

Integrity: We are honest, fair, trustworthy and ethical with all of our customers.

Excellence: We strive to exceed expectations in all areas of services.

Professionalism: We create a strong impression with employers and behave as role models for students.

Lifelong Learning: We provide up-to-date knowledge, resources and training to facilitate growth and advancement.

Teamwork: We unite corporate leaders, alumni, the university and the Houston community to enhance career opportunities for Bauer students.

HOURS AND LOCATION

The Career Center is open all year from 8:00 a.m. to 6:00 p.m. Monday through Thursday and from 8:00 a.m. to 5:00 p.m. on Friday. We are located in Cemo Hall, on the second floor.

Career Development Checklist

FIRST YEAR, FALL SEMESTER

- Attend Fall Orientation (for new students)
- Obtain a Fall MBA Career Events Calendar
- Become familiar with Online Tools websites (create logins, passwords, etc.)
- RSVP for upcoming events in Gateway
- Complete a Campus Recruitment Workshop in person or online with University Career Services (UCS)
- Explore MBA Careers using Online Tools, WetFeet, etc.
- Schedule a meeting with a MBA Career Development Specialist to discuss your career interests
- Update your resume for MBA Focus and be ready to submit (deadline details can be found on the Rockwell Career Center Calendar)
- Add your cover letter and resume to Gateway
- Review the career vision section of the MBA Guide to develop your personal vision statement
- Create a target list of industries and companies then start researching them online
- Connect with faculty and alumni to gain industry information
- Contact employers to schedule informational interviews
- Plan to attend Bauer Alumni Breakfast events
- Complete 1st year mock interview (if applicable)
- Attend the MBA Mixer to network with local employers
- Attend the Fall Business Career Fair
- Apply for internship opportunities via Gateway, UCS, CareerShift, and company websites
- Look for opportunities to network over the holiday season

FIRST YEAR, SPRING SEMESTER (if applicable)

- Obtain a Spring MBA Career Events Calendar
- RSVP for upcoming events in Gateway
- Apply for internship opportunities via Gateway, UCS, CareerShift, and company websites
- Make a list of target networking contacts at organizations of interest
- Schedule a meeting with MBA Career Services to prepare for interviews, discuss your job search strategy, or for salary negotiation assistance
- Make a list of target networking contacts at organizations of interest
- Join student organizations and local professional association to learn more about your area of interest
- If you do not obtain a summer internship, identify volunteer and project opportunities

SECOND YEAR, FALL SEMESTER

- Attend MBA Reorientation (for returning students)
- Obtain a Fall MBA Career Events Calendar
- Add your summer internship experience to your resume
- Add your updated cover letter and resume to Gateway
- Update your resume for MBA Focus and be ready to submit (deadline details can be found on the Rockwell Career Center Calendar)
- Determine if your career strategy has changed after experiencing a summer internship
- Schedule a meeting with a MBA Career Development Specialist to discuss your full time job search plans
- RSVP for upcoming events in Gateway
- Contact employers to schedule informational interviews
- Plan to attend Bauer Alumni Breakfast events
- Complete mandatory 2nd year mock interview
- Attend on campus recruitment events
- Continue to build relationships with professional, social, and on campus contacts
- Apply for full time opportunities via Gateway, UCS, CareerShift, and company websites
- Look for opportunities to network over the holiday season

SECOND YEAR, SPRING SEMESTER

- Obtain a Spring MBA Career Events Calendar
- RSVP for upcoming events in Gateway
- Plan to attend Bauer Alumni Breakfast events
- Apply for full time opportunities via Gateway, UCS, CareerShift, and company websites
- Complete graduation survey

THIRD YEAR, PART-TIME STUDENTS

- Schedule a meeting with a MBA Career Development Specialist to discuss your job promotion or transition plans
- Finalize "Career transition or promotion action plan checklist"
- Apply for full time opportunities via Gateway, UCS, CareerShift, internal company website (if applicable) and external company websites
- Complete graduation survey

Career Assessment Begins Here

As previously mentioned, it is the mission of the Rockwell Career Center (RCC) to complement each C. T. Bauer College of Business students' academic experiences with professional development and help students fulfill their career vision by leveraging their MBA to find purposeful and rewarding employment. The RCC can help you transition your career and identify a wide variety of job opportunities, both in and outside of Houston. Resources include Gateway, Career Leader, Career Shift, Houston Business Journal and Career Beam. Bauer MBA students are also now included in the prestigious MBA Focus, which is an exclusive on-line tool that allows global employers and recruiters to have immediate access to your resume.

This is an added advantage when one considers — the average person has three careers and ten different jobs in his or her lifetime, according to the U.S. Department of Labor.

One of the career exploration self-assessment tools offered to MBA students is called Career Leader. It is designed to provide students with an understanding of their personal skills, aptitudes and interests and ultimately a more concise picture of their career goals. Career Leader integrates your results and recommends specific career paths that are likely to be your best match. Career Leader provides an in-depth view of 22 career paths, identifies key elements of corporate culture, and suggested development areas.

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Dear MBA Students,

THE VALUE OF A PERSONAL CAREER STATEMENT

Obtaining an MBA is a monumental life decision that demands a sustained commitment of time, financial resources, sacrifice and determination. As with any well executed plan, one must have an idea of what success looks like, what resources are available, and have the courage to move forward. Your pursuit of an MBA from Bauer is evidence of this in action; although it may not be clear how to best leverage your MBA, the conversation begins now — it is not a someday conversation, you are creating your future NOW!

If you think you'll be happier in your career by switching companies, or obtaining an MBA, think again. To be successful and love your work, you'll need more than a job. Before you focus on resume writing, networking, and job hunting, you'll need what I call a "personal career vision" — a tangible blueprint of the direction you want your life to take.

It is the mission of the Rockwell Career Center to complement each Bauer College students' academic experiences with professional development and help students fulfill their career vision by leveraging their MBA to find purposeful and rewarding employment. For some a career vision (what do I want to do) is the million dollar question. The average person has three careers and ten different jobs in his or her lifetime, according to the U.S. Department of Labor.

Recently, authors Bob McDonald and Don Hutcheson asked a number of people, "what made you happy and successful?" Virtually all of the respondents cited two factors: First, they knew about and used their natural talents. Second, they created, and were guided by, a clear personal vision.

A personal career vision is a blueprint for exactly the type of work you should be doing, based on information about what you are naturally good at, what you want, and what you think is worth doing.

The advantages of having a well thought-out Career Vision (CV) are significant.

- A CV gives a sense of purpose and direction
- One's CV acts as an accountability statement — are you doing what you said you were going to do — WAYFO? ("What Are You Focused On")
- It becomes a personal barometer to measure if career choices are moving you closer or further away from your CV
- The CV becomes a networking tool for further engagement

VISION STATEMENT CREATION PROCESS

The purpose of the following exercise is to help you develop a concise one sentence career vision statement that is memorable and uniquely yours. The process is designed to help you connect with what you are truly passionate about as it relates to your life's work. However, it requires one to be completely authentic, open and honest with themselves. If you choose to complete this exercise as instructed herein; it will result in a personal career vision statement that is uniquely yours. By working from the inside out, you can begin to develop a plan/strategy and use the Rockwell Career Center to begin moving towards fulfilling your career vision.

SET YOURSELF UP FOR SUCCESS:

This exercise requires that you find a quiet place to work, reflect and have uninterrupted time to complete for at least 30 minutes. My advice to you is do not short-change the process. This is your life, what you put into it is what you will get out of it. The only required equipment is pen and paper.

STEP-BY-STEP INSTRUCTIONS

BRAINSTORM

Step 1: Take Only 5 Minutes to Complete:

Take no more than 5 minutes to brainstorm and write down anything/everything that comes to mind relating to what truly makes you happy about the work you currently or wish to do, or have done in the past. The process is free flowing and fast. It's a true brainstorm and not about limitations. Use descriptive words and sentences that connect with what you are truly passionate about and enjoy most about working. Connect it to your natural strengths, talents and gifts. Pay attention to your specific behavior and how it made you feel or felt. For example, being of service to others, what about that is most enjoyable to you? Other examples could include leading teams, project management, problem solving, financial and/or strategic analysis, but maybe not implementation. Perhaps having creative freedom is most important to you.

It is critical during this step that you are completely authentic and honest with yourself. What do you naturally gravitate to? Again, only allow five minutes for this initial brainstorm session.

DRILL DOWN

Step 2: Take Only 2 Minutes to Complete:

Take 2 minutes to identify and circle all areas of your brainstorm results that are aligned and similar in scope and purpose. For example, as result of your brainstorm session you put down problem solving, enjoy structure/ processes and project management, you would circle all three. Another example could include strategic analysis and critical thinking. Enjoy interacting with others and/or helping people resolve conflicts. Again, you are circling common themes.

TAKING SHAPE

Step 3: Take Only 5 Minutes to Complete:

Take no more than five minutes to take all of your circled brainstorm items and create 2-3 complete sentences. The sentences must encompass all of your circled items/themes.

GREATER CLARITY

Step 4: Take Only 3 Minutes to Complete:

Lastly, take no more than three minutes to reduce the 2-3 sentences down to one complete sentence. The end result will be the initial makings of your personal career vision.

CONGRATULATIONS!

Working from the inside out is a positive step in the right direction, and it only took 15 minutes. Next step is to make an appointment with a MBA Career Development Specialist to truly make your personal vision statement your own and gain greater clarity about the Rockwell Career Center resources' available to you.

Tommy Doss
MBA Career Development Specialist
Rockwell Career Center
Bauer College of Business
University of Houston

Our MBA Career Development Team is here to assist you.

Our MBA Career Development Team has extensive experience in all aspects of the career development cycle and is available to assist students with all phases of their job search and career transition. Students are encouraged to have ongoing meetings with their assigned MBA Career Development Specialist for guidance related to:

- Creating a job search plan by function, industry or geography
- Developing effective networking strategies and tactics
- Preparing letters, e-mails, and voice mails
- Resumes and correspondence
- Developing a plan for career transition
- Mock interviews
- Practicing various styles of interviews (behavioral, case)
- Preparing for a job / career fair
- Preparing for office visits
- Negotiating offers
- Working on your transition plan into internships and/or summer projects and full-time work

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Rockwell Career Center

Effective December 23, 2009

ROCKWELL CAREER CENTER CODE OF ETHICS

The Rockwell Career Center (hereby “RCC”), C.T. Bauer College of Business (hereby “Bauer”) at the University of Houston (hereby “UH”) requires students who are engaged in a career or job search to conduct themselves in an ethical manner reflecting the policies and expectations put forth by Bauer and the RCC. The Bauer Code of Ethics and Professional Conduct (hereby “Bauer Code”) and the RCC take this issue seriously.

