# BUSINESS CAREER GUIDE

Created by Tippie Undergraduate Career Services

Based on the Tippie Career Guide developed by Tippie Graduate Career Services

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# Accessibility Statement

Tippie Undergraduate Career Services strives to ensure students have equitable access to the resources we offer. We prioritize understanding factors that impact students' experience and professional growth.

As a career services office, we are committed to:

- Hosting culturally aware programs and events
- Initiating dialogue on accessibility, especially relating to technology, resources, facilities, and opportunities
- Engaging staff in regular training seminars and workshops
- Focusing on cross-cultural engagement and coalition building across campus, within the community, and globally

Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation to participate in any career management programs and events, please contact us at **tippie-careerservice@uiowa.edu.**

We are here to serve you as intentional and engaged global citizens in an evolving and diverse business community.

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# Where can a Tippie major take you?

In this section, you'll find breakdowns of different career paths for each Tippie major. These lists are not comprehensive or exhaustive, but they may be helpful for students choosing between majors or trying to pick a direction for their job search.

## Accounting

> " Think of an accounting degree like a Swiss Army knife for business. You've got all these handy skills–managing money, keeping everything in line with rules, and helping make big decisions–that make you a valuable asset wherever you go. And the best part? You could end up working anywhere from government offices to charity organizations or even starting your own thing."

**- Cristi Gleason, professor of accounting**

### Career Paths

**Private vs. Public**
Private accountants work internally for a specific company to review and prepare documents with content that generally stays within the company, like budgets, accounts payable/receivable, or other tracking of money coming into and leaving the firm. Meanwhile, public accountants usually work for external clients (like individuals, companies, or nonprofits) to prepare documents that will be reviewed by the government or released to the public, like tax returns, income statements, and other important forms. Both private and public accountants have good salaries and steady job availability.

**Corporate accounting**
Corporate accountants track and analyze companies' financial transactions to create accurate records of income, expenses, assets, and liabilities. By interpreting these records, corporate accountants can provide insights into the company's financial health to key stakeholders and ensure transparency and compliance.

**Tax accounting**
Tax accountants specialize in the preparation of tax documents and providing advice to their clients on tax-related topics. They may be extremely busy during tax season (generally January to mid-April) but can have great flexibility during the rest of the year.

**Financial accounting**
Financial accountants collect and oversee financial data. They may work in forecasting, auditing, or other internal

roles. Financial accountants are often tasked with advising company leadership on investments and company outlook based on the data they manage.

### Management accounting
Management accountants use data to support management decision-making within a company. They may review proposals, issue recommendations, develop financing options, or do other internal tasks.

### Forensic accounting
Forensic accountants investigate financial documents for evidence of crimes, especially financial crimes like fraud and embezzlement. Forensic accountants conduct forensic audits, which examine a subject's finances to determine if evidence of legal wrongdoing exists, and are often called as expert witnesses in trials for people and companies accused of a financial crime.

## Top employers & job titles for Tippie accounting students

## Top employers, 2019-present (alphabetical order)

| | |
|---|---|
| **Ania Health** | **HNI** |
| **BerganKDV** | **\*John Deere** |
| **BKD CPAs & Advisors** | **KPMG** |
| **CliftonLarsenAllen** | **PepsiCo** |
| **Collins Aerospace** | **Plante Moran** |
| **Deloitte** | **PriceWaterhouseCoopers** |
| **Eide Bailly LLP** | **RSM US LLP** |
| **EY** | **\*Transamerica** |
| **Goldman Sachs** | |

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## Top job titles (alphabetical order)

| | |
|---|---|
| **Accountant** | **Deals Associate** |
| **Accounting Consultant** | **Financial Analyst** |
| **Accounts Payable Specialist** | **Investment Banking Analyst** |
| **Associate** | **Risk Associate** |
| **Assurance Associate** | **Staff Accountant** |
| **Assurance Staff** | **Staff Accountant** |
| **Audit Associate** | **Tax Accountant** |
| **Auditor** | **Tax Consultant** |
| **Consultant** | **Tax Specialist** |
| **Credit Analyst** | **Technology Risk Consultant** |

