MBA Career Center

Fully Employed MBA
Guide to MBA Career Services

UCI Paul Merage
School of Business
Welcome to the MBA Career Center at The Paul Merage School of Business!

Over the next two years, a significant portion of your time will be focused on learning new business skills and how you can apply them to enhance your career. A natural outcome of this process is exploring potential career options available to you as a future MBA. The MBA Career Center is here to help you identify and move forward with achieving your career goals.

The MBA Career Center has two primary objectives:

1. To help all Merage School MBA students develop life-long career management skills and the tactics necessary to conduct a successful career search.
2. To help organizations efficiently and effectively connect with the Merage School MBA talent pool.

This guide is designed to provide you with a basic understanding of the resources and services provided to you as a Merage School MBA student. What and when you choose to access will be determined by your individual career goals. The chart below provides a directory of the resources available to you.

Follow these steps to begin your successful partnership with the MBA Career Center:

1. Review this entire guide and keep it for future reference.
2. Career Catalyst System (CCS) provides access to all career events, workshops and job opportunities. Complete your Career Profile on CCS and familiarize yourself with this system.
3. Familiarize yourself with the MBA Career Resources Page on Catalyst.

### Resources

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Resources and Services Overview

MBA Career Center Events (available Year 1, 2 & 3)
CCS provides dates and locations of Career Workshops, Career Awareness Events, Company Information Sessions and student club sponsored events. Use CCS to review, stay current on, and sign up for these activities. All MBA Career Center events can be found on CCS. If you miss a total of three activities for which you have RSVP’d, you will give up your privilege to participate in any future on-campus activities.

Career Advising (available Year 1, 2 & 3)
Career advising is available by appointment during Career Center business hours (Year 2 & 3). Appointments take place in the office or may be conducted over the phone. Please make your appointment requests with a career advisor by email. Open advising is available in the Career Center on Wednesdays from 5:00 pm - 7:00 pm (Year 1, 2 & 3). Please see the back page for advisor contact information, location, and office hours.

FEMBA Career Launch & Professional Development Plan (available Year 1)
FEMBA Career Launch is a required full-day workshop. The morning session incorporates the use of assessment tools including Career Leader and the MBTI and focuses on helping students assess, clarify and refine their career goals. The afternoon session takes the components of a job search, such as resume writing, networking, cover letters and interviewing, to the next level. Following this workshop, students complete a 5-Year Plan and a Professional Development Plan which are necessary when putting together an organized and systematic strategy to achieve their ultimate career goal. FEMBA Career Launch is required to access all student and alumni career services.

Career Management Workshops (available Year 2 & 3)
In-class workshops for FEMBA students are offered throughout the year. These workshops are highly interactive and designed to drill down on career and job search topics and enhance the learning that went on during FEMBA Career Launch. Check CCS for specific dates and times. These workshop topics include:

- Resume Writing
- Cover Letters
- Networking
- Positioning Statements

- Interviewing
- Evaluating and Negotiating Offers

Please attend the workshops that you have signed up for as seating is limited and you want to be courteous to your fellow classmates.

Career Management Training Online (available Year 1, 2 & 3)
A self-paced, online career management training program has been developed for individual use at any time during your education at the Merage School. These modules cover the same topics as the in-class workshops and are also used as a foundational pre-requisite for the workshop series. Career links can be found on the MBA Career Resources page.

Career Profile (available Year 1, 2 & 3)
Your career profile in CCS provides the MBA Career Center with information on your career goals and objectives. It also provides you with a way to manage and track your participation in career center activities. The MBA Career Center uses the information provided to better understand individual and group needs, spot career trends, and to manage our relationship with each individual student. Please keep your profile current.

MBA Career Fair (available Year 2 & 3)
Each spring, the MBA Career Center hosts a career fair to assist local companies in connecting with Merage School MBAs. The event focuses on full-time employment opportunities for students about to graduate. Check CCS for exact dates and locations.

MBA Career Night (available Year 2 & 3)
Each fall, the MBA Career Center hosts MBA Career Night, an opportunity to network with local companies to make important connections and learn about future employment opportunities. Check CCS for details and to sign-up for this premier networking event.

Career Research Resources (available Year 1, 2 & 3)
Career Resources are located on the MBA Career Resources Page, which can be accessed via the general navigation menu on the Catalyst home page. You may click the links on this page to learn about and access resources provided by the MBA Career Center.
Job Postings (available Year 1, 2 & 3)
The MBA Career Center maintains a robust full-time job board on CSS. Over 2,000 jobs are posted annually with the MBA Career Center by companies throughout our region and the country. All MBA students can access these job postings throughout their time at the Merage School.