By selecting “yes” on your profile you have acknowledged that you have read and agree to the terms of the RCC Code of Ethics and the Bauer Code as stated on the homepage of your Bauer Career Gateway account and the Bauer College website.

The RCC’s Code of Ethics is based on the Bauer Code. The Bauer Code is a set of ethical principles designed to maintain a high standard of behavior among Bauer students. The RCC’s Code of Ethics provides a framework for developing and maintaining professional relationships with employers, RCC staff and classmates. Failure to uphold this code can result in a loss of RCC privileges.



The Rockwell Career Center offers a wide variety of career development, job search assistance, and on campus recruitment services to degree-seeking students at the C.T. Bauer College of Business. There is an additional resource provided to all University of Houston students through University Career Services (UCS). UCS offers career development, job postings, and on-campus interviewing services. Bauer students are encouraged to utilize the services of both career service offices.



4800 Calhoun
1st Floor, 106 Student Service Center 1
713-743-5100 • ucs@uh.edu

Student Overview—Welcome to the web site of University Career Services.

STUDENT LOGIN:

All Current registered students automatically (with in 2 business days after registration) have a login account with UCS.

Continuing UH students and first-time UH Students:

USERNAME/PASSWORD – as of August 27, 2007

- If you have already logged on to your account: Username is the **myUH** ID (PeopleSoft ID), and password remains unchanged.
- If you have never logged on to your account: Username is **myUH** ID (PeopleSoft ID), and password is your last name.

Your password is your last name unless/until you choose to change it by clicking on “Change Password” in the left margin. To protect the security of your account, it is highly recommended that you change your password from your last name to the password of your choice. Failure to change your password could result in unauthorized access to your account.

- If you don't know your **myUH** ID (PeopleSoft ID): Students can retrieve their **myUH** ID (PeopleSoft ID) online at Enrollment Services online. Once the students have logged in, there will be a link that says, “Retrieve your **myUH** ID (PeopleSoft ID)”. This link will display the students' **myUH** ID (PeopleSoft ID).
- Within this site, UH students may:
 - Search for jobs and internships
 - Post their resume on ResumeBank
 - Apply for college Work-Study positions
 - Schedule on-campus interviews
 - Apply on-line for job vacancies
 - Track resume referrals
 - Receive automatic e-mail notification of new job postings, recruitment visits, and other career-related events
 - Submit e-mail questions or comments to UCS
 - Complete an online Campus Recruitment Workshop
 - Find out about upcoming career workshops and career fairs
- If you are an enrolled student at UH, you are eligible to utilize all UCS services; in order to utilize on-line services, however, you must also have an e-mail address. If you do not currently have an e-mail address, you may establish one at no cost by contacting UH Information Technology Services

THE FOLLOWING SERVICES ARE COORDINATED BY UNIVERSITY CAREER SERVICES:

Career Counseling and Advising: Assists students who are undecided about an academic major or a career choice. Provided individually and in group settings. Available to alumni who are considering a career or job change.

JOBank: Offers internet access to part-time and full-time job listings, including on-campus, internship, and career-level positions. New listings are received daily. Interested job candidates may apply on-line.

Workshop Series: Resume writing, interviewing skills, video-tape interview critique, high-tech job search, career planning, and other career development topics. Over 500 workshops scheduled each year. For a complete schedule, see the workshop flyers at University Career Services or [click here](#)

Internships: Provides UH students the opportunity to explore career fields and to learn through doing. Students gain career-related experience before graduation. Available for all academic majors. Ask to speak with a career counselor.

Resume Services: Individual assistance in preparing and critiquing your resume; computer-based formatting; and a resume fax service. In addition, ResumeBank, provides fast and comprehensive search and forwarding capabilities as it matches your qualifications and interests with employers' needs.

Campus Recruitment: On-campus interviews are conducted by regional, national, and international employers seeking graduating seniors, graduate students, and internship candidates. Corporate, educational, and government representatives interview September through April. Attend a campus Recruitment Workshop to register.

Vocational Testing: Counselor-assisted, computer-based programs assist students and alumni in assessing their vocational interests as related to possible career paths.

Alumni Career Services: UH alumni are eligible for all career planning and job search services. [Click here](#) for an overview of alumni career services.

Computer Resources: State-of-the-art technologies assist in career decision-making and in conducting a professional job search. Some of these programs are as follows:

Companies International: A database containing information on 270,000 companies worldwide. May be searched company size, product or service, geographic location, annual revenues, etc.

On-Line Career Center, Jobtrak, and other web-based resources: Position listings, company home pages and research on corporations are available via the internet to UH students and alumni.

JobScan: Over 3000 job postings are received monthly for part-time, internship, and career-level positions. Postings are scanned into a searchable database available to UH students and alumni on UCS NetWORK computers.

Library and Research Resources: Over 600 career development and job-search books and directories are on reserve and are available at the front desk. [Click here for a complete listing](#)

Employer Literature: Information on company products, services, career development programs, and annual reports. Useful in preparing for employment interviews. These materials are available in the Campus Recruitment Center, Room 156.

Internet: Links to career development resources, job listing services, and the home pages of many of the companies that recruit at UH.

Video Tapes: Over 120 tapes on corporations, interviewing tips, resume writing, corporate etiquette and many other topics.

These are only some of the services available to help to advance your career planning and/or job search objectives. We cordially invite you to visit University Career Services and speak with one of our career counselors, or send us your message by e-mail.



PERSONAL BRANDING

How to get started on marketing yourself.

In the book *The 10Ks of Personal Branding*¹, Kaplan Mobray explains how to effectively brand yourself and why it is so important to professional growth. In order to get started on your career development, we recommend that you think about the following as it relates to how you will market yourself to not only recruiters and hiring managers, but to your peers and family since your network is the best asset for your future job search.

The sum of your past experiences has delivered you to this point: the MBA program at the University of Houston. From here, your Actions, Choices, Contacts, Experiences, Skills, and Schooling will culminate to form the level of ACCESS you have to realizing your career and life goals.

Before you develop your brand you must know your-

self. If you were from a culture that had no access to technology, a completely agriculturally based economy, and you saw this logo, what would be your assumption about what they do and sell?



What Apple has accomplished through brand recognition around the world is amazing. Whether you are a big fan or not, you know what Apple does and what you expect from the company. Your goal is to brand yourself so that people know what to expect from you.

In order to start building your brand, think about the brands that you have chosen to be associated with and what they say about you. For each of the following products, reflect on the 1) brand you currently use, 2) why you chose that brand, and 3) what the brand says about you.

PRODUCT	BRAND YOU USE	WHY DID YOU CHOOSE THAT BRAND?	WHAT DOES THAT BRAND SAY ABOUT YOU?
Running Shoes			
Computer			
Soft Drink			
Automobile			
Snack Food			

What do these brands say about you? Are these the traits you want to be associated with? If you were a corporation, would you partner with these brands as part of your public image?

Lastly, what is *your* brand name? What would your logo be? What is *your* trademark slogan?

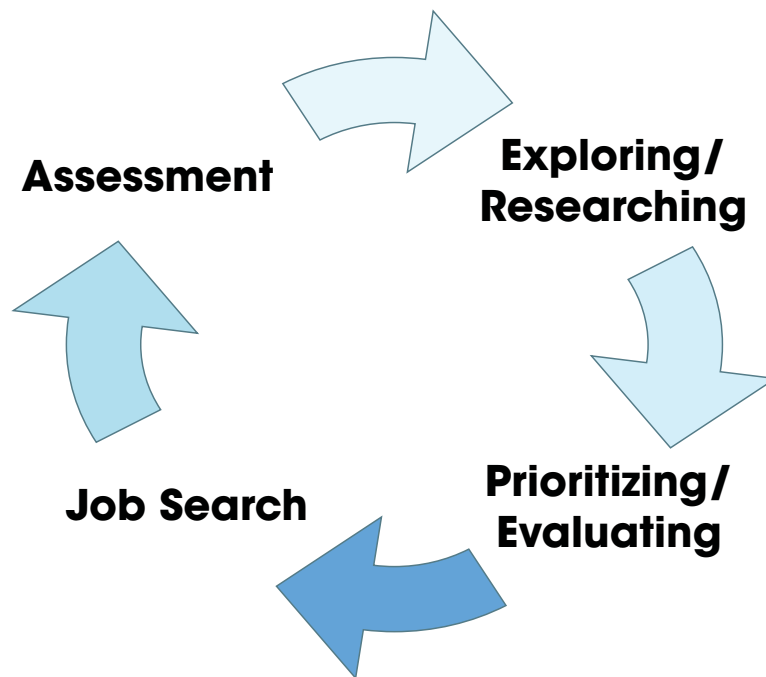
Talk to those closely associated with your brand and see if they would agree with your assessment.

Lastly, take some time to reflect on working on your brand to create opportunities. Those who achieve make their own luck. Make no mistake about it; opportunity "is obtained through focus, energy, effort, and planning."² "Luck is what happens when preparation meets opportunity."¹

1: *10Ks of Personal Branding*, Kaplan Mobray ISBN 978-0-595-48481-2.

2: Seneca, (Roman philosopher, mid-1st century AD).

Career Development. It's a lifelong process.



Leadership Derailers

- Failure to proactively address business problems
- Insensitivity to others
- Cold, Aloof, Arrogant
- Not trusted by others
- Over-managing – Failure to delegate and develop the team
- Overly ambitious – Thinking of the next job
- Not staffing effectively
- Inability to identify key opportunities
- Unable to adapt to a boss with a different style
- Over-dependence on a single mentor or advocate
- Difficulty molding a team; still an individual contributor while holding a management position
- Difficulty in making strategic transitions (different level position, different type of responsibility)
- Lack of follow through
- Poor treatment of others
- Disagreements with bosses on strategic or tactical issues

Sources: Center for Creative Leadership
Lominger Limited
Personnel Decisions Inc.

BAUER CAREER GATEWAY

Gateway Instruction Sheet

The Bauer Career Gateway system is a vital tool to assist Bauer students with reaching their career goals. The Rockwell Career Center brings you new and expanded benefits by using the Bauer Career Gateway system. You must have a Gateway account enabled to access these tools. The steps below will assist you in setting up your Gateway account, as well as using the tools in the system.

I. SET UP AN ACCOUNT IN GATEWAY

Go to www.bauer.uh.edu/career

Click “Student Career Gateway” under the Quick Links on the left side of the page.

Use your PeopleSoft ID number as your username, and click “Forgot my Password”.

II. SET UP YOUR PROFILE

The first thing you need to do once you get your Gateway account established is to set up your profile. From your Bauer Career Gateway homepage:

It is very important keep your profile updated, as the it is used to match students with jobs posted in the system.

