

THE D'AMORE-MCKIM SCHOOL OF BUSINESS
GRADUATE CAREER CENTER SERVICES

Graduate
Student
Career
Management



Are you pursuing a graduate degree to impact your career? If so, we're here to help! The Graduate Career Center at the D'Amore-McKim School of Business provides you with an array of services starting in your first semester. We've designed a timeline of your program that incorporates our services to help you define your career goals, learn how to leverage your network, then design and implement a job search strategy to guide you to full-time employment.

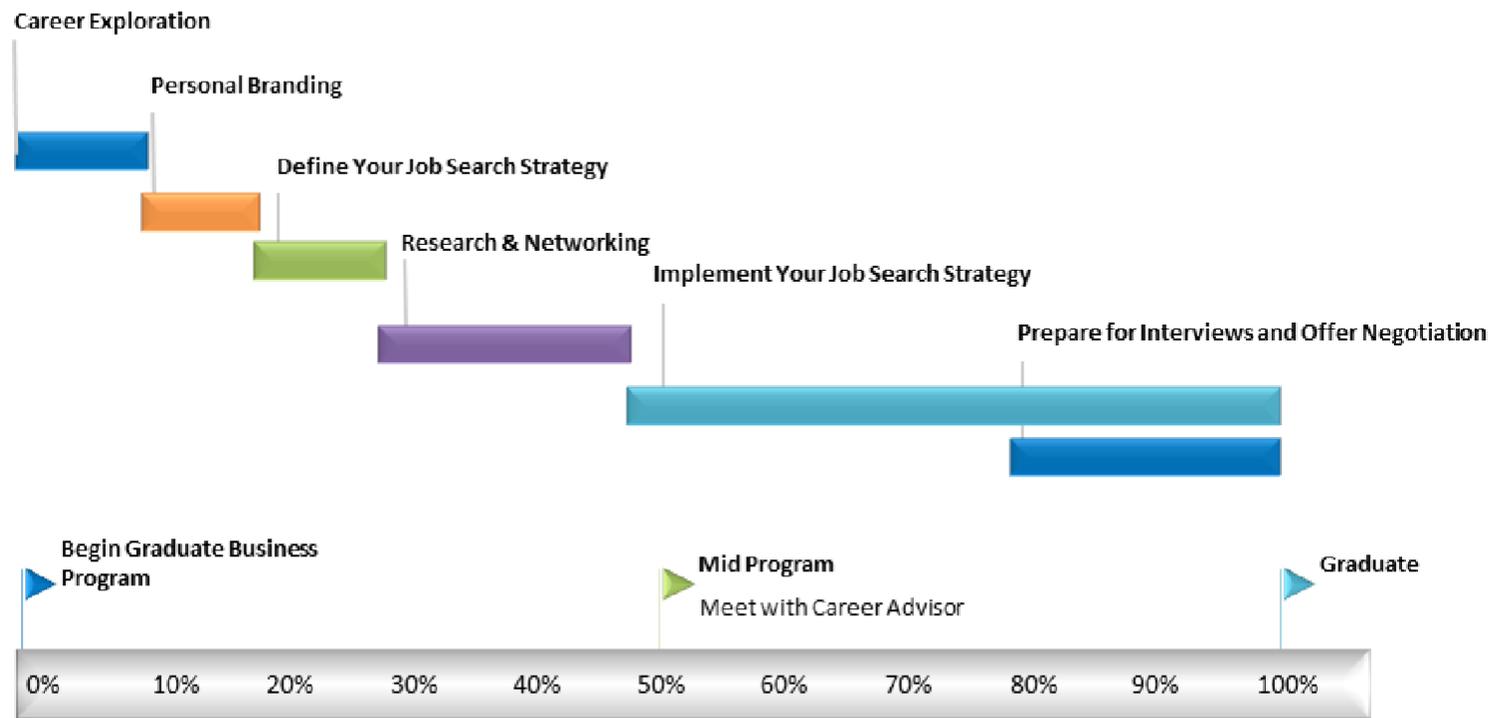
Whether you are looking to change your career or to obtain a promotion from within your current company, these resources will give you a competitive advantage over other job seekers. Each resource provides you with quantitative and qualitative data that is not available to the public. You can use this information when networking, interviewing, or writing cover letters to differentiate yourself from other job seekers.

