

# Graduate Business Career Services

Frank G. Zarb School of Business

## Recommended Checklist for CMP (Career Management Program)

### FIRST YEAR OF Zarb MBA/MS Program Spring 2013

- **Attend Zarb GBCS New Student Orientation**
- **Read all weekly email communications** regarding “Hot Jobs/Internships” and “Week Ahead” from [GraduateBusinessCareerServices@hofstra.edu](mailto:GraduateBusinessCareerServices@hofstra.edu)
- **Attend the following career orientations about Zarb online resources. You must register for these orientations in advanced on Pride CMS (My Hofstra Portal):**
  - **Orientation to Navigating Resunate**- on resume development
  - **Orientation to Leveraging LinkedIn**- for your Job/Internship Search
- **Attend other GBCS Career WORKSHOPS provided each semester** (check Pride CMS, GBCS website and weekly emails):
  - *Internship/Job Search Workshop (Vault)*
  - *Job Fair/Conference Preparation Workshop*
  - *Interview Strategies Workshop (Big Interview)*
- **Join Zarb MBA/MS Student Associations:**  
**Attend the Zarb Graduate Business Student Association Membership Drive** on Wednesday **February 6th from 6-8pm** in Axinn Library, Room 246. No registration required.
  - Meet with current student association officers
  - Register for club memberships
  - Learn about each association’s activities for the semester, and much more.
  - Join MBA/MS Association for Zarb business cards
  - See contacts and list of Zarb Student Associations on our website (listed on reverse)
- **Attend a MINIMUM of 3 MBA/MS Career Programs EACH SEMESTER:**  
Events like:
  - Executive Speakers, Corporate/Alumni Panels, Networking Nights and Corporate Connection Programs, Visits & Information sessions will help you gain knowledge and connect with employers
  - Additionally, attend Career Conferences, Job Fairs and other programs announced by GBCS via weekly emails.
- **Complete “Career Leader” online self assessment**
  - Follow up with GBCS appointment
- **Arrange for Informational Interviews with alumni:**
  - See articles about networking on the GBCS website.
  - Go to BIG INTERVIEW to be trained and to practice your on Informational Interviewing skills.
- **Research Careers, Industries, Salaries, Corporations, etc.** using resources listed at [www.hofstra.edu/zarbcareers](http://www.hofstra.edu/zarbcareers), including Vault.
- **Create Your Own Networking Database** using “JobSearch Organizer” found on the GBCS website.
  - Organize alumni/employer contact information, outstanding applications, scheduled interviews and websites for your job/internship search process.
- **Develop a General/Base Resume:**
  - Follow resume tips, articles and Zarb Resume Samples at [www.hofstra.edu/zarbcareers](http://www.hofstra.edu/zarbcareers).
  - Make an appointment at the Career Center (516-463-6060) for a resume critique.
  - **Upload your resume to Pride CMS** for the MBA/MS Online Resume Book.
- **Attend both Job/Internship Fairs this semester (\*\*Domestic Students Only\*\*)**
  - **Hofstra Internship Fair:** Wednesday, March 13<sup>th</sup> from 11am-1pm, Hofstra Sports Arena. Employers will be recruiting Hofstra students seeking Summer 2013 internships.
  - **Hofstra Job Fair:** Wednesday, April 24<sup>th</sup> from 11-2pm, Hofstra Sports Arena. Employers will be recruiting Hofstra students for full-time employment and internships.
  - **Please Note:** International student on F1 Visas will not be eligible for internships or employment until completion of a minimum of 18 credits.
- **Use “Pride CMS” to view jobs and internships posted by employers daily.**
- **Make an appointment at The Career Center (516-463-6060)**
  - Career advising, career development, job/internship search, resume critique.

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## Recommended Checklist for CMP (Career Management Program)

### ***SECOND YEAR OF ZARB MBA/MS PROGRAM Spring 2013:***

- Look for weekly GBCS emails regarding job and internship opportunities and weekly updates.
  - Hot Jobs and Week Ahead
- Attend **at least 3** MBA/MS Career Programs each semester.
- Participate in GBCS On Campus Recruiting (OCR) by attending an OCR orientation & Interviewing Strategies Workshop.
- Use “Big Interview” online tool to practice interviews.
- Use “Pride CMS” to view jobs and internships posted for Hofstra Students by outside employers.
- Develop “targeted” resumes and continue to edit & update your resume every semester.
  - Make sure to update online for the **Online Resume Book** every semester in Pride CMS
- Take advantage of our exclusive online resources, like Big Interview, Resonate, Vault, etc.
- Develop an “Action Plan” for your full-time job search with a career coach from GBCS by scheduling appointments regularly
- Use the GBCS staff as a valuable resource via appointment.

#### Contact Information:

Zarb Graduate Business Career Services

The Career Center, Suite 118

[www.hofstra.edu/zarbcareers](http://www.hofstra.edu/zarbcareers)

516-463-6060

[GraduateBusinessCareerServices@Hofstra.edu](mailto:GraduateBusinessCareerServices@Hofstra.edu)

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