Click the “Profile” box along the top of the page.

Fill out the fields in the “Personal Information” section with your current contact information.

Click “Save Changes”

Click the tab for “Academic Information” and fill in the fields for your education. The more information you provide, the better the system will work for you, but you must at minimum fill in all of the required fields (marked with a red asterisk *)

Click “Save Changes”

Click the “Privacy” tab and indicate whether or not you would like to receive email notifications from the Career Center and whether or not you want your resume included in resume books. Resume books are requested by employers and consist of the resumes of students who meet the employer’s specific criteria.

Click “Save Changes”

III. MAKE AN APPOINTMENT

Career counseling appointments can be scheduled through your Gateway account. From your Bauer Career Gateway homepage:

Under the Shortcuts heading, click on the “Schedule a Career Counseling Appointment” link or:

Click on the “Calendar” box along the top of the page.

Click the “Counseling Appointment” tab.

Click the “New Appointment” button on the bottom left-side of the page.

Select the appropriate counselor and then select the time you would like to reserve.

Click on the calendar date to see your counselor’s availability.

Select your appointment type on the right side of the page and click “Submit Request.”

You will receive a confirmation email and the appointment will show up in your calendar.



IV. CHAT

This feature is manned by a member of the Rockwell Career Center Staff from 10 a.m. – 11 a.m. on Monday and Tuesday, and 3 p.m. – 4 p.m. on Wednesday and Thursday. From your Bauer Career Gateway homepage:

Click the “Live Support” icon on the left side of the page. The icon will indicate whether or not the Chat function is “Online” or “Offline”. If the function is “Offline”, a box will open up where you can leave a message for a member of the Rockwell Career Center staff.

If the Chat function is “Online”, a chat dialogue box will open, allowing for live one-on-one career chat with a member of the Rockwell Career Center staff.

V. UPLOAD A RESUME

Before you can begin viewing the jobs posted in the Gateway system, you must have a resume uploaded. This resume should be created and saved as an MS Word document or a PDF. Once you have created your resume, you can upload it in the system. From your Bauer Career Gateway homepage:

Click on the “Documents” box along the top of the page.

Click “Add New”

Create a label for your document.

Employers encourage you to include your name in the resume label.

Indicate what type of document (resume, cover letter, etc) you are uploading.

Click “Browse” to find your document.

Once your document location shows up in the box, click “Submit”

Please note that the first resume you upload will have to go through an approval process that generally takes 24-48 working hours. You will be notified when it is available to use. If your resume is not approved please make an appointment with your career counselor for assistance.

VI. SEARCH AND APPLY FOR A JOB

Students with approved resumes have the ability to view and apply for posted positions. From your Bauer Career Gateway homepage:

Click the “Business Jobs” box along the top of the page.

You have the ability to filter and sort the job postings along a variety of criteria. Use the drop-down boxes on the “Jobs” tab to filter by Major, Position Type, and Industry. The “Advanced Search” tab allows for filtering by more indicators, but may result in few or no jobs exactly matching all criteria.

To view a particular job description, click on the job title. This will take you to a job summary page where you can see information about the position, screening criteria, and contact information.

To apply for a position, select the desired resume from the drop-down box under the Application Status on the right-hand side. Once the resume is selected, click “Submit.”

If you do not see the Resume Choice drop-down box, but instead see a message indicating you are not eligible for the position, check your profile to make sure it is up to date.

VII. RSVP FOR AN EVENT

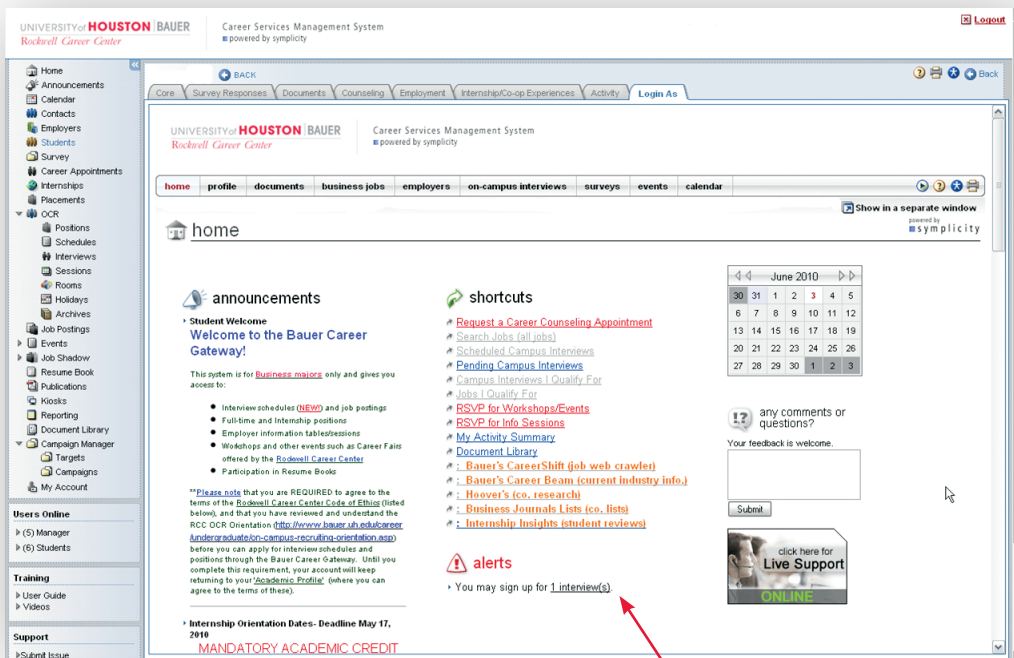
The Rockwell Career Center posts workshops, career fairs, and information sessions online through the Bauer Career Gateway system. All students are encouraged to RSVP for events to indicate their interest. From your Bauer Career Gateway homepage:

- Click the “RSVP for Workshops/Events” link under the Shortcuts heading in the right center of the page.
- Select the event you wish to RSVP for.
- View the summary for the event, and click “RSVP.”



