YOUR CAREER IS OUR BUSINESS

EMPLOYER TREK TO NYC, SPRING 2016
CAREY STUDENTS VISITED POLARIS MANAGEMENT CONSULTING, INSIGHT STRATEGY ADVISORS & NYU LANGONE MEDICAL CENTER

CDO TOOLKIT

- Meet Our Team
- Roadmap for Success
- Checklist
- Recruiting Timelines
- Career Conferences
- Resource Links

JOHNS HOPKINS CAREY BUSINESS SCHOOL
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Congratulations on your admission to the Johns Hopkins Carey Business School!

The Career Development Office (CDO) team looks forward to partnering with you throughout your program to develop your career as a business student and professional. The CDO Toolkit is designed to help you build your partnership with us. We hope you take advantage of the many resources available to you.

How will you “Carey” your brand? Will you join Carey with previous experience in the business world? Are you an entrepreneur who hopes to start your own venture after graduation? What professional value proposition will you articulate to the business community as a Carey graduate? How will you define your success?

Your engagement with the Career Development Office begins before you arrive on campus. We are eager to partner with you to build your professional brand, convey your value to employers, and identify internship and job opportunities that position you for success as a global business leader and ambassador for the Carey Business School.

Most graduate business students report that they pursue a degree to enhance or advance their careers. Career success requires that individuals take full responsibility for their personal and professional development. Make your career planning a priority by spending at least two or three hours a week on related activities. Meet with a career coach, network with other students, attend workshops and employer information sessions, schedule informational conversations with alumni, attend lectures, and develop new, relevant skills beyond the classroom through involvement in student organizations, case competitions, research, and community service.

Map out your plan by reviewing the Checklist at the end of this toolkit and discuss it with a career coach. This will ensure that you are well prepared to start your career journey and embrace your new role as a professional business student.

We are counting on you to be a fully engaged partner with the Career Development team.

Welcome to Carey!
MEET YOUR CAREER DEVELOPMENT PARTNERS

CLICK STAFF NAMES TO LINK TO BIOS

Christy Murray
Interim Executive Director, Career Development Office

Kathleen Bovard
Director, Coaching & Education

Corinne Brassfield
Director, Employer Relations

Lily Boyer
Assistant Director

Ed Gagen
Associate Director

Tracy Carter
Assistant Director

Sara Jaques
Assistant Director

Jacques Domenge
Assistant Director

Andrew Kurtzman
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Michelle Jones
Associate Director

Roger Williams
Associate Director

Caitlin Magidson
Assistant Director

Matt Chullin
Communications Specialist

Krasi Shapkarova
Assistant Director

Karen Hansberger
Administrative Coordinator

Mary Somers
Associate Director
WHETHER IT WAS A ONE-ON-ONE COACHING APPOINTMENT, HELPING TO IMPROVE MY RESUME, OR EVEN PREPARING ME FOR AN INTERVIEW, THE COACHES HELPED ME UTILIZE MY SKILLS AND GAVE EXCELLENT ADVICE.

ELISE GALIPO
MS ENTERPRISE RISK MANAGEMENT 2017
YOUR ROADMAP

Reflect

Consider how you want to use your experience at Carey to develop your interests, values, skills, and preferences in your graduate program and beyond. Use this time to generate possibilities like starting a business, becoming a student leader, pivoting your career, and building your professional network.

- Core Competencies
- Career Coaching

Explore

Learn about internship and job opportunities, industry requirements and important recruiting deadlines, personal and professional development, and entrepreneuring.

- Resources
  - Recruiting Deadlines

Strategize

Create an individualized action plan to help you accomplish your personal and professional goals. Polish your brand and convey your value to employers and others.

- Resume Guidelines, Template, and Professional Branding
- Networking through GOHOP Online and LinkedIn

Implement

Take the necessary steps to accomplish your goals.

