

Career Development at Notre Dame

*MSBA Orientation
August 2020*

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Welcome to Notre Dame!

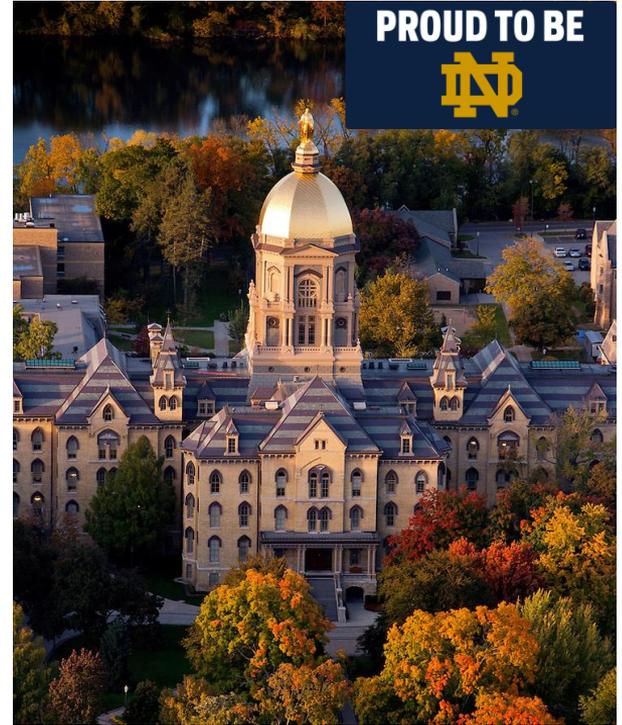
MENDOZA'S MISSION:

To build a premier Catholic business school that fosters academic excellence, professional effectiveness, and personal accountability in a context that strives to be faithful to the ideals of community, human development, and individual integrity.

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Lindsey McIntyre, Associate Director, GBCD

EDUCATION:

Bachelor of Science, Business
Master of Nonprofit Administration



PROFESSIONAL BACKGROUND:

2003-2007: Leadership Development
2007-2017: Research & Analysis
2017-2019: Nonprofit Development
2019-2020: MSBA Career Coach



- MSBA Residential (~60 Students)
- MSBA Chicago (~35 Students)
- Partner with Employer Relations Manager
- Teach Bridge to Success, Various Workshops

PERSONAL:

Husband: Mason (18 years)
Kids: Anna (15), Sam (13)
Dogs: Gipper (4), Eddy (6 months)
Hometown: Bourbon, IN



Mindy Evans, Employer Relations Program Manager, GBCD

EDUCATION:

Bachelor of Science, International Finance



PROFESSIONAL BACKGROUND:

2016-2017: Human Resources Events



2017-2019: Undergrad Career Development

2019-2020: Graduate Business Career Development

PERSONAL:

Husband: Robbie (24 years)

Kids: Emily (21), Daniel (18), Michael (18), Molly (13)

Dogs: Gus and Chief

Hometown: South Bend and Chicago



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Career Development at Notre Dame

AGENDA:

- Career Development Overview
 - Career Coaching Services
 - Introduction to Handshake Job Board
 - MSBA Career Interests, Outcome Trends, Best Practices, & Next Steps
- 5 Minute Break
- Career Development Alumni Panel

Career Development Overview

Career Coaching

- Dedicated 1:1 Coaching
- Bridge to Success Course
- Lunch & Learn Workshops

Employer Relations

- On-Campus/Virtual Career Fairs
- Company Presentations
- Business Analytics Treks

OUR GOAL

EQUIP
STUDENTS WITH
LIFELONG
MASTERY OF
CAREER
LEADERSHIP

Dedicated 1:1 Coaching

- Driven by YOU!
 - You schedule the appointments
 - You set the agenda
 - You drive the discussion
- How to Schedule Coaching
 - Online platform
 - Instructions will be emailed this week
- Ways to Communicate
 - Email: lmccinty1@nd.edu
 - Phone: (574) 631-0896
 - LinkedIn: <https://www.linkedin.com/in/lindsey-mccintyre/>



Driven by YOU!

