

Zarb Career Management Program (C.M.P.-F.T.)

Requirements for Full-Time M.B.A./M.S. Students

Career development is an important component to your M.B.A./M.S degree success! It must go hand-in-hand with your education in order to provide you with the best marketability of your skills, interests, values, talents and knowledge upon successful completion of your degree.

It is expected that you will prepare for and present a professional and knowledgeable “Zarb” image for potential employers!

The Zarb Graduate Business Career Services has designed the C.M.P. to provide M.B.A./M.S. students with the career knowledge and skills necessary to conduct a successful job search in their field of choice, as well as providing opportunities for students to learn about and obtain internships and jobs by graduation. It is comprised of a series of organized workshops on the professional resume, interview strategies, networking skill-building along with various career programs and events. Each student will have a direct relationship with the Zarb Graduate Business Career Services’ advisors to assist them in effectively utilizing the program, as well as navigating the many twists and turns the job search may take. Participation in and completion of the C.M.P. is required of all full-time M.B.A./M.S. students for graduation.

The Career Management Program consists of two required segments with a third optional set of career-related connections. Each component of the course has a recommended completion cycle and is required of all full-time M.B.A./M.S. students beginning fall of 2006.

PART I of the program is related to skill-building workshops and seminars designed to clarify your career goals and enhance your ability to perform effectively and successfully during corporate interviews and networking events.

- You will be assigned a Career Advisor for required appointments to assist you with your objectives.
- *CareerLeader* assessment will help to illuminate your specific career goals and create a workable “Career Action Plan.”
- Developing a professional resume, practicing networking and learning interview strategies will help to prepare you for the next step in your career development.
- Effective networking skills are vital to job search success in the corporate world and opportunities will be offered for you to practice and participate in real networking environments to increase your chances of securing the right career path.
- Deadline Part I: Completed by the end of your first year in the Zarb M.B.A. or M.S. program.

PART II of the program is designed to provide professional development opportunities through the following:

- Executive Speaker Series
- industry panels on internships
- participation in Hofstra’s PrideRecruiting (Campus Interview Program)
- job search techniques seminar
- inclusion of your resume in the *Zarb M.B.A./M.S. 2006-2007 Resume Book* which is forwarded to over 600 Executives, including the Fortune 500 companies.
- Deadline Part II: A Career Services Exit Interview will be conducted with your Graduate Business Career Services Advisor in your final semester to ensure your completion of the program, as well as to discuss future goals.

PART III includes optional career connection programs consisting of a variety of events and seminars for you to connect to alumni and potential employers, by attending the following Zarb Graduate Business Career Center:

- career related programs
- industry panels
- corporate visits
- job fairs
- Deadline Part III: It is highly recommended that you supplement Parts I and II of the C.M.P. with a minimum of four (4) additional programs that help you connect to other professionals in your field or industry of choice to learn more about career paths and possible job/internship openings.

COMPLETION OF THE ZARB CAREER MANAGEMENT PROGRAM IS REQUIRED FOR FULL-TIME M.B.A./M.S. STUDENTS TO PARTICIPATE IN CAMPUS CORPORATE INTERVIEW PROGRAMS AS WELL AS A REQUIREMENT FOR GRADUATION

Hofstra University, Frank G. Zarb School of Business, The Career Center, M. Robert Lowe Hall, Hempstead, NY 11549
Tel. (516)-463-6060, Fax (516)-463-4892, e-mail: MBA/MSCareers@hofstra.edu