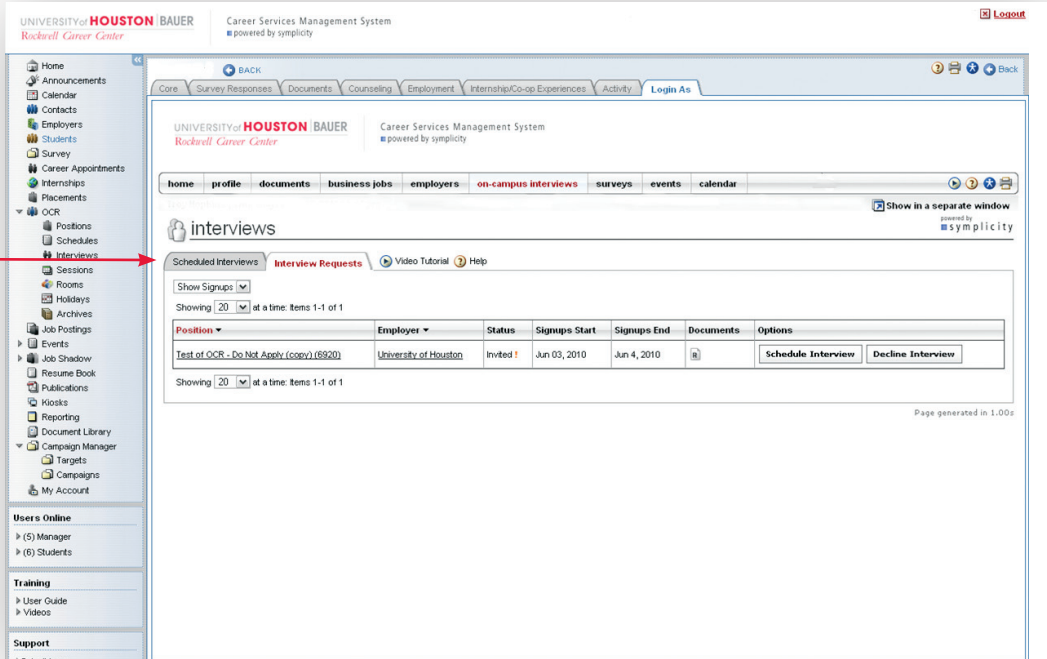
Walkthrough for On Campus Recruiting

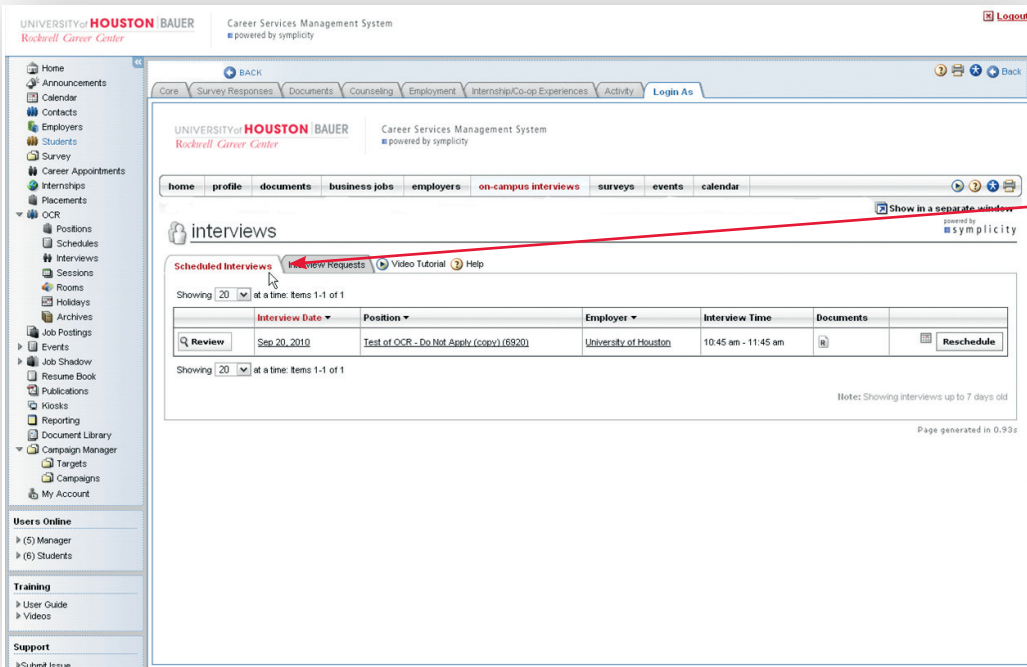
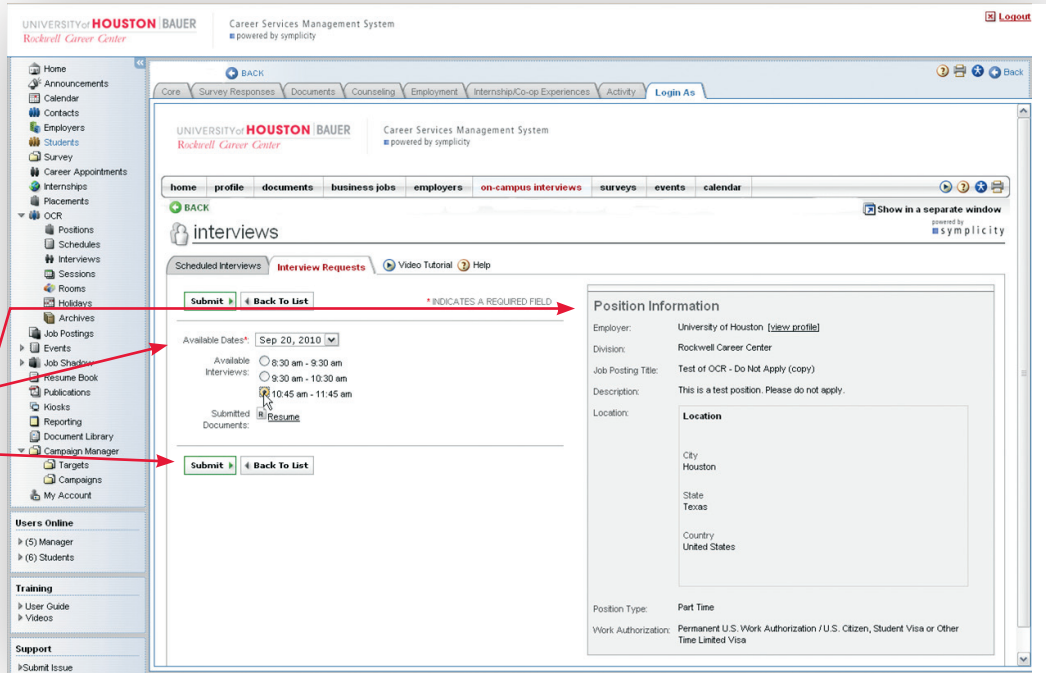
On-Campus Recruiting (OCR) is a program that allows students to interview with employer's on-campus for internship and full-time positions. To be considered for an interview opportunity, students must indicate their interest by submitting their resume online via the Career Gateway system in advance. The following screen shots are a walkthrough of simulated OCR screens.



This is a mock up of the student screen in Career Gateway. If you have been pre-selected for an On Campus Interview, a notice for the interview will show up under **alerts**. Click the link as seen above.

You can schedule your interview by clicking "Schedule Interview".



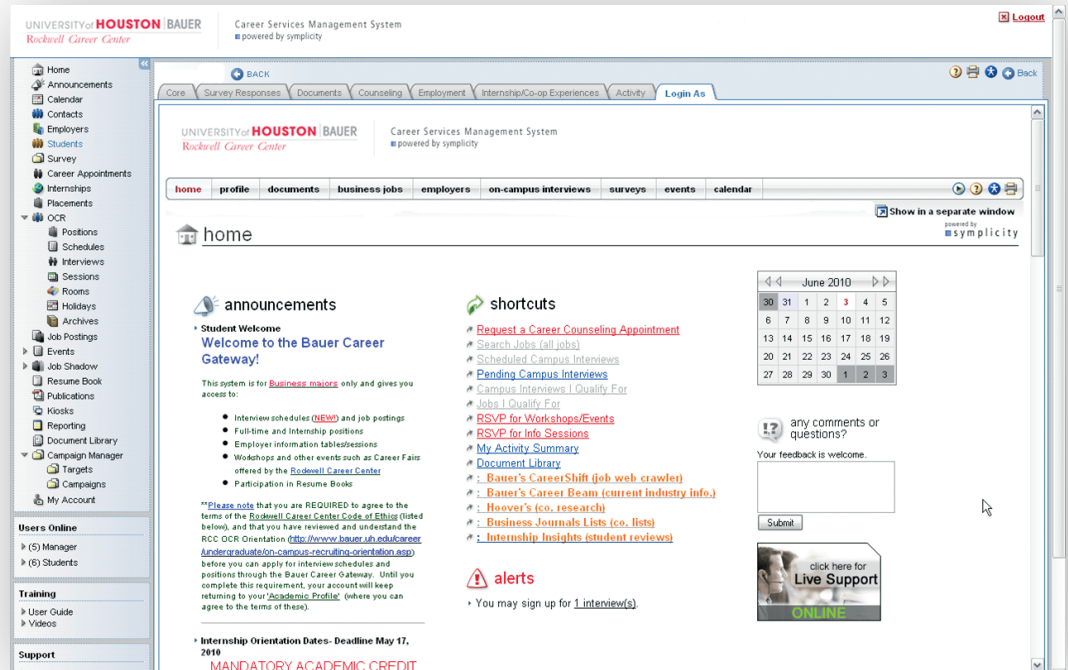


Your interview will be moved from the **Interview Requests** tab to the **Scheduled Interviews** tab. You may reschedule the interview as long as **Signups** is still open. You may cancel the interview if you are no longer interested in the position but you must notify the Rockwell Career Center.

Career Resource links in Career Gateway

This is a screen shot of the Career Gateway shortcuts available on the student screen. Students can request an appointment with a career counselor, search for open internships, part time, and full time job postings, check the schedule for interviews they have been preselected for, check for interviews and postings they qualify for, RSVP for workshops and info sessions, check their history of log-ins, applications, and career counseling sessions, and check out documents in the career library.

In addition, there are a number of external links that are described below including CareerShift, CareerBeam, Hoover's, Business Journals, and Bauer's own Internship Insights. A description of each website is below.



CareerShift — A Web site developer and human resource executive collaborated to create CareerShift's unique set of integrated job hunting tools that you can access over the Internet, from any web browser. CareerShift not only lets you search and store every job listing on all job boards and contact information inside millions of companies, but also it provides links to research further, in-depth information about those contacts within companies to help you network yourself to the top. CareerShift is an easy depository for organizing and managing your entire job search campaign from one location, accessible anytime, from any computer connected to the Internet. CareerShift doesn't provide career advice and doesn't give personality tests or publish tips on interviewing. What CareerShift does is let you tap into the power of the Internet like you've never been able to before, with a set of patent-pending research tools, techniques and online applications. Finding a great job with CareerShift isn't the only benefit of membership. Use your contacts, including executive recruiters, to keep networking throughout your career. Use CareerShift to create and maintain relationships with people who can help you find your next job. Find an executive recruiter or mentor. Search for customers or recruit other people to join your executive firm.



Career Beam — CareerBeam is a state-of-the-art program to help you determine what you want in your career and offers the steps to achieve it. The program is a self-paced process for clarifying your career goals, developing professional resumes and cover letters, preparing for interviews, and implementing a strategic career search using exercises and research tools to guide your process. CareerBeam helps you tap into the hidden market of jobs and internships by providing access to 17 million organizations, 20 million industry contacts, and 200 industry reports. It also allows you to identify 2.5 million international companies in more than 70 countries. CareerBeam is constantly updating companies' information so you can have the most current knowledge available.

Hoover's — The Hoover's subscription for Bauer students is designed to provide valuable insight into companies and executives. It allows students to access a comprehensive company database, review key executive profiles, analyze complete coverage of different industries, build lists based on companies or executives, view detailed company fact sheets, and more.

BAUER
COLLEGE OF BUSINESS
UNIVERSITY of HOUSTON

HOME | MY ACCOUNT | LOGOUT

DATABASES: INDUSTRY | COMPANY | PEOPLE | RESEARCH on DEMAND
JOB POSTINGS | E-LIBRARY | MY FOLDER | JOURNAL | FAQ | QUICK START GUIDES

BE CLEAR
VISION
VALUES
TEMPERAMENT
PERSONALITY
INTERESTS/SKILLS
CAREER PROFILE

BE COMPELLING
RESUME
COVER LETTER
INTERVIEW
FOLLOW-UP

BE STRATEGIC
SEARCH STRATEGY
IMPLEMENTATION

WELCOME to CareerBeam—your leader in personal career management.

Get Started Now!
Go directly to our most popular tools and features using the links below.

Complete Assessments and Exploration Exercises
Values, Temperament, Personality, Talents, Interests, Fascinations, Skills, Likes/Dislikes, Vision

Create my Resume
Resume Builder

Organize and Manage my Search
Career Profile Analysis
Goal Setting Exercise

Write my Cover Letter
Cover Letter Builder

Research Companies:
Company database
Multi-National database
Company info within E-library section

Prepare for an Interview
Interview questions

Develop a list of Networking Questions
Call Prep Questions within Industry database
Network questions list

Find International Companies
International Search
Global Resources within E-library

Generate my Network
Contact Section within People database
Linked-in section within Company database
Network generator sheet

Find Recruiters
Recruiter section within E-library

Maximize your utilization via our hands on demonstrations held the 1st Wednesday at 8:00 PM EST and 3rd Tuesday at 12:00 PM EST of every month. Simply call 1-218-862-1300 and the Conference Bridge # 978419.

For a video demonstration of this resource click here

HOOVER'S
A D&B COMPANY

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Companies | People | Industries | Expert Advice | My Hoover's | About My Subscription

Companies | People | Industries | News | Build A List

SEARCH

TRY IT: [Perform an advanced search to build a list of multiple companies](#)

New at Hoover's

- Take The Latest Poll
- Access Hoover's - CRM Integration

Hoover's Blogs

Daily Business Insight And Opinions From The Experts

Read Hoover's Blogs Now!

Bizmology | Business Insight Zone

Hoover's Editors

Industry Experts

Build A List

My Hoover's

- Run a Saved Search
- Access My Watchlist

Hoover's Training

- Q1 2010 Open Training Schedule
- Q2 2010 Open Training Schedule
- Register for Open Trainings



WELCOME

University of Houston
Students and Faculty



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- ▶ [New Mexico Business Weekly - Albuquerque](#)
- ▶ [Atlanta Business Chronicle - Atlanta](#)
- ▶ [Austin Business Journal - Austin](#)
- ▶ [Baltimore Business Journal - Baltimore](#)
- ▶ [Birmingham Business Journal - Birmingham](#)

Search National Archive

Search Archive

[NEED HELP WITH YOUR SEARCH?](#)

Access the most comprehensive coverage of local business news and information from major metropolitan cities across the country with American City Business Journals.