Bridge to Success Course



Self-Awareness/ Marketplace Awareness

- Key Strengths
- Industries/Functions
- Companies/Roles
- Outcome Data



Personal Brand

- Personal Value Proposition
- Resume
- Cover Letter
- LinkedIn Profile



Communicate Value

- Networking Strategies
- Interview Techniques
- Post-Interview Follow-Up

Bridge to Success Course

Mod 1

Core Strengths/
Building Self-Awareness
Friday, August 28th

Exploring Career Paths/
Employer Relations at ND
Friday, September 4th

Leveraging Strengths/
Creating Compelling Stories
Friday, September 11th

Mod 2

Building a Personal Brand
Friday, October 23rd

Networking Like a Champion
Friday, October 30th

Interviewing Like a Champion
Friday, November 6th

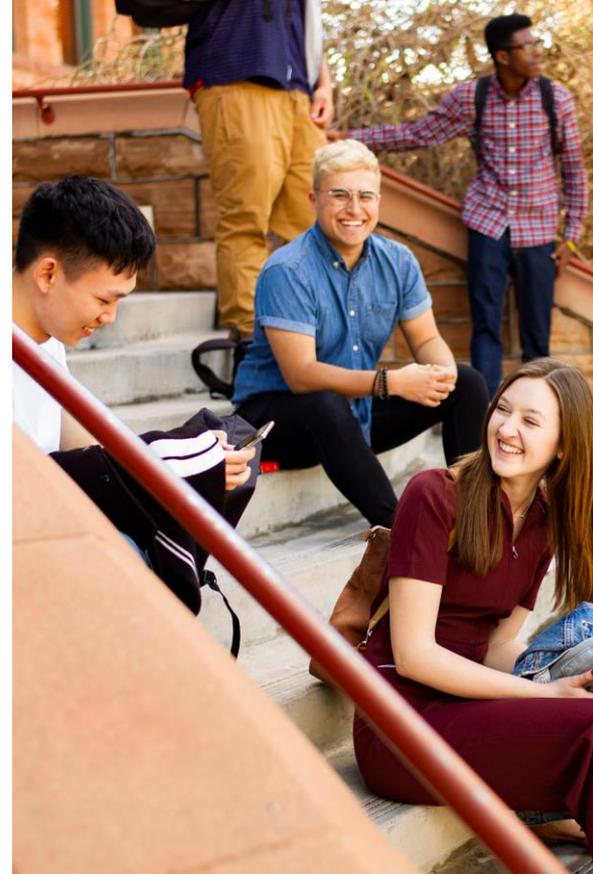
Lunch & Learn Workshops



**The Handshake
platform is the #1 way
college students
find jobs**

Handshake

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Why should I make a Handshake account if I already have a LinkedIn (or Indeed, or “insert job board here”) account?

- Handshake has the most opportunities for students and new college grads of any job platform, and is the only one that lets employers recruit specifically at the colleges of their choice like the University of Notre Dame.
- All the jobs are posted just for students, which means you aren’t competing against professionals with 5+ years of experience. No experience required.
- Your Handshake profile, LinkedIn profile, and resume should mirror each other.
- If you want to get a job leveraging the Notre Dame network, this is how you do it.
- Only employers approved by Notre Dame can contact you, already vetted.
- If you have already created a Handshake account through your undergrad institution, you will need to also create a new account with your @nd.edu email. The profiles cannot be merged.



01

Create and
complete your
profile

02

Make your
profile public

03

Connect with
your peers

04

Register to attend
events

 **Handshake**

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01

Complete your profile

- Help employers find you by filling out your job interests (the kind of job you're looking for and the cities you want to work in), as well as work experience, skills, courses, and clubs and organizations. and clubs and organizations. Steal copy from your LinkedIn profile!
- Be sure to showcase your soft skills. Increasingly, employers are looking for soft skills such as communication, problem solving, and creativity; flexibility is especially important in the age of COVID-19.