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# Business Analytics

> " Are you a person who likes to be more behind the scenes? Are you a person who likes to be that investigative person, wants to kind of really get into the weeds or the details? BA has roles for you there. … Here are reasons why you would come into our major: You want to solve problems, you like to organize information, you tend to be curious. You like the creativity component of being able to make graphs and visuals. … People think BA all so hardcore, but it doesn't have to be. You can choose how technical or not technical you want your role to be. "

- Kristine Arens, business analytics lecturer

## Career paths

**Data science, data analysis, and data engineering: what's the difference?**
These three terms describe the primary overarching career paths for business analytics majors. A brief summary of each is listed below.

- **Data scientists** have strong math and statistics skills; they may do programming tasks, especially developing and training machine learning algorithms. Data scientists may also create graphs and reports to share insights from data.
- **Data analysts** identify insights from data and communicate it to stakeholders. In the business space, these insights may be used to solve company problems, guide management and policy, and support upper-level decision-making.
- **Data engineers** often work in an IT or IT-adjacent space. They collect raw data, often through systems they build and maintain, and process it so that it's usable for analysis. Computer science knowledge is important in data engineering.

**Business analysis**
Business analyst roles vary widely across companies, from advisory roles to IT positions. Some business analysts are responsible for analyzing the external environment, evaluating the company's strengths and weaknesses, forecasting future business needs, and identifying opportunities for growth. In other cases, business analysts are responsible for deriving greater customer value by understanding what the customer needs, identifying innovative solutions, and then seeing those solutions into implementation. In most cases, the role requires a cross-functional perspective. Models built by business analysts are used to analyze massive volumes and varieties of constantly changing data to help corporations uncover threats and opportunities, build efficiencies, and make more informed decisions.

**Process improvement**

People who work in this field plan and implement systems that foster a culture of continuous process improvement. These roles deliver results through management of process improvement portfolios, utilizing methodologies like Lean and Six Sigma.

**Management Consulting**

Consultants, whether internal or external, manage projects and relationships that include business or functional experts and data specialists. Consultants translate business requirements into data analytics solutions and package and communicate insights to support strategic initiatives or to help drive change in the organization.

**Operations/supply chain**

An operations analyst manages and plans key business tasks in an organization. The role often involves coordinating multiple processes and optimizing current and long-term capacity needs, as well as analyzing data to identify opportunities for improvement. Meanwhile, supply chain analysts focus specifically on the organization's interactions with suppliers and customers. Supply chain analysts are often required to have an elevated level of technical proficiency, since they frequently engage in forecasting and inventory optimization.

**Project Management**

Project managers are tasked with managing all phases of a project, from inception to completion. Project managers often manage multiple projects, and must be able to clearly articulate project requirements and manage timely completion of each aspect of each project.

## Top employers & job titles for Tippie business analytics students

## Top employers, 2019-present (alphabetical order)

| | | |
|---|---|---|
| **Accenture** | **Collins Aerospace** | **Infosys** |
| **Aegon** | **CRST** | ***John Deere** |
| **Amazon** | **Deloitte** | **Kum & Go** |
| **Aon** | **Epic** | **Oracle** |
| **Aramark** | **Epsilon** | **PriceWaterhouseCoopers** |
| **Avionos LLC** | **EY** | **RSM US LLP** |
| **Baker Tilly** | **General Motors** | **State Farm Insurance** |
| **BMO Harris Bank** | **GreatAmerica Financial Services** | ***Transamerica** |

| | | |
|---|---|---|
| Casey's | Hewlett-Packard Enterprise | UIHC |
| Cerner Corporation | HNI | Wells Fargo |