Executive Mentorship Program (available year 2 & 3)
A mentor program, connecting students with experienced business professionals, is offered through Alumni Relations. Information about this Center is found on page 7 of this guide.

Mock Interviews (available Year 2 & 3)
The MBA Career Center leases a web-based mock interview system called InterviewStream to assist you in preparing for interviews. InterviewStream is available by appointment in the MBA Career Center or can be accessed via the web with your own PC and web cam. A link to InterviewStream can be found on the MBA Career Resources page.

Resume Database (available Year 3)
The resume database in CCS is an online tool that allows organizations to search students’ qualifications for potential employment matches. The database is available to employers through our online recruiting services portal. You are eligible to post your resume in the final year of your program and at any time after you graduate as an alumnus. You must meet OCR requirements to be included in the resume database.

Company Information Sessions (available Year 2 & 3)
Information sessions are a formal part of a company’s on-campus recruiting program. During these sessions, companies have the opportunity to describe their organization, company culture, hiring practices, requirements for employment, and training and career paths. Companies also use these sessions to help determine who they will interview on campus, so it is important to attend and make a positive first impression at these events. Information sessions are an ideal way to learn more about a company and clarify or solidify your interests.

Company Information Session Sign-Up Procedures:
- Go to CCS and click on the Events tab.
- Review the details (description, target audience, deadlines) before you sign-up to attend.
- Sign-up deadlines are on CCS. Sign-ups always close at 11:45pm on the date indicated.
- An email reminder with the date, time, location, and any updates will be sent to you prior to the event.
- If changes or cancellations occur, we will make every effort to notify you via email prior to the session.

Company Information Session Cancellations and No-Shows:
- Cancellations will be accepted up to 48 hours prior to the event – please plan carefully.
- To cancel, access the MBA Career Center Events section on CCS. You may also contact the MBA Career Center at 949.824.8464 or MBAcareercenter@merage.uci.edu.
- Attendance sheets will be at all events and are used to track attendance. Make sure to sign in when you arrive at every session.
- Your CCS file may take up to 48 hours to reflect your attendance status for any event.

Company Information Session Etiquette and Guidelines:
- Companies use information sessions as an informal way to identify candidates for interviews. Your attitude, actions, and questions will make an impact.
Attire for information sessions is typically business casual for mid-day events and business formal for evening events.

Please note that business casual does not include jeans, baseball caps, flip-flops, shorts, tank tops or sunglasses.

Please arrive at least 5 minutes early to find a seat and partake in any catering provided.

Turn off PDAs and cell phones and close laptops.

Be courteous to others (don’t leave to get food, talk during a presentation, slam doors or arrive late, and clean up as you leave).

Bring copies of your resume and business cards.

Useful Information:

- Sign-ups are typically open three weeks prior to the event but may be less if the company schedules an event on short notice.
- Deadlines for signing up, eligibility to participate, and event capacity are determined by recruiters.
- CCS automatically blocks sign-ups after the posting deadline.
- An information session is typically 55 minutes in length and includes a 30-minute presentation typically covering the company history, corporate culture, MBA hiring practices, and time for questions and answers. Evening events can be two hours in length and will provide an opportunity to network with company representatives.

On-Campus Interviews (available Year 3)
The MBA Career Center facilitates on and off campus interviews and resume drops for local, national, and international companies who hire MBAs for full-time jobs. Recruiting for full-time opportunities occurs October-December each year. Interviews take place in the MBA Career Center during normal business hours and are typically 30-45 minutes in length. We make every effort to ensure that a recruiter who interviews here leaves feeling positive about his/her visit and recognizes that it was a worthwhile investment for his/her company. If selected, please be prepared for your interview. Off campus interviews resulting from resume referrals are typically scheduled by the company at a mutually convenient time.

Eligibility for Campus Interviews and Resume Referrals
Campus interviews for full-time positions are available to graduating students during the fall of your final year only. On-campus interviews are not available to alumni. Resume collections and referrals will take place throughout your final year for “just in time” hiring. To be eligible to participate in campus interviews and resume referrals, you must do the following prior to the fall quarter of your final year:

- Complete MBA Career Launch
- Complete at least one InterviewStream taped interview and attend a review session of that interview
- Complete at least one career advising session
- Complete and submit a resume and professional development plan for approval

Campus interviews for full-time, summer internship opportunities are available for students enrolled in the full-time MBA program only, as determined by the companies recruiting.