Recruiters are 5x more likely to message you when you fill out your profile

 **Handshake**

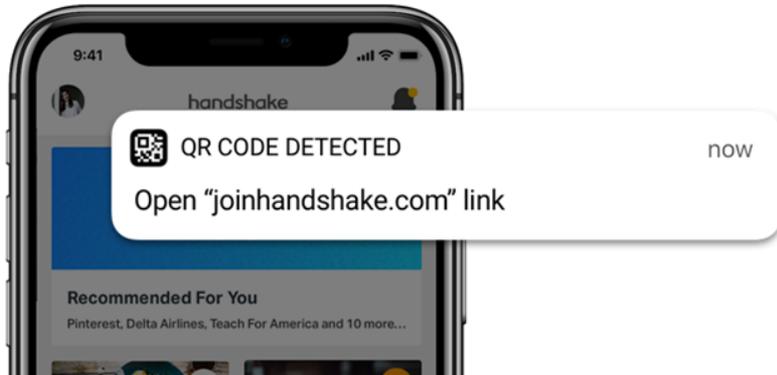
GET STARTED: STEP 1

Log in

Open the camera app and use photo setting to scan QR code, then tap the notification that pops up in your browser.

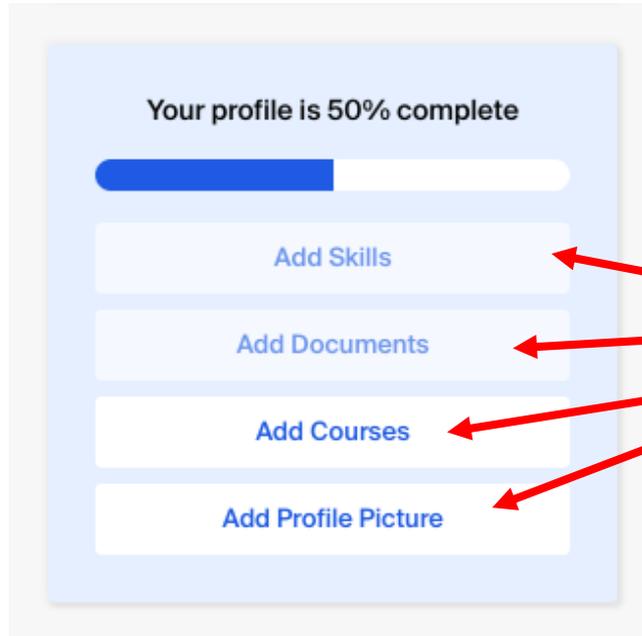
Or, visit:

app.joinhandshake.com



01 Create and complete your profile

In Handshake, every student profile has a "Profile Level" bar or what we call a Profile Completion bar:



You can drive up your profile completion thus making your profile more appealing to employers by filling out all the different areas of your profile!

01 Create and complete your profile

Here are the steps you can take to drive that Profile Level up to 100%

1. Fill out your Education Section. Click the pencil next to your name and make sure you have your Major and Start/End Dates filled out.
2. Fill out your Work Experience. Make sure your Work Experience has a Job title, Employer, Time Period and Location.
3. Add an Organization and Extracurricular Activities.
4. Add multiple skills, documents, courses, projects.
5. Add a profile picture.

The progress bar will hit 100% when you complete every section on your profile including a short bio, documents, projects and social links

Your profile is 100% complete



02 Make your profile public

- When a student first creates a Handshake account, they can choose to make their profile visible to Community, to Employers only, or private, and they can change their profile visibility settings at any time through their User Settings.

You wouldn't go to an interview without your resume, so why leave it off your profile?



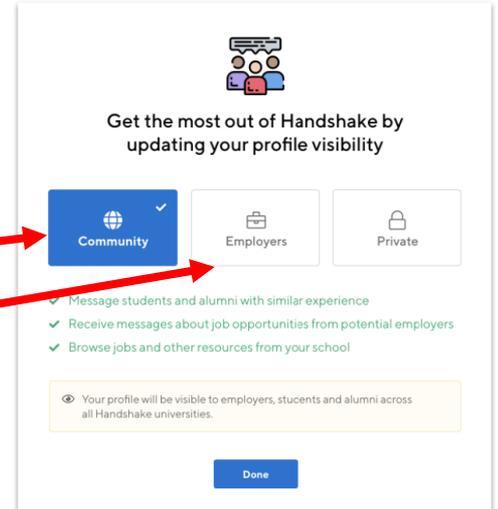
02 Make Your Profile Public

Community: This option will give you access to Peer Messaging! Choosing Community will make you visible to other students and alumni across all Handshake schools, as well as to employers approved by your school. This also allows students to participate in all sessions at virtual fairs.