Your Access Includes-

1. **Digital Editions**
Exact digital replicas of the weekly business journals, including all the lists and special publications. Read them online, or print/download selected pages ... it's your choice.
2. **Digital Book of Lists**
Our most popular business resource containing the names and contact information of hundreds of rank-ordered companies.
3. **Unlimited Access to the Online Story Archive**
Search 10+ years of business journal articles in HTML format.

Business Journal Lists — Access the most comprehensive coverage of local business news and information from major metropolitan cities across the country with American City Business Journals.

Your access includes digital editions, the digital Book of Lists, and unlimited access to the online story archive with over 10 years of business journal articles in HTML format.

Internship Insights — This resource is designed to provide students a convenient way to search through the database of Internship Insights on file with the Rockwell Career Center. These insights have been provided by Bauer undergraduate students and Alumni. Internship Insights allows students to search by major, by employer, or a combination of both. Please note the opinions provided are those solely of individual students/Alumni and not of the Rockwell Career Center or C.T. Bauer College of Business. Should you have any questions regarding any information provided on this site schedule an appointment with your career counselor through Career Gateway.

If you have any questions about these resources, please contact a Career Counselor at the Rockwell Career Center.



How to Select a Function and Industry

Selecting a job function and industry is often one of the most challenging decisions for students to make. It is essential to explore various industries and job functions to make an informed decision.

- Evaluate your strengths, weaknesses, interests, and aspirations
 - Revisit career assessment results to assist with this process (i.e., CareerLeader, StrengthsQuest, Myers-Briggs, etc.)
- Explore job functions and industries online using your online tools found in Hire Bauer and WetFeet (www.wetfeet.com)
- List areas of interest and narrow your search to a few of the top areas of interest.
 - Sample research results:

FUNCTION	CONSULTING
Typical Job Titles	Analyst, Associate, Research Analyst, Senior Consultant, Manager
Consulting Firms	Accenture, Boston Consulting, Booz Allen Hamilton, McKinsey & Co.
Skills Required	Outstanding academic records, strong leadership, technical and research skills
Organizations	Association of Management Consulting Firms (AMCF)
Periodicals	Inside Consulting and Consulting News, Consulting Magazine, Financial Times
Possible Course Selections	GENB 7393

- Connect with professionals to learn more
 - Complete informational interviews (see the section on informational interviews)
 - Join groups in LinkedIn to interact and connect with experienced professionals
 - Network with experts in the field
- Once a job function and/or industry has been identified
 - Establish clear and concise goals
 - Manage your time between classes and job search (schedule time for your job search)
 - Make adjustments to your job search strategy as required
 - Develop the skills required to transition into your new role
 - ◊ Sign up for electives and certificates that enhance your knowledge and skills
 - Visit the Academic Advising office to receive guidance on course selections and plan to attend the electives fair
- Follow the job search strategy checklist section of the MBA Career Guide

Informational Interviews

An informational interview is a wonderful opportunity to connect with professionals in a position, company, or industry of interest to discuss your career goals and obtain an experienced perspective. If you are currently researching MBA job opportunities, an informational interview will provide insight to determine which career path to follow.

BENEFITS OF INFORMATIONAL INTERVIEWS

- Gain valuable information from reputable professionals concerning career or industry choice
- To expand your network for information gathering and networking purposes
- Possibility of learning about job opportunities that are not currently being advertised
- Great opportunity to practice and improve interview skills

HOW TO DETERMINE WHICH PROFESSIONAL TO CONTACT

Look for experts who:

- Work in an industry that appeals to you (e.g., energy, healthcare, financial services)
- Currently hold a job title or work in a department of interest
- Are members of professional organizations or clubs (e.g., Association of Internal Management Consultants, Financial Management Association, American Marketing Association)

HOW TO PREPARE FOR AN INFORMATIONAL INTERVIEW

- Discuss information that is not readily accessible via the internet
- Research the interviewee and ask relevant questions about their area of expertise
- Determine what you need to know in order to make an informed career choice
- Create a list of questions at least 24 hours prior to the scheduled informational interview

TOPICS TO CONSIDER WHEN ASKING QUESTIONS

- Work Experience: How did the interviewee get into this field?
- Educational Background: What education and certifications are required to obtain a job in this area?
- Work Environment: What are the daily responsibilities in this role?
- Industry: How is the current economy or new legislation affecting this company?
- Advice: What advice can you provide for an MBA transitioning into this area of interest?

FINAL TIPS FOR SUCCESS

- Remember informational interviews are short and should last no more than 30 minutes
- Send a thank you note after the interview is complete
- Follow up and add the new contact to your network
- Do not exceed the agreed upon interview time frame



Informational Interview Request

April 21, 201X

Mr. Robert Marley
Director, Corporate Finance
ABC Corporation
334 Melcher Hall
Houston, TX 77204

Dear Mr. Marley,

I am currently pursuing an MBA at the University of Houston, Bauer College of Business. After completing multiple finance courses, I would like to learn more about career options in Finance.

I would appreciate the opportunity to connect with you via phone or in person for twenty minutes. The purpose of this meeting is to gain valuable insight to make an informed decision regarding my career choice .

Please contact me via phone 832-842-6120 or email Bobby.Bauer@uh.edu to confirm a meeting time. Thank you in advance for your guidance and time.

Sincerely,

Bobby Bauer

Social Networking Works

In a time of busy schedules, social networking has become a powerful tool. Social networking is merely the art of building alliances with other professionals via the internet. Effective networking skills are the key to a successful job search strategy. Purposeful networking enables you to access and share information and resources in a strategic manner. You are doing it now and you may not even realize it.

SOCIAL NETWORKING WEBSITES

- LinkedIn (www.linkedin.com) – The largest professional networking resource for job seekers and employers. According to LinkedIn about 75% of hiring managers conduct candidate research through this website. Roughly one new person signs up for LinkedIn every second.
- Twitter (www.twitter.com) – A very popular, high powered online job search and networking tool. Twitter has more than 3 million users that connect through a brief “tweet” of 140 characters or less.
- Facebook (www.facebook.com) – A popular, social networking that provides opportunities to connect and share information with your connects. There are more than 400 million Facebook users and many of them are employers. Remember to present your brand in the best manner possible.

REASONS TO NETWORK

- Networking creates a valuable sense of community and supports positive reinforcement
- Social networking provides a comfortable and casual environment to formally connect to professionals in prominent organizations
- Access to the hidden job market (job opportunities that are not advertised)
- A great opportunity to explore an industry, company, or area of interest
- Market your personal and professional brand
- Great opportunity to meet and assist another person

SOCIAL NETWORKING TIPS

- Build a professional profile, not a resume sample or complete bio of your life
- Take a professional photograph to post online (remember first impressions are important)
- Follow up with requestors in a timely manner
- When responding to written requests, do not use acronyms, text message verbiage, exclamations, or ALL CAPS
- Never start your conversation with a request for a job opportunity
- Complete your profile including previous job experience (do not copy and paste your resume)

NETWORKING SAMPLE CONTACT LIST

Referred by	Referrer's Role	Referral Date	Follow Up Date	Meeting Date	Company	Name	Title	Work Number	Notes
Bobby Bauer	Marketing Director	18 June 09	19 June 09	29 June 09	ABC Corporation	Robert Marley	VP, Marketing	(713) 777-9311	

Skills MBA Employers Seek

In order to evaluate what skills companies are looking for from job candidates that were graduating with an MBA, we looked to the 2009 Graduate Management Admission Council's Corporate Recruiter Survey. The survey revealed that most MBA employers are seeking the following:

- strong oral and written communication skills
- initiative
- professionalism
- integrity
- a proven ability to perform
- strategic skills, and
- a sound core of business knowledge

Obviously the MBA curriculum is going to cover aspects of these skills to some degree, but your personal career growth depends on acquiring and maintaining these skills throughout your career. Continuing education is required for licensed professionals but the minimum requirements to maintain a license are not enough to succeed in the real

world of business. Your employers and peers should see you as a source of cutting edge news and techniques in the industry, not just as a new MBA but later as a seasoned professional.

The best resources for staying sharp can be acquired from professional affiliations. For a list of professional affiliations for each of the MBA career paths, check part 3 – Career Exploration.

Internships

An MBA internship is a valuable temporary job opportunity providing students with functional work experience. Internships are generally completed during the summer, between the first and second year of study. They can be paid or unpaid and usually last between 12 and 15 weeks. At this time Bauer does not offer course credit for internships. In the event you are unable to obtain an internship, consider a project or volunteer opportunity with an organization of your choosing.

MBA Internship Search Action Plan

√	ACTION	DATE COMPLETED
	Order UH Business Cards	
	Meet with Peer Advisor	
	Meet with a MBA Career Development Specialist	
	Have a clear job search strategy (plans A and B)	
	Know my career vision and can comfortably discuss it during an interview	
	Define my interests (industry, location, pay)	
	Resume and cover letter are up to date (at all times)	
	Upload my updated resume in Career Gateway, MBA Focus, and UCS systems	
	RSVP for Spring workshops and on campus recruiting events	
	Utilize social media to enhance job search (LinkedIn, Twitter, etc.) Limit personal data on the web.	
	Create a weekly job search schedule and list of tasks (# of calls, # of events, # of online postings)	
	Conduct at least 10 informational interviews with companies of interest	
	Create a job notification reminder in Career Gateway and UCS websites	
	Regularly attend networking events (at least twice per month)	
	Email new connections within 24 hours after a networking event	
	Consistently track and contact my connections quarterly	
	Inform closest network of job search status (family, past coworkers, friends, organization members, etc.)	
	Subscribe to industry specific e-newsletters that advertise job openings	
	Make cold calls to employers	
	Connect with local community organizations and associations	
	Read professional journals and other resources	
	Locate two upcoming job fairs and schedule to attend	
	Mock interview with a Peer Advisor	
	Schedule a mock interview with a MBA Career Development Specialist prior to an interview	
	Work with career specialist on salary negotiation	

MBA Focus

The Rockwell Career Center is dedicated to meeting the needs of MBA students by enhancing your visibility to a stellar group of global employers through MBA Focus. MBA Focus is a well respected and highly utilized website by more than 60 top ranking graduate schools and 3,000 recruiters.

Bauer MBA resumes are marketed through a searchable resume book. Please note that resumes are required to meet all C.T Bauer College of Business MBA standards to be included in the resume book. To obtain an updated list of requirements, contact a career services representative.

Have you located your dream job? Access MBA Focus to explore the careers database and apply for exciting career opportunities. It is quick, reliable, and easy!