Campus Interview Sign-Up Procedures:

- Go to CCS and click on the OCR Interviews tab.
- Follow the directions provided carefully.
- Ensure that you have uploaded your resume and cover letter so that recruiters can view it. If you have technical questions about posting your resume on CCS, contact the MBA Career Center.
- You will receive an email notification if the recruiter selects you to be interviewed.
- If you are selected, please return to CCS to “accept” and pick a time for your interview.
- You will receive an email interview reminder 48 hours before your interview.

Cancellations and No-Shows:

- Cancellations will be accepted up to 72-hours prior to the interview – please plan carefully. The advanced notice is required to provide the company with the opportunity to select another candidate and for the newly selected candidate to prepare for the interview.
- Not showing up for an interview is a serious breach of ethics that will result in the loss of on-campus recruiting privileges.
- To cancel, please call the MBA Career Center at 949.824.8464.

Interviewing Etiquette and Guidelines:

- All interviews on campus are business formal attire – conservative business suits are required.
- Please arrive at least 10 minutes early for your interview and sign-in at the front counter of the MBA Career Center.
- Do not bring food or drinks into the interview. Do not chew gum.
- Remember to bring copies of your resume and business cards.
Useful Information:

- Interview sign-ups are typically open three weeks prior to the interview date.
- Deadlines are determined by recruiters. Typically, you have a one-week window in which to sign-up.
- Recruiters are typically given several weeks to review and select candidates. The MBA Career Center will notify and schedule candidates as soon as recruiters make their selections.
- The interview sign-up deadlines displayed in CCS are firm.
- CCS automatically blocks sign-ups after the posting deadline.
- Interview times are selected on a first come basis.
- There is no guarantee that you will get your preferred time slot.
- Always get a business card from the interviewer and send a thank you letter.

Frequently Asked Questions about Campus Interviews:

"Can I change my interview time slot?"
Yes, by following these steps:
1. Contact the other candidates via CCS to switch time slots with you.
2. Upon mutual agreement, the system will switch your times.
You will then receive a time switch confirmation email from the MBA Career Center.

"Do I have any recourse if I’m not selected?"
- Signing up for interview consideration does not guarantee that the company will select you as a candidate. Recruiters review resumes for candidates who “fit” the job and typically screen most by applicable skills and work experience.
- If you are not selected for an interview, do not contact the company directly to learn why. For legal reasons, companies typically will not tell you why you weren’t selected – only that other candidates were better qualified. Contact your career advisor to discuss the possible reasons you may not have been selected and what you can do to be more competitive in the future.

"What if I decide not to interview or have an emergency on the day of the interview?"
- If an emergency should arise, contact Vickie Chicaul at 949.824.8464 to determine if there are any options.
- In the event of a “no-show,” the MBA Career Center will notify you of your missed appointment. CCS will block you from signing up for any future interviews. You will need to meet with your career advisor to determine your future eligibility. A “no-show” for an interview is considered a serious ethical breach and typically results in the loss of all future recruiting services.

"What if I am selected?"
- Congratulations! Continue to research the company and take the necessary steps to be prepared.
- Schedule an interview prep session with an MBA Career Advisor via email.

Accepting an Offer from a Campus Interview
We encourage employers to provide students with adequate time to make thoughtful decisions on job offers. We believe it is important that the student and the company negotiate a mutually agreeable time frame for considering and making a career decision. However, we recommend that employers give graduating students until December 1st or at least three weeks from the time a written offer is provided, whichever is later.

When you accept a job offer please remember to do the following:
- Notify a career advisor
- Cancel all remaining campus interviews
- Share any job leads with your classmates who are still seeking employment

Reneging On an Offer
Reneging on an accepted offer is considered a serious ethical breach and is damaging to your reputation and the reputation of the Merage School. Please discuss your situation with a career advisor before you consider reneging on an offer as you risk losing access to all future alumni career services.
Merage School Corporate Relations and Centers of Excellence
In addition to the MBA Career Center, the Merage School has seven Centers of Excellence that provide a gateway to the business community. Check the Centers’ websites for events and activities that may be beneficial to your career growth.
merage.uci.edu/go/centers