Employers: This option will make you visible to employers approved by your school. You will not have access to Peer Messaging. This setting enables students to participate in only 1:1 sessions with employers at virtual fairs.

Private: Choosing this option means that you are not visible to other students, alumni, or employers. You still have access to Handshake jobs and to other resources provided by your school.

Choose either
Community or
Employers and make
then make your
documents public.
Approved employers
can then message
you.



Handshake

02 Make Your Profile Public

Jobs Events Q&A Students Messages Career Center

Documents

MELINDA EVANS RESUME 08.2019.pdf Feature on Profile

Document Information

Doc uploaded July 28th, 2020 5:34 pm

File Size: 234.2 KB

Delete Document Edit Document

Build Profile from Resume

MELINDA M. EVANS
501 North Ironwood Drive South Bend, IN 46615 | mevans@nd.edu | 574.339.0183

ADVANCED SKILLSET

- Experience in time management, and organizational processes
- Proficiency in Microsoft Office, Google G Suite, Symplicity, Salesforce, and Handshake

EXPERIENCE

2017 - Present

University of Notre Dame - Notre Dame, IN
Meruelo Family Center for Career Development Administrative Coordinator

Organizational and systems support for Employer Engagement Team

- Increased Handshake employer profiles from 2,619 to 2,941 in 29 days
- Improved posting from 36/day on Symplicity to 118/day on Handshake
- Facilitated posting of 7,229 jobs on Symplicity in academic year '18-'19; facilitated posting of 1,877 jobs on Handshake in just the month of August 2019
- Collaborate with all team members to ensure employers have an unsurpassed recruiting experience while assisting employers with their brand promotion
- Advance marketing efforts of Internship and full-time opportunities to students
- Manage on Handshake all employer approvals and profiles, job postings, room requests/reservations, and career fair event registrations on Handshake
- Communicate analytics reporting to Employer Engagement team through metrics
- Manage registration and communications to employers surrounding Fall Career Fair, Winter Career Fair, and newly instituted Regional Career Fair
- Super User for crmND Salesforce database - update permissions and train staff

Department of Human Resources Administrative Support

Supported Talent Acquisition team with Excellence in Leadership Speaker Series logistics

- Administrative and organizational support in Talent and Engagement, Learning and Organizational Development, and Office of Institutional Equity
- Oversaw logistical scheduling and event planning for Excellence in Leadership Certificate Program including securing speakers, arranging travel, accommodations, and meeting space
- Prepared materials for Learning and Organizational Development programming
- Managed above mentioned for Office of Institutional Equity