- Dress for Success
- National Career Conferences
- Engage with CDO
- Checklist
The Career Development Office prepares students and alumni to meet the demands of a global marketplace. We actively encourage individuals to consider how they can use their strengths to impact their communities and improve the world. To accomplish this goal, we are committed to helping students and alumni develop the following core competencies through our coaching and education programs.

**Career Management**
Takes the initiative to create and maintain an action plan to achieve personal and professional goals.

**Communication**
Capable of conveying ideas, beliefs, strengths, and values effectively in writing, verbally in presentations and interactions, and digitally.

**Critical Thinking**
Objectively conceptualizes, applies, analyzes, synthesizes and/or evaluates information.

**Cultural Fluency**
Understands and respects the similarities among and differences between people.

**Emotional Intelligence**
Aware of emotions of self and others, and is able to use this awareness to build and manage relationships.

**Entrepreneurial Mindset**
Sees opportunities in unexpected circumstances, willing to take measured/thoughtful risks, and approaches life with curiosity and openness.

**Integrity**
Demonstrates respect for key moral principles, including honesty, fairness, equality, dignity, diversity and individual rights.

**Leadership**
Influences others in a way that maximizes their efforts to the successful achievement of a goal.
TRY TO COMMUNICATE WITH YOUR CAREER COACH AS MUCH AS POSSIBLE. THE MORE THEY UNDERSTAND YOU, THE MORE EFFECTIVELY THEY CAN HELP!

YUHAN GAO
MS FINANCE 2017
Career coaches are available at both campuses to meet in person, by phone, or by Skype. All career coaching appointments should be scheduled through Carey Compass.

What can you expect?
According to the International Coach Federation, coaching is defined as “partnering with individuals in a thought-provoking and creative process that inspires them to maximize their personal and professional potential.” Coaching is a deliberate process that attempts to draw out the wisdom and experience of individuals and accelerates goal attainment by providing greater focus, increasing awareness of self and options, and offering support.

Coaching Relationship
Coaching is voluntary and the agenda is driven by your personal and professional interests and goals. You can expect your coach to encourage and support you as you explore possibilities and to engage you by asking powerful questions, sharing observations, and providing a safe, supportive space for discussion and collaboration. Your coach will count on you to be committed to your personal and professional development, open to accepting feedback, and willing to challenge current beliefs. You should also make time to complete agreed upon coaching and career development activities between meetings.

Coaching Approach
The appreciative coaching approach recognizes your individual strengths, important motivators, unique experiences and vision for change. A holistic framework is used to align your goals with plans for action. Coaching sessions will encourage you to be introspective and reflect on your competencies as you identify opportunities for growth.

Confidentiality
The profession of career coaching is governed by a set of ethical guidelines and standards for practice adopted by the International Coach Federation and the National Career Development Association. In accordance with these guidelines, your coach commits to keeping your personal information confidential, including results of assessments, progress notes, and coaching records. Occasionally, your information may be shared among Career Development Office staff for the purpose of consultation. This information is shared with your permission and only when it is in your best interest. Please be advised that the Career Development Office tracks information for statistical purposes (interviews, internship and job offers, survey results) and that you are not personally identified in any external reporting.
THE RESOURCES PROVIDED BY CDO, INCLUDING THE VAULT GUIDES AND GOHOP ONLINE, HELPED ME FIND A DIRECTION FOR WHAT I WANT TO DO WITH MY DEGREE. THEY HAVE ALSO HELPED ME DEVELOP A LONG-TERM STRATEGY.

HIMANSHU MAKHARIA
MS INFORMATION SYSTEMS 2017
RESOURCES

CAREY THE TORCH BLOG

Launched in January 2015, Carey the Torch provides a platform for original, career-related content. Subscribe to the blog and learn more about business school life. Carey faculty, staff, students, alumni, and experts share their unique experiences and their advice on career planning.

If you are interested in contributing to the blog, please email Krasi Shapkarova, Carey the Torch’s Editor-in-Chief, at k.shapkarova@jhu.edu.