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## Top job titles (alphabetical order)

| | |
|---|---|
| Analyst | Data Analyst |
| Application and Data Specialist | Data Engineer |
| Applied Research Analyst | Data Scientist |
| Associate | Financial Analyst |
| Associate Client Integration Engineer | Information Technology Consultant |
| Business Analyst | Project Manager |
| Business Process Analyst | Sales Associate |
| Business System Analyst | Technology Consultant |
| Consulting Analyst | Technology Risk Consultant |
| Cyber Risk and Regulatory Associate | Underwriter |

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# Economics

> " Within Tippie, I think the sales pitch [for the econ major] has to be that this is a context degree. Every decision any business makes should be made taking into account the overall economic environment that it's facing at the time, and that means understanding things a little beyond what the inflation forecasts are at the moment, or what the interest rates are at the moment. … [Economics is] fantastic in terms of giving people context in which to use the more specific skills they've learned in something like marketing or finance. In the end, every business career is primarily affected by the economy."

- Julia Garlick, professor of economics

## Career paths

Career paths for economics majors can be wide-ranging, and where an economics graduate ends up may depend heavily on their unique qualifications and interests. With that being said, the following list contains several areas where economics majors might find their niche:

**Academia**
For students most interested in economics research and education, the academic field may be a good choice. Economics professors usually specialize in particular areas of interest and publish their work in journals, contributing to the overall evolution of economic thought. An academic background can also be good preparation for employment as an economic researcher for a government, non-profit, or corporate position.

**Consulting**
Economic consultants use research and analytics skills to interpret data, model markets, and make predictions for consulting firms. Consultants may also find themselves giving expert testimony in legal cases and hearings.

**Corporate management/business administration**
A degree in economics provides excellent theoretical knowledge to support an MBA or other management degree. While economics instruction and management instruction don't cross over very much, having a thorough understanding of economic systems and how they work will help you make management decisions in a thoughtful and evidence-based way.

**Law and government**

Government offices, central banks, and international agencies all hire economists to provide expert guidance, perform research, and produce forecasts on economic topics. An economics degree is also a great background for law school; economic areas of law like bankruptcy, tax law, securities law, and antitrust law all require strong understanding of economic principles.

**Non-profits and think tanks**

Economists may find positions working at national and international charitable organizations, where they make recommendations and predictions based on data and research. Other nonprofit employment for economics majors can be found at think tanks, which use research (often involving economic topics) to develop policy recommendations and influence the direction of organizations like governments and universities.

## Top employers & job titles for Tippie economics students

## Top employers, 2019-present (alphabetical order)

| | |
|---|---|
| **Alliant Group** | **Coyote Logistics** |
| **Aon** | **CRST** |
| **Arrive Logistics** | ***Cottingham & Butler** |
| **Basepoint Wealth LLC** | **Edward Jones Investments** |
| **Becker's Healthcare** | **Epic** |
| **BMO Harris Bank** | **Federal Deposit Insurance Corporation** |
| **Cedar Rapids Bank & Trust** | **RSM US LLP** |
| **Cerner Corporation** | ***Uline** |
| **Consumer Financial Protection Bureau** | **Wells Fargo** |

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## Top employers, 2019-present (alphabetical order)

| | |
|---|---|
| Account Analyst | Insurance Agent |
| Accounts Receivable Specialist | Investigative Analyst |
| Asset Manager | Investment Analyst |
| Associate | Merchant Services Sales Agent |
| Associate Broker | Operations Support Specialist |
| Associate Consultant | Recruiter |
| Client Service Associate | Research Analyst |
| Commercial Leadership Trainee | Sales Development Representative |
| Credit Analyst | Supply Chain Associate |
| Financial Advisor | Workplace Planning Consultant |

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# Finance

> " Think about what's important to you. And look at what you want. Do you want to travel international? Well, you don't want to be a financial advisor, because that's not going to get you there. Do you want to own your own business? You know, do you have a specific industry you want to work in? … I ask the students, what is your first goal? If you're hell-bent on being one thing, you need to be more flexible on location. If you're hell-bent on being in one location, you need to be more flexible on goals. "

- Cathy Zaharis, emeritus professor of finance

## Career paths

### Consulting, endowments, and family offices
People in these roles make recommendations to institutional and high-net-worth clients for asset allocation. Consultants may select individual investment managers. Endowment managers work with non-profits to manage how they invest their funds, while family office managers allocate the assets of families with extremely high net worth.