First Upload your resume by clicking Documents

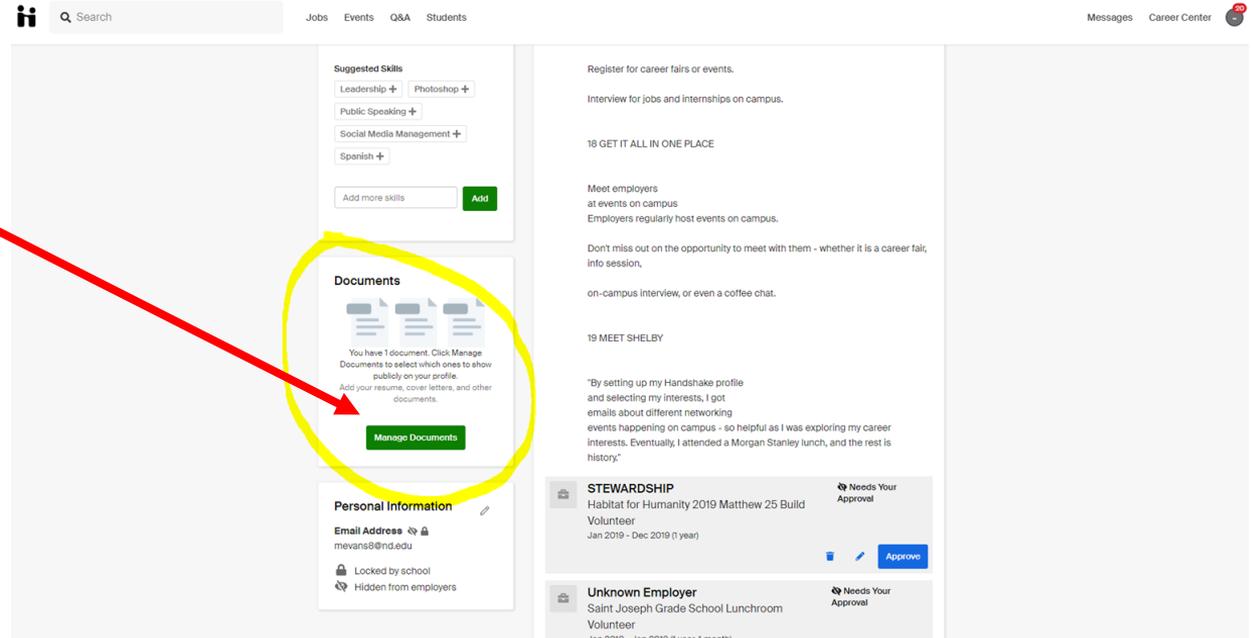
Then click Build Profile from Resume

How to build your profile from your resume:
<https://support.joinhandshake.com/hc/en-us/articles/360040813754-Build-Profile-from-Resume>



02 Make Your Profile Public

Then click
Manage
Documents



The screenshot shows a user's profile on the Handshake platform. The 'Documents' section is highlighted with a yellow circle, and a red arrow points to the 'Manage Documents' button. The profile includes sections for Suggested Skills, Documents, Personal Information, and a list of volunteer experiences.

Suggested Skills

- Leadership +
- Photoshop +
- Public Speaking +
- Social Media Management +
- Spanish +

Add more skills

Documents

You have 1 document. Click Manage Documents to select which ones to show publicly on your profile.
Add your resume, cover letters, and other documents.

Personal Information

Email Address
mevans8@nd.edu

Locked by school
 Hidden from employers

Register for career fairs or events.
Interview for jobs and internships on campus.

18 GET IT ALL IN ONE PLACE

Meet employers at events on campus. Employers regularly host events on campus.

Don't miss out on the opportunity to meet with them - whether it is a career fair, info session, on-campus interview, or even a coffee chat.

19 MEET SHELBY

"By setting up my Handshake profile and selecting my interests, I got emails about different networking events happening on campus - so helpful as I was exploring my career interests. Eventually, I attended a Morgan Stanley lunch, and the rest is history!"

STEWARDSHIP Needs Your Approval
Habitat for Humanity 2019 Matthew 25 Build
Volunteer
Jan 2019 - Dec 2019 (1 year)

Unknown Employer Needs Your Approval
Saint Joseph Grade School Lunchroom
Volunteer
Jan 2018 - Jan 2019 (1 year; 1 month)

 **Handshake**

02 Make your profile public

Click this radio button to make it visible

Documents

Add more resumes, cover letters, or transcripts [Add New Document](#)

Resumes

| Name | On Profile | Date Added |
|----------------------------------|--|----------------|
| MELINDA EVANS RESUME 08.2019.pdf | <input checked="" type="radio"/> Visible | July 28th 2020 |

Cover Letters

You don't currently have any cover letters uploaded. Why not [upload one?](#)

Transcripts

You don't currently have any transcripts uploaded. Why not [upload one?](#)

Other Documents

You don't currently have any other documents uploaded. Why not [upload one?](#)

Add more resumes, cover letters, or transcripts [Add New Document](#)

03

Connect with your peers

- Chat with students and alumni who've been there. When you view a job or employer page, you can see other students who have worked there and reach out to them with your questions.
- Get an inside look at company culture, interview tips, and more through company reviews. You can also find answers to common career questions (or ask your own!) in Q&A.

Seek out alumni and leverage the student community for advice regarding interviews.

 **Handshake**

03 Connect with your peers

When it comes to finding a peer to message, you have several options. If you click on the Students tab in the toolbar at the top of your account, you'll be able to search for students and alumni based on attributes like previous jobs titles they've had, student organizations they've been involved in, and more...