CAREER NAVIGATOR

The Career Navigator is your online career resource center available when and where you need it. Download the Career Navigator Guidebook to get started.

Use the Career Navigator Guidebook to track your progress and chart your course to success. Save it to your computer, fill in the editable forms, and share it with your career coach!

VMOCK - RESUME BUILDER

Resume review platform equipped with technology to provide immediate resume feedback based on the Carey resume template and industry benchmarks.
MY CAREER COACH WAS MY GO-TO PERSON FOR HELP BEFORE REACHING OUT TO A NEW CONNECTION, LEARNING HOW TO BUILD MY NETWORK, AND GAVE FAST RESPONSES TO ALL MY QUESTIONS.

KARINA OGANYAN
MS REAL ESTATE & INFRASTRUCTURE 2017
RECRUITING TIMELINES BY INDUSTRY

ADMINISTRATIVE RESIDENCIES

ACADEMIC YEAR

Administrative Fellowships

• Core deadlines range from early August through November. Core deadlines for ACHE organizations is August through early October.
• Competitive candidates are interviewing December through early March.
• Some programs accept applications on a continuous basis.

CONSULTING

ACADEMIC YEAR

Summer Internships

Internships

• Deadlines range from October 1 to late January.
• Interviews begin early January through March.
• To be competitive at large management consulting firms who recruit on-campus interns from core schools on campus, students should apply directly on the firm’s website before the end of December.
Full-Time, Post-Graduate Jobs

- Deadlines range from early September through mid-October.
- Interviews will wrap up by the end of November.
- Research consulting firms on the Vault top 50 to determine potential target firms.
- Review the interviewing portions of major consulting firms to familiarize yourself with the techniques used and the required preparation. Websites such as MBACase may also be useful.
- If consulting is new to you, visit the websites of firms such as Deloitte, Accenture, and Navigant to increase your understanding of the industry.

CONSUMER GOODS

Internships

- Job postings and initial screening ranges from November through January.
- Interviews are conducted from January to February with offer decisions coming by the end of March.

Full-Time, Post-Graduate Jobs

- Postings and screening for jobs not filled from their intern pool runs from late August to September.
- Interviews are conducted in late September through October with offer decisions coming by the end of January.
**FINANCE**

**ACADEMIC YEAR**

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**Summer Internships**

- Several firms will fill most of their full-time roles with their interns from the previous summer.
- Deadlines for other openings range from September through February, particularly for MBA-specific roles.
- One-off interviews will continue through May.
- If students are seeking a Finance Leadership Program, deadlines are typically September to October.

**Full-Time, Post-Graduate Jobs**

- Deadlines vary widely.
- Many banks and financial institutions seek candidates for internships before the school year even begins.
- Very competitive investment banks will seek top admitted students the summer prior to entering graduate school.
- Recruiters generally seek candidates starting in fall, but some institutions will not conduct formal internship interviews until January.
- To be competitive at firms which recruit internships at a small group of core schools on campus, students should apply directly on the firm’s website by the end of December.
- Be prepared to answer commonly asked quantitative interview questions.
- Research which companies have diversity recruitment events; many are held throughout the fall.
- Conduct informational interviews with JHU alums working in finance.
GOVERNMENT
Opportunities for internships and full-time jobs are posted on www.usajobs.gov.

ACADEMIC YEAR

YEAR-ROUND BASED ON NEED

Internships
- Interns are selected through applications made through usajobs.com to the Pathways Program.
- Internships are available year-round based on need.

President Management Fellows
- Two-year, post-graduate rotational program.
- Applications are due November to December.

HEALTH CARE
(HOSPITALS)

ACADEMIC YEAR

VARY, VISIT INDIVIDUAL FIRMS’ WEBSITES

Summer Internships
- Applications for internships are January through February.