### Corporate development
Corporate development is one of the main roles that people think of when they think of corporate finance. This role is an internal investment banking role, working with management to determine long- term capital structure, as well as acquisition and disposition strategies and implementations. Although this role is more aligned with the investment side, it can be housed in a Treasury of Financial Analysis role, so pay attention to the job descriptions.

### Corporate finance
Corporate finance includes a broad spectrum of roles that provide many opportunities for movement up the corporate ladder. Corporate finance professionals may work in business development/strategy, financial planning/analysis, investor relations (a PR background is a plus for this), auditing/accounting, treasury roles, and commercial finance.

### Finance and tech reporting
A strong option for finance majors with a second major in the liberal arts or journalism, finance and tech reporting is a hybrid field that requires both strong writing skills and in-depth knowledge of financial systems and terminology. If you love learning and talking about finance, but you're not sure you want to work inside the industry, finance reporting might be a good option for you.

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**Investment banking**

Investment bankers underwrite debt and equity securities for corporations, as well as creating purchase and sales deals and structuring their financing. Investment banking firms require tremendously long hours of new associates, and the interview process is intense and competitive. Because of this, even entry-level positions are well-compensated, and a background in investment banking offers many ways to off-ramp to a lower-commitment job. To go into investment banking, high grades are key (usually 3.5+ GPA) and you'll need to spend significant amounts of time on interview prep.

**Investment management**

Investment managers manage client funds and assets, which may take the form of stocks, bonds, or real estate. Clients may be individuals, institutions, endowments, or combinations of the three. Strong analytics skills are often a plus in this field, since financial analysis plays a major role in managing investments shrewdly.

## Top employers & job titles for Tippie finance students

### Top employers, 2019-present (alphabetical order)

| | | |
|---|---|---|
| Aerotek | Deloitte | Northwestern Mutual |
| Amazon | FDIC | Oracle |
| Aon | Fifth Third Bank | *Principal Financial Group |
| Bank of America | Gallagher | PriceWaterhouseCoopers |
| BMO Harris Bank | Hills Bank | RSM US LLP |
| CDW | HNI | *Transamerica |
| Cerner Corporation | IBM | U.S. Bank |
| Collins Aerospace | J.P. Morgan Chase | UIHC |
| *Cottingham & Butler | New York Life | Wells Fargo |
| Crowe LLP | Northern Trust | William Blair |

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## Top job titles (alphabetical order)

| | |
|---|---|
| Account Executive | Financial Advisor |
| Account Manager | Financial Analyst |
| Accountant | Financial Services Representative |
| Analyst | Investment Banking Analyst |
| Associate | Rotational Analyst |
| Associate Accountant | Sales Development Representative |
| Business Development Representative | Staff Accountant |
| Client Service Specialist | Treasury Analyst |
| Commercial Credit Analyst | Underwriter |
| Credit Analyst | Underwriting Analyst |

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# Management & Entrepreneurship

> " It's important to have experiences early on that help you narrow down what energizes and strengthens you versus what drains and weakens you. … Knowing what you don't want to do is more important than what you think you want to do, because there is a lot more that you'll have to say 'no' to than you'll say 'yes' to. … You can get valuable experience in almost anything. So even the jobs that you think are just to make money for the summer or to pay for school - waiting tables, painting houses, catering - those jobs provide really valuable experience in customer service, multitasking, management, etc, and those skills can be used in job interviews and lead to careers."