Filters

Job Role

- Marketing Administrator
- Marketing Analyst
- Marketing Consultant
- Marketing Manager

Organizations

- Student Government
- Undergraduate Student Government



03 Join Your Community

Who can you message on Handshake...

- Anyone with a public profile who indicates they **previously worked for a particular employer** will show up on that employer's profile page in Handshake. If you click to view that student/alumni profile, you'll see a blue Message button under their profile if they're open to messaging.
- You can identify **students/alumni who have published a review** about their experience working for a company. You'll see a gray Message button on the Review if that student/alumni is open to messaging.
- You can identify **students and alumni who asked or answered a question via Handshake's Q&A** feature. You'll see a gray Message button on the question or answer if that student/alumni is open to messaging.
- You can search for **students and alumni by name** using the search bar in your account toolbar.

 Handshake

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Ask Ashleigh about...

-  Professional Experience
-  Education Recommendations
-  Resume Advice
-  Interview Advice
-  Reviews or Q&A
-  Other career related topic

04 Register to attend events

- Through Handshake you can register to attend events like fairs, information sessions, coffee chats and interviews
- This year's Fall Career Fair will be a virtual event.
Handshake introduced the Virtual Career Fair platform on July 30th piloting the The Big East 2020 Graduates Virtual Career Fair

Attending events allow you an opportunity to stand out from the pack and shine



04 Register to attend the Fall Career Fair

**Notre Dame
Fall Career Fair 2020**

Tuesday, September 15

4-8pm EDT

Employers will host either group or individual sessions during the fair. After you register to attend the fair on August 25th you can sign up in their scheduled slots. In these sessions, employers will be identified as the Host, and they will be able to share their screen with participants.

Employers will be able to host two types of sessions to interact with students:

- Group Sessions: 30 minutes each; multiple students can attend
- 1:1 Sessions: 10 minutes each one; student and one employer representative can attend.

[How to view which employers will be attending the Virtual Fall Career Fair](#)

[Video Tutorial to locate and attend a Virtual Career Fair](#)

[10 Tips to know before attending the Virtual Career Fair](#)

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04 Register to attend other events

MONDAY, SEPTEMBER 14

Engineering Industry Day Networking Event (4:00 PM - 7:30 PM EDT)

Diversity and Inclusion Networking Event (7:45 PM - 9:45 PM EDT)

TUESDAY, SEPTEMBER 15

Graduate Student Networking Event (11:00 AM - 1:30 PM EDT)

Fall Career Fair (4:00 PM - 8:00 PM EDT)

WEDNESDAY, SEPTEMBER 16

Student-Athlete Networking Event (8:00 PM - 9:00 PM EDT)

ITAO (Business Technology and Analytics) Career Connect (7:30 PM - 9:30 PM EDT)



Handshake Action Items

- Create and complete your profile

- Upload your resume and be sure to follow steps to make it public to employers

- View the events and fairs and [see which employers will attend](#)

- Use this [video tutorial](#) to learn how to attend and meet with employers at Notre Dame's 2020 Fall Career Fair

- After August 20th look for an email from me describing the registration process for the Fall Career Fair

- On August 25th visit careerfair.nd.edu for updates and additional information

Questions?