Administrative Fellowships
- Applications for Administrative Fellowships vary by hospital and organization.
**HEALTH CARE**

*(INSURERS)*

**ACADEMIC YEAR**

- **Summer Internships**
- **Leadership Programs, Post-Graduate Fellowships**

**Summer Internships**
- Applications are from February to April.

**Leadership Programs, Post-Graduate Fellowships**
- Leadership Program and Post Graduate Fellow applications are from March to May.
- These are rotational programs that typically start between May and July.

**HEALTH CARE**

*(PHARMA, BIOTECH, MEDICAL DEVICES)*

**ACADEMIC YEAR**

- **Summer Internships**
- **Full-Time, Post-Graduate Jobs**

**Summer Internships**
- Posting and screening begins from September to late November.
- Interviews are conducted January through February with offer decisions coming by the end of March.

**Full-Time, Post-Graduate Jobs**
- Postings and screening for jobs not filled from their intern pool runs from late August to September.
- Interviews are conducted in late September through October with offer decisions coming by the end of January.
LEADERSHIP DEVELOPMENT PROGRAMS

ACADEMIC YEAR

Full-Time

- Deadlines range from early September through late January.
- Interviews may begin as early as September and October, some initial interviews will take place at the national affinity conferences.
- Students can expect interviews to continue through March.

NON-PROFIT, NGO, MICROFINANCE

ACADEMIC YEAR

Summer Internships

- The process begins in the fall semester.
- Applications for internships are November through February.
- Many applications for key organizations like Environmental Defense Fund, World Bank, and IFC are due in January.

Visit biopharmguy.com for information on companies, jobs, and a pharma company listing sortable by geography.
Visit meddevicejobs.com for job opportunities in the medical devices field.
Visit careers-in-marketing.com for job opportunities in the pharma marketing field.
Full-Time, Post-Graduate Jobs

- NGO, Microfinance Post-Graduate Program applications typically begin in March and close in April.
- The application for the IFC post-graduate 2016 Global Transaction Team Program (GTT) is from August 15 to October 3, 2016 and interviews are conducted from October to December.
- Non-profit hiring is conducted based on just-in-time.

REAL ESTATE

ACADEMIC YEAR

YEAR-ROUND BASED ON NEED

Summer Internships

- Begin following or reading local business news such as the Baltimore Business Journal to become familiar with the local market
- Identify groups / associations that offer networking opportunities in Baltimore or Washington DC
- Deadlines range from mid-January through late March.

Full-Time, Post-Graduate Jobs

- There are a few select programs such as the CBRE Wheel Program and Blackstone’s full-time campus recruitment program. The deadline for the CBRE program is typically November 1. The CBRE program is exclusively for the New York market only.
- Blackstone’s full-time campus recruitment program application deadline ends in mid-September.
- Most full-time positions in real estate are hired on an as-needed basis so the timeframe to be looking at these opportunities are closer to the student’s date of availability for full-time employment.
**Summer Internships**

- Many large technology firms (Google, Apple, Microsoft, Facebook, Amazon, Intel, etc.) will start recruiting for intern candidates in September. Mid and smaller sized firms will not start recruiting until January or February.
- Recruiting and interviews will continue through the end of the spring semester.
- Tech startups will not seek intern candidates until mid-Spring (February/March).
- Start early if you want to be considered for an internship or post graduate role with large tech firms and strongly consider attending an MBA diversity conference to speak with representatives from these companies.

**Full-Time, Post-Graduate Jobs**

- Some firms with more established MBA recruiting programs, like Microsoft and Amazon, recruit and fill most positions in the fall. Most firms with robust internship programs will try to convert intern hires to permanent hires. Therefore, several MBA specific roles are filled with intern conversions.
- Many technology firms have later recruiting cycles (they often recruit into the spring semester) and do more just-in-time hiring than other industries. Employers that do just-in-time hiring start recruiting candidates in March who can start working in May or June.
- Start researching different functions in the industry. Here are some podcasts to listen to, one on [Product Marketing in Tech](#) and one on [Growth Management in Tech](#).
- Start working on your value proposition; why are you passionate about technology, what are your ideas on how to use it to better society. Large tech companies get lots of applicants; you have to stand out!
RESUME GUIDELINES

Your resume should reflect your professional brand and convey your value to an employer. First impressions matter! Use the following guidelines to develop a resume that leads to an employment interview.