The screenshot shows the MBASELECT website interface. At the top, there's a navigation bar with links for 'About Us', 'FAQ', 'News', 'Blog', 'Contact Us', 'My Account', 'Login', and 'Shopping Cart (0)'. Below this is a search bar and a list of categories: 'Hiring With MBASelect', 'Find Candidates', 'Post Jobs', 'Who's On MBASelect', 'For Schools', and 'For Job Seekers'. The main heading is 'Online Resume Books'. A sub-heading reads: 'Need to pinpoint the right MBA candidates fast? Each MBA Resume Book is an extensive database of profiles and resumes submitted by top MBA talent from one of our member schools. Online access to this powerful tool allows you to search the database by experience, certification, keywords, and more.' Below this is a section titled 'Browse Available Resume Books by School'. It includes a 'Sort by Audience' dropdown set to 'All Categories...' and a 'Select a School' dropdown menu. The menu lists several schools: Stanford University - Graduate School of Business, Syracuse University - Whitman, Temple University - Fox, The University of Chicago - Booth, Thunderbird - School of Global Management, Tulane University - Freeman, UC Berkeley - Haas, UC Irvine - Merage, UC San Diego - Rady, and UCLA - Anderson. To the right of the menu is a detailed profile for 'BAUER COLLEGE OF BUSINESS UNIVERSITY OF HOUSTON'. The profile text states: 'University of Houston - Bauer The C. T. Bauer College of Business has been in operation for more than 60 years at the University of Houston (UH) main campus. Through its five academic departments, the college offers a full-range of undergraduate, master and doctoral degrees in business. The Bauer College is fully accredited by the AACSB International & the Association to Advance Collegiate Schools of Business. Our students gain a competitive edge and global perspective. Bauer's home at the UH is one of the world's most global cities attracts students from 139 countries, making it the single most diverse business school in the United States. You'll find a strong pool of expertise among Bauer faculty that prepares students for integrated learning across academic disciplines.'

Job Search/Career Transition Action Plan

√ ACTION	DATE COMPLETED
Order UH Business Cards	
Meet with a MBA Career Development Specialist	
Have a clear job search strategy (plans A and B)	
Know my career vision and can comfortably discuss it during an interview	
Define my limits (Salary, geography, job type)	
Resume and cover letter are up to date	
Download my updated resume in Career Gateway and MBA Focus	
RSVP for Spring workshops and on campus recruiting events	
Utilize social media to enhance my job search (LinkedIn, Twitter, etc.)	
Create a weekly job search schedule and list of tasks	
Conduct informational interviews with companies of interest	
Create a job notification reminder in Career Gateway and UCS websites	
Regularly attend networking events (at least twice per month)	
Email new connections within 24 hours after a networking event	
Consistently track and contact my connections quarterly	
Inform my closest network of my job search status (family, previous coworkers, friends, organization members, etc.)	
Have subscribed to industry specific e-newsletters that advertise job openings	
Make cold calls to employers	
Connected with local community organizations and associations	
Read professional journals and other resources	
Will locate two upcoming job fairs and plan to attend in 60 days	
Plan to locate and attend two networking events within 60 days	
Schedule a mock interview with a MBA Career Development Specialist prior to an interview	

Job Promotion Action Plan

√ ACTION	DATE COMPLETED
Meet with a MBA Career Development Specialist	
Have a clear job search strategy (plans A and B)	
Know my career vision and can comfortably discuss it during an interview	
Assess my ability, engagement, and aspiration levels	
Identify and remedy gaps in my judgment/decision making skills	
Define my limits (salary, geography, job type)	
Explore my fit with career options	
Evaluate and seek opportunities to improve my foundational skills	
Look for opportunities to take on additional projects (if seeking an internal promotion)	
Resume and cover letter are up to date	
Attend internal and external networking events	
Email new connections within 24 hours after a networking event	
Volunteer to serve on committees and boards (internal promotion)	
Inform my closest network of my job search status (family, previous coworkers, friends, organization members, etc.)	
Subscribe to industry specific e-newsletters that advertise job openings	
Make cold calls to employers	
Connect with local community organizations	
Read professional journals and other resources	
Utilize social media to enhance my job search (LinkedIn, Twitter, etc.)	
Create a job notification reminder in Career Gateway and UCS websites	
Will locate two upcoming job fairs and plan to attend in 60 days	
Plan to locate and attend two networking events within 60 days	
Schedule a mock interview with a MBA Career Development Specialist prior to an interview	

How to Navigate a Networking Event

A networking event is an affair that provides a relaxed environment to meet business contacts and prospective employers. It is a great opportunity to build relationships, learn more about corporations, and ask general questions. In a networking setting, some companies will be hiring and others may not.

HOW TO PREPARE FOR A NETWORKING EVENT:

1. Research the companies attending and note if there are any of interest
 - a. Complete industry research
 - b. Identify companies of interest and determine your strengths and skills that would benefit them
 - c. Be prepared to discuss interesting roles with company representatives
2. What to Bring
 - a. Multiple copies of your resume and business cards
 - b. Name tag (if you have one)
 - c. Black padfolio with pen
3. During the event
 - a. Utilize your 30 second commercial
 - b. Relax and get to know the prospective employers and business contacts
 - c. Schedule informational interviews with companies who are not currently hiring
 - d. Identify and make note of topics you plan to discuss
4. After the event
 - a. Send a note to new acquaintances after the event (when possible)
 - b. If a company is scheduled to be on campus, plan to attend the information session

TIPS ON DEVELOPING YOUR 30 SECOND COMMERCIAL TO USE WITH PROSPECTIVE EMPLOYERS:

- Develop a script using the following criteria.
- Your name
- Your program at Bauer (full-time day or evening MBA, 1st or 2nd year student)
- When graduating (seeking a full time or internship opportunity?)
- Articulate your area of interest and how your background relates

How to Navigate a Career Fair

OVERVIEW

The Bauer Business Career Fair is held each semester to connect business students with employers in other cities.

HOW TO PREPARE FOR CAREER FAIR

- Pull a list of participating companies from Gateway and evaluate which organizations are of interest
- Locate jobs on the selected companies' web sites and in their profile in Gateway and make note of job titles that are a fit
- Update your resume and meet with a Career Specialist in the Rockwell Career Center
- Obtain a floor plan and create a strategy to connect with employers of choice (plan a strategy around organizations with long lines and extensive wait times)
- Create a list of questions for each employer
- Be prepared to speak with a Hiring Manager and/or HR Recruiter

LIST OF ITEMS TO BRING

- Multiple resume copies
- Business Cards
- Name Tag (if you have one)
- Briefcase or portfolio

DRESS TO IMPRESS

- A classic, tailored suit in a dark color, (gray, navy blue), is an excellent selection. It should fit well and be in good condition. A skirt, rather than pants, is preferred for women.
- Choose a solid colored, long sleeved shirt or blouse (in ecru/ beige, white, very pale blue). The sleeves should extend just a bit beyond the suit jacket.

TIPS

- Remember to smile and give employers a firm handshake
- Follow up within a 24 hour time frame to thank company representatives for their time
- Ask representatives for a business card to follow up
- If you forget to ask for business cards, company contact information is often available in Career Gateway
- Ask employers about the next step in the recruitment process.

References: Who to choose and how to utilize them in your job search

FIRST: Be sure to get permission from references before you list them.

Do Not Ask For General Letters Of Recommendations For A Job Search. Unlike academic endeavors, these letters are often more trouble than they are worth to recruiters and hiring managers. When checking references, the hiring manager will want to ask specific questions about the candidates, not get the sugar-coated generic version offered in a letter.

References are not part of the resume. The resume is a snapshot of your accomplishments, education, and skills. It is not necessary to write at the bottom of the resume "references available upon request". You should have the reference page with you anywhere you carry a resume, but references should be on a separate sheet of paper in the same overall style of the resume. The reference sheet should not be offered to an employer or recruiter until they ask for them.

References should be able to speak from a place of knowledge about your specific strengths. Do not list a reference that just thinks you are a nice person or that you came to work and did your job (like everyone else). You

want cheerleaders! You want the people that can talk about what makes you a valuable member of a team. Were you the go-to person for a former co-worker? Ask them if they can be a reference. Did a manager (even one from another department) find you indispensable? Ask them if they can be a reference. Was there a customer who would only deal with you because you were always the best at solving their issues? Ask them. Note: only ask college professors that know you well (and remember you). Remember that History class from 6 years ago? The one that had 400 students? Do not ask your History professor unless you made a very strong impression (and just making an A is not enough). Lastly, avoid family members.

Make sure your references know that you are looking for work. Keep them in the loop when you apply for jobs. Even a quick email that says "I just interviewed for a marketing internship with Hewlett Packard so you may be getting a call for a reference from a recruiter. Thank you!"

Be sure to thank your references. It is very rare that people get a job and keep it until they retire, so you will probably need your references again. In addition, this is a benefit of having a solid network.

Skills and Related Action Verbs

The action verbs you use on your resume and in your professional correspondence will alter the meaning and the effect of the message you are trying to convey. Consider using action verbs such as these as you prepare resumes, letters, e-mails and voicemail scripts. The list below shows verbs that are related to various types of skills.