Mindy Evans

Employer Relations Program Manager

Graduate Business Career Development

574-631-5575

mevans8@nd.edu



MSBA Class of 2021 Career Interests

Post-MSBA Plan

- 88% Seeking Employment
- 7% Confirmed Employment
- 5% Not Sure

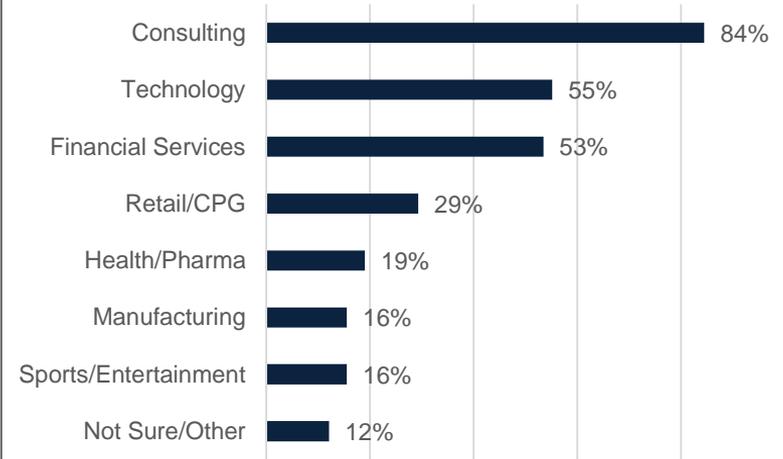
Geographic Areas of Interest

- 88% prefer U.S.
- Strong interest in West Coast, Chicago, NYC

Targeted Companies

- 84 unique companies listed
- Strong interest in Deloitte, EY, Amazon, Goldman Sachs, Google, McKinsey, BCG, JPMorgan, PwC

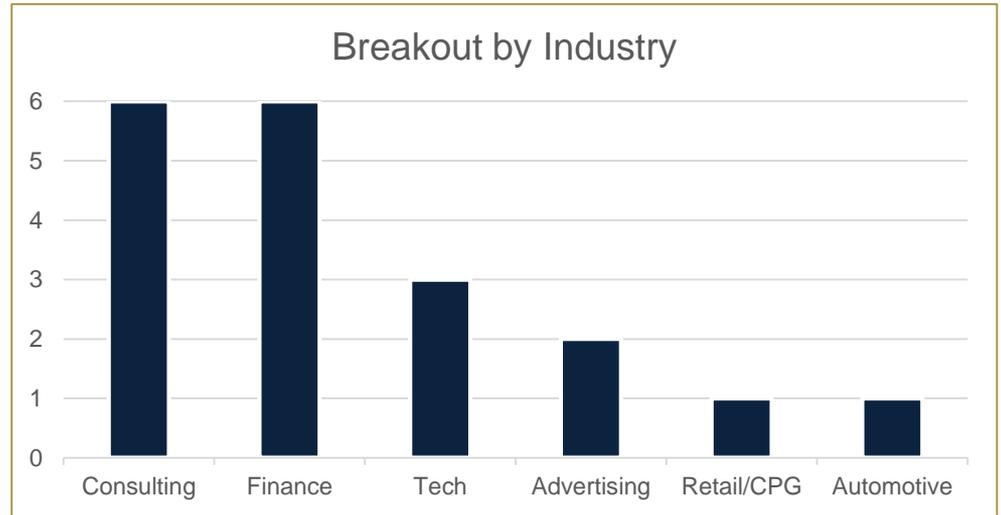
Industry Preference



*Career Interest Survey (58 Responses)

MSBA20 Outcome Data

- Accepted Offers as of 8/10/20: 67%, or 20/30 Seeking Students
 - 18 Accepted Offers in the U.S. | 2 Accepted Offers outside of the U.S. (China, Philippines)
 - Average Salary: \$68,200



What You Need to Know

- Keys to Success:
 - Be open to opportunity
 - Speak up and ask questions
 - Take advantage of all networking opportunities
 - Seek clarity on your strengths so you can communicate with confidence
- Understand your Commitments:
 - RSVP and show up for events
 - Schedule coaching meetings
 - Make the most of the Bridge to Success course
- Next Steps:
 - Sign Ethical Job Search Agreement
 - Complete pre-work for Bridge to Success course on August 28th
 - Resume Reviews will be completed by August 28th



We're in this Together!



Career Development at Notre Dame

*MSBA20 Alumni Panel
August 2020*

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Goals for this Session

EDUCATE

- Provide insights into the career journey of MSBA alumni in various industries.

INSPIRE

- Hear stories of how last year's MSBA students navigated their journey from orientation through the start of their post-graduation career.

CONNECT

- Introduce you to some outstanding alumni who are Notre Dame MSBA boosters in the marketplace.

MSBA Alumni Panelist: Retail/CPG

EMMA EWERS

Current Position:

- IT Audit Staff, Meijer
- Grand Rapids, MI

Educational Background:

- Business/Accounting, Indiana-Purdue University Indianapolis

Fun Fact:

- “I’ve never broken a bone in my body, but I have accidentally broken someone else’s.”