The recommended Career Management timeline and resources are the tools you'll need to succeed in your job search, but they are just that: tools. We'll explain when and how to use them effectively, but it requires dedication and discipline. This approach does not allow for shortcuts. For example, you will not be handed a list of career center contacts because that does not align with best practices in career management. Instead, we aim to help you learn methodologies that will support not only your next career move, but your career.

Our resources are purposefully aligned with your progress in your Master's program, as academic learning typically influences your career decisions. Using these resources as outlined will allow you to differentiate yourself from the competition.

If you're ready to get started, read on!

Career Management Plan



Program Completion as a Percentage

Career Management Timeline

The following sections will walk you through the Career Management Plan to describe the different phases and to identify the various resources you can use throughout the process. For step-by-step instructions on how to access and use specific resources, please refer to the Appendix on page 8.

Career Exploration (0% - 10% program completion)

Whether you are fully aware of your career goals, or still unsure of what you want to be when you “grow up,” this first section in the career management process is meant to be self-reflective.

Consider the following questions when examining your career goals:

- What are your strengths/development areas? (Review prior performance appraisals and feedback from those who have observed your work)
- What professions excite you? Marketing? Supply Chain? Finance?
- Which industry/industries do you want to work in (Financial Services, Consumer Goods, Logistics, etc.)?
- What elements of company culture are most important to you (collaboration, extraversion/introversion, decisiveness, innovation, etc.)?
- What motivates you (affiliation, recognition, influence, autonomy, intellectual challenge, work/life balance, opportunities for advancement, etc.)?
- What skills do you enjoy using (analyzing, researching, writing, managing, organizing, communicating, consulting, etc.)?
- For self-assessment tools go to themuse.com

Experts suggest listing out your skills and interests to identify your areas of strength. As you begin to identify your strengths, along with your weaknesses, start exploring different industries and professions. **Career Insider (powered by Vault®)** is a reference that will help you understand the pros and cons of working in specific industries, professions and/or companies along with detailed information about future outlooks and tips for entry. For example, you may find that jobs in a particular industry are short in duration and mostly contract based. This information enables you to tailor your job search based on your career goals.

Vault’s Career Insider also has full-length industry guides you can download for free! Interested in breaking into Social Media or Investment Banking? What about Product Marketing or Consulting? There are high quality industry guides for these industries. For more information on Career Insider, [watch “How to Leverage GTS as a Research Tool.”](#) You can access Vault through the Global Talent System (GTS). Contact the Graduate Career Center for access!

Personal Branding (10% - 20% program completion)

Think of your LinkedIn profile and resume as your marketing collateral. These two items are meant to communicate your areas of expertise and accomplishments throughout your career. Does your resume reflect your accomplishments? Are those accomplishments quantified wherever possible? To help you create a powerful resumes, we recommend you watch the [“Building Your DMSB Resume”](#) Career Clip.

After watching the video, carefully read the [Resume Development Guidelines](#). These documents will help you properly format your resume so it visually appeals to employers and reflects your qualifications. This format is based on feedback from our employer partners. To apply to any jobs posted on GTS, your resume must be in the approved format.

Along with resumes, companies are relying heavily on LinkedIn to recruit. Does your LinkedIn profile give the reader an understanding of your professional brand—telling the story of where you’ve been, what you’ve accomplished, your career goals and the competencies you offer to prospective employers? To help you create a strong LinkedIn profile, check out [“Leveraging the Power of LinkedIn®”](#)

Define Your Job Search Strategy (20%-30% program completion)

Now that you’ve defined your career goals and determined your skill set, it’s time to begin outlining your job search strategy. We have a Career Clip to guide you—the aptly named [“4 Steps to A Targeted Job Search.”](#) This Career Clip is designed to provide a systematic approach to your job search. We strongly recommend students read "The New Rules of Work" by Alexandra Cavoulacos and Kathryn Minshew. [Buy the book on Amazon](#). This current and realistic approach to the job search helps increase your success in your search!

Job Search Strategies for International Students

International students may face additional obstacles when seeking a job in the United States, specifically, securing a position at a company that is willing and able to be an H-1B sponsor. For questions regarding the Visa process, we recommend students speak with a representative from the [Office of Global Services \(OGS\)](#) at Northeastern University. They can answer a majority of questions you may have about OPT and work Visas in the US.

