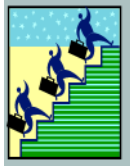

Semester One

MBA CAREER TIMELINE

Attention MBA students...Managing your career starts now ...in your 1st semester! Use this timeline as a guide for when to undertake major career activities. This timeline will vary slightly depending on your career goals. Work regularly with the Office of Career Advancement to ensure that you are on the right path. Major activities are focused in the important objectives of your career search— *identifying your career path, building your pitch and getting your foot in the door.*

	CAREER FOCUS & RESEARCH	NEXT STEPS	OCA CAREER COACH
Identify Your Career	• Use the Workplace Skills Assessment tools in the OCA • Take the FOCUS Assessment in the OCA • Research industries that are of particular interest to you as a career choice	• Plan to gain necessary experience/ internship to match ideal career • Write job description for ideal position • Start to set goals for your career choice	• Make an appointment at the OCA to meet your Career Coach • Schedule one/two session (s) after assessments for evaluation and plan of action to begin to meet your goals
	RESUME	**CONTINUE TO DEVELOP PROFESSIONAL SKILLS**	**CAREER PORTFOLIO**
Build Your Pitch	• Submit current resume to OCA Coach for Review	• Attend OCA Seminar on resume writing/ Interviewing Skills/ Business etiquette • Develop Cover Letter	• Begin to research Career Portfolio concept
	NETWORKING	**ALUMNI MENTOR**	**OCA CAREER COACH**
Get Your Foot in the Door	• Job Fairs— Attend for networking purposes and companies that match your goals • Interview with one HR Director • Join a professional association	• Research alumni database and choose mentor for interview, networking and industry knowledge relevant to your goals	• Meet to discuss progress thus far

Semester Two

Attention MBA students...Managing your career continues in your 2nd semester! Again, use this next timeline as a guide for when to undertake the next set of major career activities. This timeline will vary slightly depending on your career goals. Continue to work regularly with your OCA Career Coach to ensure that you are on the right path.

MBA CAREER TIMELINE

Identify Your Career	**CAREER FOCUS & RESEARCH** • Research industry trends on regular basis	**NEXT STEPS** • Research top companies to ID questions for informational interviews	**OCA CAREER COACH** • Submit final goals to OCA Career Coach • Review informational interview results
Build Your Pitch	**RESUME** • Start to revise your resume as needed	**CONTINUE TO DEVELOP PROFESSIONAL SKILLS** • Attend OCA seminars on resume writing/interviewing skills/ business etiquette/marketing yourself	**CAREER PORTFOLIO** • Begin to create your personal Career Portfolio
Get Your Foot in The Door	**NETWORKING** • Attend Job Fairs to begin to explore prospective employers • Become active in a professional organization	**ALUMNI MENTOR** • Secure informational interview with mentor and/or industry person of relevance	**OCA CAREER COACH** • Provide a short synopsis and evaluation of interview for meeting with your OCA Career Coach

Semesters Three and Four

MBA CAREER TIMELINE

Attention MBA students...Managing your career continues and you are in the homestretch! Continue to use this next timeline as a guide for the final phase before graduation.

Identify Your Career	**CAREER FOCUS & RESEARCH** • Maintain chosen industry research, knowledge and trends	**NEXT STEPS** • Research individual targeted companies for your job search • Determine requirements for specific positions desired	**OCA CAREER COACH** • Make appointment to discuss progress and regroup where necessary
Build Your Pitch	**RESUME** • Rework resume for added relevant career experience to meet goals • Finalize resume for job search	**CONTINUE TO DEVELOP PROFESSIONAL SKILLS** • Research and prepare for mock interviews/telephone interviews • Write post interview thank you letters	**CAREER PORTFOLIO** • Submit final resume and all other related documents to your Career Portfolio
Get Your Foot in the Door	**APPLY!**	**APPLY!**	**APPLY!**