MSBA Alumni Panelist: Technology

JOSEPH JENKINS

Current Position:

- MBA Candidate, University of Notre Dame
- Partner & UX Designer, SafeSeating Solutions

Educational Background:

- Economics/Political Science, University of Rochester

Fun Fact:

- “I’ve been to a no-hitter.”



MSBA Alumni Panelist: Financial Services

ZICHENG (STONE) SHI

Current Position:

- Product Strategy Analyst, GEICO
- Washington, DC

Educational Background:

- Logistics Management, Soochow University
- Operations & Technology Management, University of Wisconsin

Fun Fact:

- “I used to be VERY afraid of heights. In order to conquer my fear, I challenged myself and took the Zipline when I was in Costa Rica. I used the brake too early and too often, I was stuck in the middle three times. Now I am MORE afraid of heights!”



MSBA Alumni Panelist: Consulting

WEIYI ZHAO

Current Position:

- Senior Consultant, PwC
- Chicago, IL

Educational Background:

- Business Administration/Accounting, University of Notre Dame

Fun Fact:

- “Notre Dame was the ONLY college I applied to for my undergrad.”



Question #1

Why did you choose this specific industry and function?

- What was your process?
- Did you consider other opportunities?

Question #2

What is one thing you wish you had known about career preparation prior to the start of the program?

- Learning how to network earlier
- Networking calls help to gain clarity
- Importance of building a professional portfolio (GitHub, website, etc.)
- Timing of recruiting for targeted companies – need to know this so you can build your networking/recruiting timeline accordingly

Question #3

What was your Fall Recruiting experience like?

Any tips you can provide?

- Get out of your comfort zone – go meet people and network
- Don't stress about it – companies are always hiring Business Analytics talent
- Don't feel the pressure to get a job – embrace the opportunity to learn
- Practice your pitch and customize your resume
- Make sure you follow up and thank people
- Work with your classmates – help each other
- Take advantage of on-campus recruiting, but also make sure you have your own networking/recruiting strategy

Question #4

What advice do you have for students interested in your industry and/or company?

- Meijer – must have curiosity, drive, desire to understand “why”; family-oriented company with employees committed to serving the company as a whole
- Tech/Start-Up – be agile, flexible, and willing to embrace hard work; must have a vision
- GEICO/Insurance – helpful to understand the needs of the industry; Capstone project helped clarify needs of the industry, which helped with interview preparation
- PwC/Consulting – must demonstrate strong business acumen, have good “deal sense” (know how deals are structured), be willing to work long hours in a collaborative, fast-paced environment with high stress levels and long hours

Question #5

Is there any additional advice related to careers that you would like to share?

- Take advantage of your professors – get involved in research projects
- Take on side projects and put yourself out there
- Leverage the networking process
- Have your pitch ready – practice with each other

Additional Questions

What is the recruiting timeline for PwC?

- Fall – start networking now; try to learn about team dynamics, job specifics, etc.
- Participate in on-campus networking events
- 1st round of interviews typically September/October and final interviews are done before Thanksgiving

Additional Questions

How much of the interview process will be technical, behavioral, case, etc.?

- First and second rounds will likely be behavioral, final rounds are more focused on technical/case
- Depends on the type of position – Data/Product Analyst roles aren't as “tech heavy” in the interview process; Data Scientist roles are much more “tech heavy” (demonstrate coding ability, build models, etc.)
- Tech companies will give you a hypothetical situation to evaluate your approach to the problem and process for solving it
- Consulting – evenly distributed between behavioral/case
- Resources: HackerRank, LeetCode, “Case in Point” by Marc Cosentino

Additional Questions

What advice do you have for networking conversations?

- Must ask quality questions; start with an open-ended question that leads to a conversation about the team dynamics, future/vision of the company/team
- People love to talk about themselves – get them talking
- Ask for advice and be authentic and genuine; don't ask for a referral unless you feel led to at the end of a good conversation
- Quarantine networking is more challenging (can't have “coffee chats”), but process remains the same
- Key to successful networking is maintaining the relationship beyond the initial contact

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