

Part-Time M.B.A./M.S.

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.

The Zarb Graduate Business Career Services recommends that all part-time M.B.A./M.S. candidates participate in career planning and networking opportunities throughout their graduate program to enhance their industry knowledge and career connections. Participation in and completion of the formal Career Management Program is required only of full-time M.B.A./M.S. students, however, part-time students are strongly advised and welcome to participate in any or all of the programs offered.

Suggested Career Services:

- Individual appointments with a Career Advisor to assess career goals and create an Action Plan
- Attending networking, industry panels and executive speaker events
- Updating your resume
- A refresher on interview strategies
- Informational interviewing with alumni for career path insight

If you are a part-time M.B.A./M.S. student seeking employment and wish to participate in Hofstra's PrideRecruiting (the Campus Interview Program), you are required to complete the following in your FINAL YEAR:

- Develop career plans and have resume approved for the *Zarb Resume Book* through appointment with Career Advisor by early fall semester of final year. In-person or phone appointments may be arranged.
- Attend *PrideRecruiting Orientation (the-Campus Interview Program)* fall and/or spring of final year for potential corporate interviews on-campus in The Career Center.
- Attend *Interviewing Strategies Workshop*, fall or spring of final year.
- Attend *Executive Speaker/Corporate Connections Programs and/or Industry Panel* (recommended minimum 4 events prior to final semester).
- Schedule a final semester Career Services Exit Interview with Career Advisor to discuss your career plans, complete the Zarb Graduation Survey, and confirm completion of the C.M.P. Requirements, listed above, for graduation.

*Graduate Business Career Services, Frank G. Zarb School of Business, Hofstra University
The Career Center, Hempstead, NY 11549-1400
PHONE: 516-463-6060 FAX 516-463-4892
WWW.HOFSTRA.EDU/CAREER*