ORGANIZATION: CLEAR AND DISTINCTIVE SECTIONS

- Headline with your brand (e.g. Project Manager)
- Include full-time, part-time, internship or projects in your experience section
- List experience and education in reverse chronological order

CONTENT: CONCISE AND COMPELLING

- Write bullet statements that are impactful and emphasize skills and accomplishments
- Use relevant and meaningful section headers
- Remove information not relevant to your objective
- Contact information should include your email, phone number, and customized LinkedIn URL

DESIGN AND FORMAT: ENSURE READABILITY

- Add space between sections, jobs, and education institutions to improve readability
- Set equal margins on all four sides of the page (0.5” to 1”)
- Utilize a single font type throughout the resume

Adapt your resume to the Carey Resume Template on the next page. This format streamlines your resume for recruiters and highlights your most relevant skills and accomplishments.

Once you have finished, upload your resume into VMock for immediate feedback and edit accordingly.

Resumes should then be uploaded into Carey Compass (our online platform) for final approval. Once your resume is approved and added to your Carey Compass profile, you can begin sharing your resume with alumni, employers, and others.
CAREY RESUME TEMPLATE

DISCLAIMER: This template provides general guidelines for resume layout and content. Your resume should comply with industry standards and include relevant skills, accomplishments, and experiences. Meet with a career coach to customize your resume for your individual interests.

Xiaodong (John) Zhou

CAREER GOAL OR HEADLINE (YOUR FUNCTIONAL AREA OF EXPERTISE / BRAND)

EDUCATION
Johns Hopkins Carey Business School
Master of Science in Finance
Baltimore, MD
Expected Aug 2018

Name of Undergraduate Institution
Degree Granted, Major and Minor

Note: You may include a list of relevant courses related to your career objective directly below your degree. You may also include special academic honors, awards, research, or distinctions in this section.

EXPERIENCE
Company Name
Job Title
City, State
Month Year – Month Year

• Start each bullet with an action verb
• Link your action verb to a specific outcome or accomplishment
• Quantify whenever possible
• Limit bulleted statements to no more than six

Note: Include relevant full-time and part-time employment, internships, and graduate or teaching assistantships in this section. List experiences in reverse chronological order, starting with the most recent.

ADDITIONAL QUALIFICATIONS
Software: To be filled in
Languages: To be filled in
Certifications: To be filled in

Note: Include technical skills, languages, professional memberships, leadership experience, and relevant community service in this section. Consult with a career coach to identify any additional qualifications that fit.

To download this resume template and access other resources related to resume writing, please visit the Career Navigator.
WRITING RESUMES, COVER LETTERS, AND NETWORKING TAKES TIME AND THE CDO IS THERE TO HELP. AS A STUDENT LEADER, THEY PROVIDED GREAT FEEDBACK AND HELP FOR PLANNING EVENTS INCLUDING THE LAST TEDX JHUDC.

TOMAS SOLARI YRIGOYEN
MS ENTERPRISE RISK MANAGEMENT 2017
LinkedIn is a powerful tool. Recruiters, hiring managers, and executives from Fortune 500 companies and startups are members of this professional network. Develop a LinkedIn profile that clearly conveys your value and accomplishments to others. Keep these important tips in mind.

1. **Use your headline and summary statement to convey your value proposition.** Your headline is the first thing others see. It should grab their attention and clearly communicate your brand. Recruiters and others will quickly determine whether your profile is click worthy or not by reading your headline and summary.

2. **Be visible and approachable.** You do not need an expensive headshot to get attention. However, you do need a professional profile picture. A professional photo gives the impression that you are a serious candidate worth considering. In your photo, be sure to wear professional business attire. Choose a neutral background with good lighting. Smile and exude confidence.