- Jason Glass, lecturer, management and entrepreneurship

## Career paths

### HR track versus management/leadership track
Management and entrepreneurship majors have many career paths available to them in two main areas: human resources and leadership. **Human resources professionals** manage employees on a broad scale through policy and systems. They help organizations maximize efficiency, output, and performance by creating strategies for managing the company's employees. Meanwhile, **leaders and managers** tend to take a more granular approach to management, often overseeing specific teams or even individual workers. They prioritize tasks and projects and provide support and guidance to employees so that their department can excel.

### Business management
Business managers develop and implement business strategies within an organization. They may oversee a team that supports their work, depending on company and department size. Business managers may be tasked by company leadership to solve problems, track evolving changes, and develop forward-thinking strategies based on company needs.

### Client services management
Client services managers oversee, develop, and implement a company's customer service policy. They may manage a team of customer support staff who they're responsible for training in company policy. Client service managers also maintain and support relationships with former or existing clients, and may offer individualized support services to large clients.

### HR generalist
HR generalists work in all aspects of human resources, including payroll, recruiting, hiring, onboarding, benefits,

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training, and other aspects of employee management. They get excellent experience with multitasking and generally have versatile skills that can be applied in many environments.

**HR specialist**
HR specialists are experts in a specific area of human resources. They generally work as part of a larger HR team, where they focus on one specific HR need, such as benefits administration. HR specialists are more likely to be found at larger companies with bigger HR departments, and their roles are often more strictly defined than generalist roles.

**Office management**
Office managers oversee the logistics of running an office. They may manage payroll, supply orders, budgets, maintenance, and executive appointments. They play an important role in business operations and should be knowledgeable and up-to-date on company policy and procedures.

**Project management**
Project managers are tasked with managing all phases of a project, from inception to completion. Project managers often manage multiple projects, and must be able to clearly articulate project requirements and manage timely completion of each aspect of each project.

**Top employers & job titles for Tippie management & entrepreneurship students**

## Top employers, 2019-present (alphabetical order)

| | | |
|---|---|---|
| Accenture | GEICO | RHM Staffing Solutions |
| Aerotek | Insight Global | RSM US LLP |
| ALDI | Keyot | Scheels |
| Alight Solutions | Medix | Swoon Staffing |
| Arrive Logistics | Northwestern Mutual | Target |
| CDW | Oracle | Techtronic Industries |
| Coyote Logistics | Pearson | *Transamerica |
| CRST | *Principal Financial Group | U.S. Dept. of Veterans Affairs |
| Enterprise Holdings | PriceWaterhouseCoopers | UIHC |

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## Top job titles (alphabetical order)

| | |
|---|---|
| Account Associate | HR Associate |
| Account Executive | HR Coordinator |
| Account Manager | Management Trainee |
| Account Representative | Office Administrator |
| Billing Specialist | Production Supervisor |
| Business Analyst | Project Analyst |
| Consultant | Recruiter |
| District Manager | Store Manager |
| Events Manager | Talent Acquisition Specialist |
| Financial Advisor | Territory Manager |

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# Marketing

> " People often think marketing is sales or advertising. And it is that, but there's lots of different kinds of advertising, social media or digital marketing. So the range of job titles- certainly advertising and sales are a part of it, but people don't think about product management, brand management, communications, marketing communications, etc. ... With the advent of social media and an abundance of marketing tools we have at our disposal, you still have to have a good strategy. Otherwise, you're just doing stuff. And doing stuff isn't a strategy."

*- Tom Walsh, professor of marketing*

## Career paths

**Business-to-Business vs. Business-to-Consumer**
B2B industries typically have fewer customers, higher sales per customer, and a lengthy, sophisticated selling process. As a result, a large portion of B2B marketing expenditure supports a sophisticated sales force and sales process. Because of the smaller number of customers overall and the difficulty of tracking individual transactions, the industry typically has much less customer data with which to make decisions.
B2B industries can include:

- **Durable goods**, such as HP blade servers, HNI office furniture, John Deere planters, Siemens wastewater treatment products or Honeywell building automation solutions.
- **Energy and utilities**, such as Chevron, MidAmerican Energy, and emerging companies in solar, wind, and biofuels.
- **Professional services**, including financial services, management consulting, and market research firms, such as American Express, Burke, Millward Brown, and Nielsen.