We strongly recommend that you read "3 Steps to Your Job in the USA" by Steven Steinfeld and Yinping Huang, the 3rd edition. [Buy the book on Amazon](#). [GoinGlobal™](#) has an H-1B Plus feature, it is a great tool for international students. It is a database of companies that have submitted visa applications over the past three months. It is updated regularly. For more information on how to use these resources, watch [“How to Leverage GTS as a Research Tool.”](#)

Research & Networking (30% - 50% program completion)

Once you've created and prioritized your target list, you'll enter the research and networking phase. Networking is a critical piece of any job search. Although networking can seem awkward, it really works! Here are some statistics:

“While applying to jobs may make you feel productive, a recent CareerXroads survey shows that only 15 percent of positions were filled through job boards... remember: More than 70 percent of people land jobs through networking.”

– [US News, Hannah Morgan, “Don't Believe These 8 Job Search Myths”](#)

For more information on Networking, [view "How to Optimize Your Networking Experience."](#) **Career Insider (powered by Vault®)** also offers a guide to networking you can download to your kindle or tablet.

Now that you've familiarized yourself with what networking is and how to do it, it's time to start researching so you can ask interesting questions and engage in meaningful discussions. **Hoovers™** is a database with more than 80,000,000 company profiles and more than 5,000 industries. You'll find details about a company's products, news alerts and industry trends. This information can't be found for free anywhere else online. Use **Hoovers** to increase your competitive advantage in the job market and show the people you network with, that you are serious about the next steps of your career.

GoInGlobal can help you research companies and industries *geographically*, whether it is a city in the United States, or a country across the globe. You'll find networking groups, industry associations and employment trends for numerous cities and states around the world. Hoovers and Vault's Career Insider can also be accessed through GTS. [Watch “How to Leverage GTS as a Research Tool” to learn more!](#) Jobs and internships all over the world can be found on **HigherEd** (EMFD Global Career Services). HigherEd has more than just job postings—free, online self-assessment tests and tips about employment trends are also available.

Big Interview is an excellent tool to sharpen your skills before an interview. Big Interview is a software platform providing trainings and interactive mock interviews. This platform allows you to watch your own interview videos to help you refine your skills.

A great resource during your job search is **Glassdoor**. Glassdoor is a growing database of millions of company reviews, CEO approval ratings, salary reports, interview reviews and questions, benefits reviews, office photos, and more.

Implement Your Job Search Strategy (50% - 100% program completion)

You've worked long and hard and now you've made it to the half-way point, academically and in your career management progress! Academically, you will have likely finished most of your core courses. Now, you're ready to tackle your electives and to dive further into your specialization. In your career planning, you've completed the first four phases: you've determined your goals, identified industries and professions, developed a powerful resume, created a LinkedIn profile to reflect your professional brand, defined a job search strategy guide you through the process, and started expanding your networking. Now it's time to implement your job search strategy and start applying for jobs!

At this phase, the Graduate Career Center recommends that you schedule a meeting with a Career Advisor to discuss your strategy and progress. An advisor can help you refine your resume and provide advice on your networking and job search strategies. To schedule a meeting with a Career Advisor, complete the Advisor Application on page 11. Once this application is approved, the Graduate Career Center will assign you to an advisor who will then send you an e-mail. You'll need to provide your advisor with a resume formatted according to the Graduate Career Center guidelines. Once your advisor approves your resume, you'll be able to apply to jobs through GTS. It's important to be 50% or more through your program before you start applying to these jobs because the employers typically look for candidates who have completed, or are very close to completing their master's degree.

In addition to LinkedIn, you will also be able to access job postings through several sites on Global Talent System (GTS, page 8). **Glassdoor**, **Vault's Career Insider**, **GoinGlobal**, and **HigherEd** also list jobs that you can apply to. Bear in mind, only 15% of jobs are found through online applications, so it's important to keep networking!

Where there are job applications, there are cover letters! [How to Craft a Customized Cover Letter](#) is a great starting point to help you connect the employer's needs to your qualifications.

Interviews and Compensation Negotiation (80% - 100% program completion)

You've networked and applied to jobs and now you've landed an interview. [View "Strategies to Sharpen Your Interviewing Skills"](#) to guide you through the process. Vault's Career Insider offers numerous interviewing guides, including some specialty resources such as guides on case interviews and finance interviews. You may also book a mock interview with your Advisor to receive valuable feedback. Another great resource for practice interview questions and recording yourself is **Big Interview**.