Management/ Leadership Skills	Communication Skills	Research/ Technical Skills	Financial/ Accounting Skills	Customer Service/Team Skills	Operations/ Project Mgmt Skills	Training Skills	Creative Skills
accomplish	address	analyze	acquire	accelerate	accelerate	adapt	act
administer	advocate	apply	assemble	adjust	accomplish	address	adapt
advise	analyze	assess	administer	advise	achieve	advise	amaze
advocate	arbitrate	attain	allocate	advocate	approve	advocate	anticipate
apply	argue	build	allot	aid	arrange	affect	arrange
appoint	arrange	calculate	analyze	assess	assemble	aid	assemble
approve	articulate	clarify	appraise	assist	assimilate	articulate	author
arbitrate	author	collect	augment	assure	assume	assess	broaden
assign	brief	compile	audit	attend	build	brief	build
assume	clarify	compute	balance	attract	catalogue	clarify	compose
assure	collaborate	conduct	budget	clarify	centralize	coach	conceptualize
attain	communicate	construct	calculate	coach	classify	communicate	concern
authorize	consult	define	close	collaborate	collect	condition	construct
build	contact	design	collect	communicate	combine	coordinate	create
chair	convince	detect	compute	compromise	compile	consult	customize
coach	correspond	develop	consolidate	confront	consult	critique	define
conduct	debate	devise	contract	consult	continue	define	design
consolidate	demonstrate	diagnose	control	contribute	coordinate	deliver	develop
consult	describe	discover	correct	convert	correct	demonstrate	devise
coordinate	develop	document	decrease	cooperate	decrease	demystify	direct
critique	direct	effect	determine	correspond	delegate	develop	draft
debate	dissuade	enable	develop	counsel	deliver	educate	energize
delegate	draft	engineer	discover	cultivate	develop	effect	enrich
designate	edit	evaluate	earn	demonstrate	diagnose	enable	establish
determine	enlist	examine	effect	develop	direct	encourage	fabricate
develop	explain	explain	enhance	diagnose	distribute	engage	fashion
direct	familiarize	explore	estimate	elaborate	eliminate	evaluate	find
enlist	formulate	extract	evaluate	empathize	enable	explain	illuminate
ensure	foster	find	finance	enable	ensure	facilitate	implement
evaluate	influence	formulate	forecast	encourage	establish	foster	improvise
execute	inform	gather	fulfill	enlist	expand	frame	initiate
formalize	interpret	generate	gain	ensure	expedite	guide	instigate
formalize	listen	identify	generate	expedite	enforce	haste	institute
found	market	improve	gross	facilitate	execute	heighten	integrate
hire	mediate	incorporate	increase	familiarize	implement	identify	introduce
implement	moderate	inspect	manage	foster	inspect	inform	invent
improve	motivate	install	market	guide	maintain	instruct	launch
increase	negotiate	interpret	minimize	help	manage	introduce	organize
initiate	perceive	interview	obtain	impact	monitor	illustrate	originate
inspire	persuade	investigate	plan	influence	operate	lecture	perform
lead	present	model	prevent	initiate	organize	model	pioneer
manage	promote	monitor	project	instill	plan	modify	plan
operate	publish	locate	quantify	involved	prepare	persuade	prepare
organize	publicize	observe	realize	mentor	process	present	produce
oversee	reconcile	overhaul	reconcile	moderate	purchase	plan	prompt
pioneer	recruit	program	record	motivate	reorganize	refine	publish
plan	renegotiate	remodel	reduce	nurture	retrieve	reinforce	refine
prioritize	report	repair	reevaluate	overcome	salvage	relate	renovate
produce	represent	research	regulate	persuade	schedule	review	reorganize
promote	respond	reveal	renegotiate	provide	screen	revise	revamp
recommend	sell	review	research	reflect	spearhead	shape	revitalize
recruit	simplify	search	restructure	refer	specify	simplify	revolutionize
represent	solicit	solve	revise	represent	standardize	stimulate	shape
solve	speak	survey	save	resolve	systematize	suggest	stage
spearhead	suggest	systematize	secure	sell	tabulate	summarize	start
sponsor	summarize	test	segment	serve	trade	teach	transform

Job Search Websites

Are you attempting to determine which websites can be utilized for job search purposes? Locating trustworthy, in depth information about trends, compensation, markets, and leading careers can be challenging. A list of job sites is available below, listed by functional area to jump start your search.

Please note that web sites may change over time and additional resources not listed below can be found via the internet. Good luck with your search!

INTERNATIONAL

1Job.co.uk

www.1job.co.uk/

4 EU Jobs

www.4eujobs.com/

Africa Job Search

www.AfricaJobsite.com

Argentina Jobs

www.argentinajobs.com

Australian Jobs

www.australian-jobs.com.au

Belgium Jobs

www.belgiumjobs.com

Canadian Job Force

www.CanadianJobForce.com

MARKETING

American Advertising Federation

www.aaf.org/default.asp?id=44

American Marketing Association

www.marketingpower.com/

Association of National Advertisers

www.ana.net/hr/hr.htm

Entry Level Marketing

www.EntryLevelMarketing.com

Field Marketing Manager

www.FieldMarketingManager.com

Marketing Jobs

www.marketingjobs.com

CONSULTING

Consulting Jobs

www.ConsultantJobs.com

Consulting Career Quest

www.ConsultingCareerQuest.com

GOVERNMENT

Federal Jobs

www.usajobs.gov

Texas Jobs

www.twc.state.tx.us/jobs/job.html

DIVERSITY

DiversitySearch

www.diversitysearch.com

Bilingual-Jobs.com

www.bilingual-jobs.com

GFN Career Central

www.career.gfn.com

Hispanic-Jobs.com

www.hispanic-jobs.com

Latinos For Hire

www.latinosforhire.com

Women for Hire

www.womenforhire.com

ENERGY

Energy Central Job Center

www.energycentral.com

Energy Jobs Network

www.energyjobsnetwork.com/

energygigs.com

www.energygigs.com

energygigs.net

www.energygigs.net

EnergyJobs.com

www.energyjobs.com/

EnergyJobSearch

www.EnergyJobSearch.com

FINANCE

Association for Financial Professionals (AFP)

www.afponline.org/careerservices

CareerNetFinancial.com

www.CareerNetFinancial.com

economicsjobs.net

www.economicsjobs.net

Finance Job Network

www.financialjobnet.com

Financial Job Network

www.fjn.com/

Financialcareers.net

www.Financialcareers.net

FinancialJobs.com

www.financialjobs.com

jobsinthemoney.com

www.jobsinthemoney.com/

Investment Management and Trust Exchange

www.antaecans.com/

NYSSA Career Resources

www.nyssa.org/

HUMAN RESOURCES

Human Capital Institute Talent Management

www.hci.org/

HR Portal

www.Hrportal.com

HRJobNet

www.hrjobnet.com/

HRWorld Career Opportunities

www.hrworld.com/

OD Network On-line

www.odnetwork.org

Society of Human Resources Management

www.shrm.org/

HR Houston

www.hrhouston.org/

IT

DB Developer Jobs

www.DbDeveloperJobs.com

ERP-JOBS

www.erp-jobs.com/

iHire Network Administrators

www.ihirenetworkadministrators.com

Analyst Programmer

www.AnalystProgrammer.net

IT-Jobbank

www.it-jobbank.dk

ITNET.com

www.itnet.com

NONPROFIT

Chronicle of Philanthropy: Career Network

www.philanthropy.com/jobs/

Community Career Center

www.nonprofitjobs.org/

Dot Org Jobs

www.dotorgjobs.com

REAL ESTATE

Real Estate Careers

www.restatecareer.com

Real Estate Gigs

www.RealEstateGigs.com

Real Estate Jobsite

www.realestatejobsite.com/

iHireRealEstate.com

www.ihirerealestate.com

Offer Negotiation and Evaluating Job Offers

UNDERSTANDING SALARY NEGOTIATION

- Salary negotiation should not be a hostile or intimidating matter. It should instead be a civilized negotiation between an employer and the candidate for hire.
- Before negotiating your salary, understand what is being offered in the “total compensation package”.
- When determining your salary expectations be realistic when determining what is most important to you.
- “It is your responsibility to negotiate a salary that aligns with your education, years of experience, industry of interest, requirements for the job and the status of the current job market”

MANY THINGS CAN BE NEGOTIATED

Job Description

Start Date

Decision-making Authority

Budget, resources, support

Relocation Expenses

Employment Contracts

Professional Memberships

Stock Options

Bonus – include sign-on

Vacations

Scheduled time off

Severance

COMMON SALARY NEGOTIATION MISTAKES TO AVOID

- Overstating accomplishments
- Exemplifying arrogance to organization representatives
- Not being assertive enough
- Ignoring all aspects of the offer
- Hesitating to seek professional guidance
- Asking for an offer that does not match your education, experience level, etc.

ASSESS BEFORE YOUR INTERVIEW

- What is my expected comp package (+bonus)?
- What is my level of financial need?
- To what degree do I match the qualifications?
- How long will it take me to produce results?
- What is the normal salary range for this role?
- What are my personal negotiation objectives?
- How much freedom do I have to walk away?
- What am I prepared to do to close this deal?

LEADING UP TO THE NEGOTIATION

- Prepare, plan and design your strategy
- Gather critical information from comprehensive websites
 - www.valut.com/wps/portal/na/salaries
 - www.Payscale.com
 - www.Salary.com
- As for the formal offer in writing
- Ask for when they want a decision and ask for time to consider the offer

EVALUATE THE OFFER

Evaluate it against what is most important to you

NEGOTIATION TACTICS

- Determine if salary is open for discussion
- Negotiate cash compensation first: bonuses, profit sharing, and tangible non-cash compensation
- Then focus on the future: a six month review, incentive, increase after 12 months
- Be enthusiastic about everything: the job, the boss, and the opportunity
- “Do not ignore the “Total Compensation Package”
- Avoid the phrase “I want”
- Negotiate in good faith and control your emotions

NEGOTIATE YOUR OFFER

- Request a meeting to clarify concerns; propose counter terms. Point out areas of agreement.
- Explore options for compromise with the Hiring Manager. Is there room for movement on the salary?
- Hiring Manager deliberates a counter proposal, prepares a “final offer”
- Ask that they put the “Final Offer” terms in writing
- Receive a written offer and take time to decide

FINALIZE OUTCOMES

- Agree on a decision date
- Meet or call the Hiring Manager to accept; express appreciation and desire to start in the new position
- Work out the details for the start date
- Get the offer in writing; write a letter confirming terms
- Keep your network fresh for at least six months
- Be certain no contingencies remain up in the air
- Do not notify your network until you start
- Close out your job search properly

HANDLING MULTIPLE OFFERS

- Buy as much time as you can

I am very excited about this opportunity and your offer. Yours is very much the kind of company I have been looking for. Naturally, I would like time to review the full compensation package. When would you like me to get back to you? Or may I get back you on_?

- Talk with other companies

I wanted to get in touch with you right away because I have received an offer from another organization. I am very interested in your company, and you expressed some interest in me. I wonder if there is anything I can do to accelerate the process.

Effective Follow Up Letters

So you landed an interview, answered all the questions with effective, thoughtful answers, asked good questions of the hiring manager, and got information about when they would make their decision. Time to sit by the pool and relax, right? Better not! The interview is not really over because you have one more step left: the thank you note!

E-MAIL OR "SNAIL MAIL"? TYPE OR HAND-WRITE?

The answers depend on what part of the process you have just completed. Was it a site visit for an organization that you are a member of or a part of an interview day at the company for a lot of students? The hand written thank you card is probably a good idea. Include a thank you, something specific about the visit, something specific that they said, and thanks again.

Dear Mr. Smith,
Thank you so much for allowing the MBA Society to come out for a site visit yesterday. It was very enlightening to see the operations of the company from the inside. I especially liked your discussion of the way the changes in your supply chain have affected production. I hope you have a great trip to San Diego next week.
Thanks again,
Jane Marks

Remember to send one of these for each person that took time to meet with you. If it was just a brief introduction, a note is probably not necessary unless you really want to make a good impression on someone higher up.

If it was a formal interview, you really should type a thank you letter. The letter should include the following:

- Appreciation for the opportunity to interview.
- Reiterate your skills and how they can benefit the organization.
- One or two specific things that the person interviewing said that you found interesting or beneficial to show that you made a personal connection.
- Your contact information and that you look forward to hearing from them.
- Thank you.