Beall Center for Innovation and Entrepreneurship
This Center provides thought leadership in the important science of innovation management. It acknowledges that the best way to sustain competitive advantage in today’s global economy is through superior management of innovation at all levels of the economy. The Center utilizes the expertise of entrepreneurs in the community and provides the impetus for discussion and study of key issues affecting the entrepreneurial community today and into the future. It hosts seminars, events and annual business plan competitions.
merage.uci.edu/go/Beall

Center for Digital Transformation
The Center for Digital Transformation (CDT) conducts and disseminates path-breaking research and knowledge on how organizations must adapt their strategies, business models and operations to reflect the evolving digital environment and leverage the possibilities enabled by emerging digital technologies.
merage.uci.edu/go/CDT

Center for Global Leadership
This Center offers firsthand opportunities to learn about leadership and teamwork. Programs encourage the personal and professional growth needed to be successful leaders and masters of change. The Center’s flagship programs include the Distinguished Speaker Series.
merage.uci.edu/go/CGL

Distinguished Speaker Series
The Distinguished Speakers Series showcases key corporate leaders who provide insight into their organizations’ success in creating and managing sustainable growth through strategic innovation. Merage School students have the opportunity to attend these networking and speaker events. Details on the series, offered through the Center for Global Leadership, may be found on the Merage School calendar.
merage.uci.edu/go/DSS

Center for Health Care Management and Policy
This Center puts issues of insurance coverage, third party payers, and indigent care on its agenda to help solve problems needing innovative approaches in managing the increasingly complex health care industry. The annual Health Care Forecast Conference brings together some of the top thought leaders and policymakers on health care issues in the U.S. to examine innovative approaches to the health care demands of the 21st century.
merage.uci.edu/go/CHCMP

Center for Investment and Wealth Management
Wealthy families who need experts to manage and invest their resources have fed a robust wealth management industry. The wealth management industry is looking for innovative solutions as their clients build and manage growth in their estates and prepare to pass assets to the next generation. This Center provides support and education for families of wealth and engages the wealth and investment management industry with innovative research and resources.
merage.uci.edu/go/CIWM

Center for Real Estate
The Center for Real Estate (CRE) offers a comprehensive program with the primary missions of student education, academic research, and professional outreach. CRE hosts events and conferences bringing together students and industry professionals and provides a concentration of MBA elective courses. A mentor program in conjunction with the Center for Leadership is also offered.
merage.uci.edu/go/CRE

UCI Long US-China Institute
The Long Institute is a premier research entity to facilitate and further develop important relationships between the U.S. and China related to commerce and law. It fosters understanding and respect that leads to an atmosphere of equality and mutual benefit between the two nations.
merage.uci.edu/go/LongInstitute

Executive Mentorship Program
The Executive Mentorship Program, facilitated through Alumni Relations, pairs current MBA students with executives in the business community. These one-on-one partnerships enable you to develop an understanding of career progression, organizational cultures and the skills and abilities required for successful leadership. You also gain valuable individualized feedback about professional skills, guidance on how to enhance your professional effectiveness, and professional networking opportunities. The program kicks off in October and ends in June. FEMBAs are eligible to participate in their second academic year.
merage.uci.edu/go/mentors
MBA Career Center Directory Information

Location: SB1 Suite 4600

Hours: Monday – Thursday, 8:00am – 7:00pm
       Friday, 8:00am – 5:00pm

Phone: 949.824.8464

Intranet: Catalyst Career Management: catalyst.merage.uci.edu
         (select “MBA Career Resources” on Catalyst home page)

Advising Sessions: By appointment only, contact advisor directly to schedule a meeting time.

MBA Career Center Contact:
Nancy Guentner, Associate Director, FEMBA Career Services
949.824.3178  |  nguentne@uci.edu or nguentne@exchange.uci.edu

Leaat Modiano, Associate Director, FEMBA Career Services
949.824.3750  |  lmodiano@uci.edu or lmodiano@exchange.uci.edu

Access Important Links on CCS Via the MBA Career Resources Page:
catalyst.merage.uci.edu

- Update and manage your career profile
- Search job postings
- Sign-up for workshops, events, information sessions
- Sign-up for campus interviews
- Upload resumes to resume database
- Access research resources
- Access information on career paths
- Access InterviewStream
- Access MBA Career Center corporate contacts
- Review the calendar of school events and activities
- Access student database
- Access the alumni database