3. **Customize your LinkedIn URL.** Click Edit Your Public Profile in the top right corner to personalize your URL. Follow the instructions carefully. Add your personalized URL to your resume, your email signature, and other professional social media accounts.

4. **Connect to alumni and jobs.** Visit www.linkedin.com/alumni to find Carey alumni and learn more about their professional experience. You can also connect with alumni from your undergraduate institution or other colleges and universities you attended. You are able to search and filter by industry and geographic locations, graduation year, company names, and other keywords.

5. **Send personal, tailored connection requests.** Many professionals ignore default connection requests on LinkedIn. To increase the chance that your connection request is approved, personalize your invitation. Take the time to read profiles prior to requesting a connection. In your personal request, refer to a common interest, relationship, or experience you share. Be clear about why you want to connect. Never ask for a referral to a recruiter or a job in your first connection request. Networking is about building professional relationships. Referrals to recruiters or jobs come after the relationship is established.

6. **Take advantage of real-time company research.** Customize your LinkedIn home page newsfeed by following channels, professional organizations, influencers, and companies of interest. Conduct company research by visiting their LinkedIn home page to view articles and other posts, learn about products or services, and identify career opportunities.

7. **Be active and join the discussion.** Respond and contribute to discussions in your LinkedIn groups. Start your own discussion threads by posing questions that require a simple response. There are over 2 million groups on LinkedIn and many related to the Johns Hopkins Carey Business School. Join our alumni, professional, and personal interest groups to actively learn from and contribute to your network.

For more resources related to professional branding and networking strategies, please visit the Career Navigator.
GoHopOnline.com is a web-based networking platform dedicated to helping Johns Hopkins University students and alumni connect with each other to share resources and information, expand career opportunities, and build lasting personal and professional relationships.

- Sign on easily with Facebook or LinkedIn to access alumni members by degree program, geographic location, and company affiliation.
- Search for alumni who are willing to offer their advice on your resume, meet with you for an informational interview, share their advice on your internship or job search, or even refer you to a recruiter in their organization.
- Utilize social media feeds to keep you updated on Hopkins news, alumni chapters, job postings, resources, and events.
PROFESSIONAL ATTIRE
DRESS TO IMPRESS

Business attire is required at all Carey recruiting events.
You are in a business environment while attending the
Johns Hopkins Carey Business School.
All students are expected to dress appropriately.
NATIONAL CAREER CONFERENCES

Attending conferences and career fairs hosted by national MBA associations gives students the opportunity to network and interview with recruiters from global businesses and organizations.

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<th>DATE</th>
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<td>8/19 - 8/21</td>
<td>Ascend Pan-Asian Leaders National Convention &amp; Career Fair</td>
<td>• Houston, TX</td>
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<td>• <a href="http://www.ascendleadership.org">www.ascendleadership.org</a></td>
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<td>9/26 - 9/30</td>
<td>Prospanica &amp; National Black MBA Conference &amp; Exposition</td>
<td>• Philadelphia, PA</td>
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<td>10/12 - 10/14</td>
<td>Reaching Out LGBT MBA &amp; Business Graduate Conference</td>
<td>• Boston, MA</td>
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<td>10/19 - 10/21</td>
<td>National Association of Women MBA Leadership Conference</td>
<td>• Lombard, IL</td>
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<td>10/27 - 10/28</td>
<td>Net Impact Conference</td>
<td>• Atlanta, GA</td>
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**MYTH:** Employers only recruit on-campus at business schools.

**FACT:** Recruiters are based all over the country and the world. It is becoming more difficult and expensive for recruiters to individually visit numerous schools in a limited amount of time. Recruiting at conferences has become increasingly popular. This model enables employers to meet a diversity of students with varied backgrounds and skills. It also offers students a chance to engage one-on-one with hundreds of employers.

