Job Search and Career Development Advice for Berkeley-Haas MBA students- from an alum

For first-year MBA full-time students specifically

1. Have a plan and a target company list for your full-time job starting from day one! (It’s okay to revise it from time to time)
2. Get a car and come out across the bridge to meet as many alumni in San Francisco, south bay and the peninsula as possible, and as often as possible – starting in your first semester.
3. Treat every interaction with alumni as a formal job interview and do your homework.
4. When asking alumni for interview help, prepare yourself thoroughly and respect your alumni’s time and commitment to you by asking decent and appropriate questions.
5. Hone your interview skills with professional coaches or fellow classmates before you talk to any professional contacts, which include your MBA alumni.
6. Identify, develop and maintain long-term relationships with career mentors – including but not limited to MBA alumni, professors, senior execs, guest speakers – who see you as an asset, not just an MBA student/job seeker. Plant those seeds early and invest your time and energy to check in with them on regular basis. Lastly, be sincere and reciprocal.

For second-year MBA full-time students specifically

1. Update all of your contacts for your plan of getting a full-time job during the summer.
2. Be creative, patient, and diligent to search for the full-time job opportunities and look for ad-hoc, off-campus recruiting events that might not be listed online or via Haas.
3. Team up with your classmates and contacts from other b-schools, and/or join a networked job search team, to swap useful job openings.
4. Start thinking of your role as a soon-to-be alumni and how you can (better) give back to the school. Be (more) active in student/alumni activities and don’t just focus on your own job. You should know alumni like to help/support committed/loyal alumni more.
5. When you finally decide which job offer to take, do let all the people who have helped you along the way know where you will be going and thank them individually. A simple “hi, thank you for your help. I will work for ABC and let’s keep in touch” email will go a long way and reflect you well as a professional. Doing nothing or pretending you are busy with graduation will not.

For all the students and alumni

1. One more time, b-school is a professional school, so think and act professionally.
2. Being appreciative is a virtue. Appreciate the school and others. Thank them.
3. A job search is just one little step in your long career development journey. Have a plan.
4. Don’t just take, also give back. To Haas, to fellow students and alumni, to the world.