TIMING

Ignore the 3 day rule that your cousin Joey uses for calling girls. Hiring managers meet very quickly after interviews to make a decision. If you interviewed with a company that runs exclusively on email, email them after the interview. Otherwise, go home, write your thank you cards or letter, and mail them immediately. You can also take them by the office the next day and drop them off with the receptionist.

Job Search Strategies for International Students

Current U.S. immigration laws permit international students to be employed in the U.S. either during or after degree completion. If you wish to work in the U.S., you must plan ahead as there are many factors to take into consideration. Any form of employment requires proper authorization. The U.S. Citizenship and Immigration Services (USCIS) considers unauthorized employment a violation to your status, which could lead to serious repercussions. Work closely with the **International Student and Scholar Services Office (ISSSO)** for work permission guidelines and immigration regulations. ISSSO is located in Student Service Center 1, Room 302, 713-743-5065, www.issso.uh.edu.

EMPLOYMENT OPTIONS

Several employment options exist for international students seeking to work while here in the U.S. Because each student's situation is different, you are strongly encouraged to schedule an appointment with an International Student Counselor in ISSSO to determine your eligibility to work. **ISSSO sponsors an Employment Seminar each fall and spring semester** which reviews work options/procedures

and includes a presentation by an immigration attorney to answer questions about work visas. Contact ISSSO to get information about the next scheduled seminar.

The following is a brief description of employment options available to University of Houston international students. Specific details about each option are available at www.issso.uh.edu

ON-CAMPUS EMPLOYMENT

On-campus employment for F-1 students is limited to 20 hours a week during main semesters (fall and spring) and may be full-time during the summer or official school breaks. No special authorization is required, but you must maintain your F-1 student status to remain eligible. Most students find on-campus jobs by walking around campus and inquiring in various departments. Begin your search in your academic department - inquire about Fellowships and Research/Graduate/Teaching Assistantships. Be observant to openings that may become available from students graduating.

This has been developed to serve as a guide to aid international students in their job search and should be used for informational purposes only; it is NOT a substitute for legal advice from an immigration attorney.

Adapted from "The Job Search for F-1 and J-1 International Students" available on the UCS website www.uh.edu/career.

OFF-CAMPUS EMPLOYMENT — SEVERE ECONOMIC HARDSHIP

This program provides off-campus employment authorization to F-1 students who face severe economic hardship with documented proof that the financial need could not have been controlled or predicted. Students are limited to working 20 hours a week during main semesters (fall and spring) and may be full-time during the summer or official school breaks. Students must have been lawfully enrolled on a full-time basis for one full academic year (i.e. fall and spring semesters).

PRACTICAL TRAINING FOR F-1 VISA HOLDERS

Practical training is a legal means by which F-1 students can obtain employment in areas directly related to their academic field of study. Students must have been lawfully enrolled on a full-time basis for one full academic year (i.e. fall and spring semesters) and must maintain their F-1 status in order to be eligible for practical training.

PRACTICAL TRAINING IS DIVIDED INTO TWO CATEGORIES:

CURRICULAR PRACTICAL TRAINING (CPT) allows students to be lawfully employed off campus in an internship, cooperative education (co-op) or practicum position directly related to their major field of study prior to completion of studies. Pre-professional work experience in your career field is highly regarded by U.S. companies seeking to fill career positions. It is important to use your CPT to get some experience before you graduate. Many internships or co-op opportunities lead directly to career employment. *Be sure you do not begin employment until you have received authorization from ISSSO.* If the time you spend on CPT is less than 12 months, it will not be deducted from your 12 months of Optional Practical Training after graduation. Details regarding eligibility and authorization may be found at <http://www.issso.uh.edu/f1/test7.html>.

OPTIONAL PRACTICAL TRAINING (OPT) is a government authorized program that allows F-1 students to participate in up to one year of practical training in a field related to their major. OPT may be granted for a maximum of 12 months after each degree level. The term optional refers to students' options with regard to when they want to use the 12 months of practical training. Students may use some or all of the available 12 months of practical training during their course of study or save the full 12 months to use after graduation. Refer to the ISSSO website for requirements, options and application procedures — <http://www.issso.uh.edu/f1/test7.html>

J-1 VISA HOLDERS

The J-1 Exchange Visitor Program at University of Houston classifies the following categories of exchange visitors: Student or Short-term Scholar/ Professor/ Researcher/

Specialist. Employment options vary for each – more information may be found at <http://www.issso.uh.edu/j1/index.html>.

After practical training, international students must be sponsored by an employer in order to continue working in the U.S. The H1-B visa will allow the student to work in the U.S. for up to six years either immediately after graduation or at the time of his/her completion of practical/academic training. Contact ISSSO for more information regarding this process.

TIPS FOR THE INTERNATIONAL STUDENT JOB SEARCH

MAKE SOME DECISIONS BEFORE YOU BEGIN YOUR JOB SEARCH.

Are you going to look in the U.S., your home country, or internationally? Are you interested in corporate, public, private, educational, government, international, administrative, field work, or non-profit? Do you plan to live in the U.S. temporarily or permanently? Is your main intention to make a great deal of money, or to gain experience, or to make excellent contacts for future reference, or to gather as much experience and information as you can so that you will be well prepared to make a significant contribution when you return home?

START YOUR JOB SEARCH EARLY.

Because of the legal issues involved with hiring international students, you should expect that your job search will take as much as a year. You may find that it takes longer to find companies that are interested in hiring international students. So, plan on starting your job search six months to one year in advance whether you are seeking CPT or OPT opportunities. Some employers look for hires and recruit many months in advance of the anticipated work-start date. If you don't start early, you can still find opportunity, but you will have missed out on some of the options.

UNDERSTAND THAT YOU WILL LIKELY KNOW MORE ABOUT IMMIGRATION LAW THAN YOUR POTENTIAL EMPLOYER.

Make sure you understand fully your employment options, such as your eligibility for practical training. ISSSO can help. Practice how you will explain your work eligibility to an employer. Be clear and accurate with the information you provide — never misrepresent your background. Also, make sure you are thoroughly familiar with issues surrounding immigration law. The more you are familiar with your employment eligibility, the more able you will be to discuss your options with a prospective employer.

Enhance Communication Skills by: talking and speaking up in class, making presentations, making friends and talking with Americans, taking communication courses for credit, attending workshops, joining and participating in multinational clubs, watching television, and reading newspapers and academic publications. Utilize these other resources available at University of Houston:

- UH Speech, Language and Hearing Clinic. Communication is very important, both in interviewing and on the job. Accent reduction classes, which are both effective and affordable, are held regularly at the Speech, Language, and Hearing Clinic on the UH campus. Call 713-743-2898 for more information.
- Consider taking an English as a Second Language (ESL) Class if you do not speak English clearly. More information available at the UH Language and Culture Center, Roy Cullen Building, Room 116, 713-743-3030.

LEARN HOW OTHERS PURSUING YOUR CAREER FIELD OR INDUSTRY HAVE BEEN SUCCESSFUL.

Talk to other students from your country and from other countries; talk to faculty and administrative assistants in your department and find out what jobs students have gotten and with whom; talk to students who will graduate (or have graduated) ahead of you; talk to members of your nationality club, professional associations and student chapters of professional organizations and find out what jobs previous students have landed. Talk to your career counselor at Rockwell Career Center. Don't limit yourself - utilize multiple sources to find leads.

BENEFITS OF HIRING AN INTERNATIONAL STUDENT

Diverse cultural background and the ability to speak more languages are especially appealing to companies that are planning to globalize their business. Living and studying abroad enables international students to demonstrate a number of skills such as tenacity, responsible risk taking, decision making, and resourcefulness. All of these skills come into play as you successfully master a foreign language and culture. Be able to communicate how you have overcome some of the challenges you faced, as these types of skills can be directly linked to the skills desired for the position you are seeking.

COMMON CULTURAL BARRIERS TO THE JOB SEARCH

Here is a list of some of the conventions that you will be expected to adhere to in your job search (revised from International Students and the Job Search, Journal of Career Planning and Employment, summer 1998). Some international students have to make an effort to adjust to these standards, since many of these expectations conflict with the values of other cultures.

Self-Promotion — You must be confident in discussing your goals and accomplishments, and assertive in making your case, initiating calls and following up with all contacts.

Directness in Communication— In business, people expect open and direct questions and answers, and a firm handshake, eye contact and a confident, but relaxed posture. If these are uncomfortable for you, practice with American friends.

Self-Disclosure — Many cultures consider personal questions about likes and dislikes or strengths and weaknesses as an invasion of privacy by all except family and close

friends. However, you will probably be asked to disclose along these lines in an interview. Preparation should enable you to do this more comfortably.

Career Self-Awareness — In the U.S. you are expected to demonstrate knowledge of yourself, your career goals and how they relate to the job. Informational interviewing will help you prepare. Speak to a Rockwell Career Counselor for tips on informational interviewing.

Individual Responsibility in Finding Employment — Although personal and professional networks are very important in finding jobs in the U.S., in general, you must create them, rather than - as may be in the case in your culture - identifying already established family or government or educational connections that lead to jobs. So as you already know, you have to put great effort into generating a wide variety of resources in order to identify multiple job possibilities. If it's any consolation, this comes as a surprise to most Americans, too.

Language Barriers — It is important to practice interviewing with people. If you do not speak English well, you need to practice your English-speaking abilities seriously and regularly with English-speaking friends, with tapes, in classes or with a tutor.

Strategy — You will need to have a convincing argument for wanting to remain in the U.S. for career reasons. Even more difficult, if you are seeking OPT only, you will have to counter the employer's bias against hiring and training you for just a year. There is no obvious response beyond assuring them that you learn quickly and would like to stay longer and that the USCIS process is manageable. Finally, it is always a good strategy to stress both your unique strengths and qualities as an individual and the special contribution you can make because of your international background.

FINAL THOUGHTS...

INTERNATIONAL STUDENT AND SCHOLAR SERVICES OFFICE CAN HELP HERE:

- Determine the type of employment you are seeking – practical training (CPT/OPT), or beyond one year of practical training (H-1B visa)
- Become knowledgeable about the immigration laws and regulations that affect your employment eligibility
- Verify your employment status and eligibility based on your visa
- Attend ISSSO Fall/Spring Employment Seminar – contact ISSSO for dates

ROCKWELL CAREER CENTER CAN HELP HERE:

- Resume Review
- Learn job search skills and strategies
- Begin researching employers
- Mock interviews
- Career Workshops
- Networking opportunities
- Schedule appointment with Career Counselor in the Career Gateway system online.



NOTES

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