**MYTH:** You should only attend the career fair day at a conference.

**FACT:** The career fair day at a national conference is just one opportunity to interact with employers. Fewer students take the time to attend breakout sessions, panels, and keynote speeches. Immerse yourself in the conference.

**MYTH:** Career conferences hosted by national MBA associations should only be attended by members of the association.

**FACT:** You do not need to be a member to attend—these conferences are open to all graduate business students regardless of their affiliation. If you are a student who loves taking advantage of every opportunity to network, these conferences must be on your radar. Networking leads to interviews, and interviews lead to jobs.
ALL CAREER COACHES IN CDO ARE VERY PROFESSIONAL AND THEY HAVE DEVOTED THEIR TIME TO HELP ME WITH RESUME REVISIONS, LINKEDIN UPDATES, INFORMATIONAL INTERVIEWS, AND MORE.

HE ZHAOKAI
MS FINANCE 2017
ENGAGE WITH CDO
CUSTOMIZED PLATFORM

Carey Compass is your customized platform for connecting with CDO, including scheduling career coaching appointments, accessing job postings, and registering for employer information sessions.

Meeting with a career coach is critical to your career planning success. Our appointment scheduling system allows you to find a convenient time to meet with us in person, by phone, or by Skype. In your appointment request, you can indicate your goals for the appointment.

In addition to scheduling appointments, Carey Compass houses numerous resources, including Vault Career Intelligence. Vault provides in-depth information on industries, career paths, and companies—and how best to position yourself for success.

Carey Compass enables you to search for internships and jobs, including assistantships at Carey. Streamline your search by applying filters based on your preferred industry, job function, and geographical location. Create custom Job Search Agents so you will be notified when a newly posted opportunity meets your unique criteria.

Workshops, career fairs, and employer information sessions offer a valuable way to learn about careers and build relationships with prospective employers. To register for events, simply log in and select the “Events” tab. You can view upcoming opportunities to meet with recruiters by clicking the “On-Campus Interviews” tab. Carey Compass will also alert you to other networking and skill-building events.
CDO CHECKLIST

Take the following important steps to ensure that you are prepared to share your professional brand with alumni, recruiters, investors, and hiring managers.

☐ Read the CDO Toolkit, paying particular attention to information about resources and services.

☐ Become familiar with our online career resources by downloading and using the Career Navigator Guidebook.

☐ Log into Carey Compass after you have registered for classes (CDO’s scheduling and event management platform) and complete your profile. Doing so will enable you to receive tailored job postings and event notices, as well as schedule appointments with a career coach.

☐ Subscribe to CDO’s Carey the Torch blog.

☐ Review the Carey resume template and update your resume accordingly.

☐ Upload your resume into VMock for immediate feedback on resume content, layout, and structure. VMock uploads are limited to 10 per student.

☐ Once your VMock resume score reaches a 70 or higher, please upload your resume to Carey Compass for final review and approval.

☐ Check your social media profiles (ex. Facebook, Instagram, Twitter) and eliminate unprofessional pictures, posts, and questionable content.

☐ Update your LinkedIn account or establish one if you have not already done so. Review and update your professional photo, write a strong summary, emphasize skills and accomplishments, and be intentional about who you follow.

☐ Establish an account and profile on GoHopOnline.com, the Hopkins premier alumni information and networking resource.

☐ Manage your professional networking contacts, career information, and internship/job search activities. A Dropbox folder, Google docs, or an Excel spreadsheet are useful tools. Add to it regularly and keep it updated.

☐ Meet with a career coach to identify career goals and align your experience and skills with your brand.

☐ Participate in CDO workshops, coaching groups, employer information sessions, and industry days. All events are advertised in Carey Compass and registration is required.

☐ Keep an open mind, build professional relationships, and become fully engaged in the Carey community to maximize your business school experience.
WHERE WILL YOU “CAREY” THE BRAND?

Our mission in CDO is to partner with you in your professional development and job search.

We look forward to seeing you at Orientation this fall!