After you successfully complete the interview process, you may receive an offer, or you may even be juggling multiple offers! For salary information, you may want to use **Glassdoor** and/or [salary.com](#). When it comes to compensation negotiation, it's about more than just salary. To learn more about negotiating an offer, [view this Career Clip on Negotiation Tactics Simplified](#).

Graduate (100%)

Congratulations on this milestone! You've officially completed your Master's degree! You may have followed the Career Management Plan throughout your program and now you're off and running with your new job. Or, perhaps you decided to wait a little while after graduation before beginning your job search. That is fine too! The Career Management Plan is designed to be flexible so you can use it on your own time. The Graduate Career Center is always here to help alumni. You will have services available to you for a lifetime. Please stay in touch!

Appendix

Global Talent System (GTS) - Recruiting & Job Posting Site

1. Email Praggya Rustagi Barretto at p.rustagibarretto@northeastern.edu to request access.
2. [View the Global Talent System \(GTS\) training Career Clip "GTS 101"](#).

Online Resources: Big Interview, Career Insider (powered by Vault), Glassdoor, GoinGlobal, HigherEd, and Hoovers

1. To access resources like Big Interview, Career Insider (powered by Vault), Glassdoor, GoinGlobal, HigherEd, and Hoovers: Log into Global Talent System (GTS) and scroll down on your dashboard on the left hand side of the screen.
2. Links to each of the resources can be found under "Graduate Career Center Resources."
3. Click the link and you will be redirected to the site.
**Please note: You must log into GTS to access these website so you are using the Northeastern subscription. If you go to hoovers.com on your own, you won't have access to all of the locked information.*
4. For a detailed walk-through of these online resources, please watch "[How to Leverage GTS as a Research Tool](#)" Career Clip.
5. <http://www.themuse.com/>

Graduate Career Center Events

As graduate business students, all are welcome to attend these Graduate Career Center events! Please see below for event descriptions and watch your Husky email for registration information.

Networking Events (Spring, Summer, and Holiday)

These structured events are held at the Boston, MA campus in the evening, typically from 5:30 – 7:30 PM. We start the event with “speed networking”—very similar to speed dating. You’ll start at a table with a group of students and employers where you’ll have the opportunity to introduce yourselves and discuss your professional interests. After 8 – 10 minutes, you are signaled to move to the next table. This process will continue for about an hour. After speed networking, the event becomes more informal and you can socialize and speak with whomever you wish while enjoying some light hors d’oeuvres. **Business professional attire is required.** Prepare for this event by watching [“How to Optimize Your Networking Experience.”](#)

Career Expos (Spring and Fall)

The Career Expos are less structured events. They run from 1:30 PM – 4:00 PM at the Boston, MA campus. Individual companies have their own table set-up so you may approach whichever companies interest you. You may stay for the whole event, or you can stop by for an hour. This is a great opportunity to build your network and learn more about different industries! **Business professional attire is required.** [Watch “Navigating a Career Fair”](#) before attending this event.

Important Links

Global Talent System:

<https://gtscandidate.mbafocus.com/Northeastern/Candidates/Login.aspx?pid=1852>

The “Get to Work Blog” by Lynne Sarikas, Director of the Graduate Career Center:

<https://gettoworkblog.wordpress.com/>

Career Clips:

<http://www.damore-mckim.northeastern.edu/graduate-career-center/career-clips>

312 Dodge Hall • 360 Huntington Avenue, Boston, MA 02115 • Tel: 617.373.3005 • Fax: 617.373.3257 • p.barretto@northeastern.edu

Instructions: Complete Part 1. Submit this form to your academic advisor. Your advisor should complete Part 2 and they will submit it to the Graduate Career Center. Your career advisor will contact you via e-mail.

Part I STUDENT INFORMATION

Name (Last) _____ (First) _____ NU ID _____

Program (Choose One):

Part-time MBA

Online MBA

MS in Innovation

MS in International Management

MS Finance

Online MS

MS International Business

MS Technical Entrepreneurship

MBA/MSF

E-Mail _____

Phone _____

Student's signature _____

Date _____

Part II Academic Information

Number of Credits Completed: _____

Does this student have a GPA of 3.0 or higher?

Yes

No

Advisor's signature _____

Date _____