Meanwhile, B2C industries are characterized by the sale of goods to individual consumers. The sales cycle is typically shorter, and brand is king. Typically, a substantial proportion of marketing expenditures are on brand-building efforts with consumers. There is a tremendous amount of data available on consumers and their patterns of interaction with the brand, so decisions become highly data-driven.
B2C industries can include:

- **Consumer packaged goods**, including major employers like Unilever, Nestle Purina, PepsiCo, and Hershey.
- **Durable goods**, including employers like Ford Motor Company and Whirlpool.
- **High-tech durable goods**, including electronics (Apple iPhone), computers (Dell), and related electronic equipment.
- **Retail services**, such as Target, Lowe's, Macy's, or Amazon.

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**Brand management**

Brand managers have the highest level of marketing responsibility for a specific brand, and are responsible for all matters relevant to their product(s), including marketing strategy, product development, pricing, promotions, sales, quality control, and production.

**Category management**

Category managers manage multiple product categories as business units and customize them on a store-by-store basis to satisfy shopper needs. Category managers work collaboratively with retail clients to exchange information and recommend sales growth strategies that may include product introductions, pricing changes, and promotional activities.

**Product management**

Product managers are responsible for the product's success through its entire lifecycle, measured overall by profit/loss and specifically by sales revenues, market share, and profit margins. They primarily focus on new product development and spend significant time and effort bridging the gap between engineering- and business-oriented teams to translate customer needs into engineering specifications and vice versa.

**Marketing analytics**

Marketing analytics managers gather relevant information about the consumer: how they consume, how they make decisions, buying attributes, buying benefits (functional, social, emotional), unmet needs, and responses to marketing efforts. This information is collected and analyzed through a combination of quantitative data collection and qualitative, psychologically-based research.

**Marketing communication**

Promotional marketing functions can support a variety of efforts to reach and persuade consumers, from traditional advertising and public relations to digital marketing, social marketing, relationship marketing, and causal marketing. This position recommends appropriate strategies to brand, product, and merchandising managers, sets objectives, and measure outcomes. They typically work with a wide variety of internal and external constituents, from engineers to advertising and promotional agencies.

**Market research**

Market research is critical for developing sound brand and product strategies. In the B2C world, huge quantities of numeric data can be collected through tracking consumer purchasing and brand interactions. Meanwhile, B2B market research is less quantitative, relying more on data collected through interviews, surveys, and field sales intelligence.

**Pricing and forecasting**

Marketers responsible for developing pricing strategies determine how to set pricing structures and levels and define implementation timeframes and integrated promotional efforts to optimize profits. Forecasting specialists predict future sales based on market data. These roles are typically highly analytical, using data to identify relationships between marketing variables, consumer insights, and product attributes.

**Top employers & job titles for Tippie marketing students**

## Top employers, 2019-present (alphabetical order)

| | | |
|---|---|---|
| Access Systems | Built In | HON |
| Aelieve Digital Marketing | CDW | Hy-Vee |
| Aerotek | *Cottingham & Butler | Loadsmart |
| ALDI | Coyote Logistics | Medline Industries, Inc. |
| Amazon | Deloitte | Oracle |
| American Marketing & Publishing | Enterprise Rent-A-Car | PepsiCo |
| Arrive Logistics | Fareway Stores, Inc. | *Principal Financial Group |
| AT&T | Goosehead Insurance | State Farm Insurance |
| Beacon Hill Staffing Group | GreatAmerica Financial Services | Swoon Staffing |
| Blue Chip Marketing Worldwide | HNI | Techtronic Industries |

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## Top job titles (alphabetical order)

| | |
|---|---|
| Account Executive | Marketing Coordinator |
| Account Manager | Marketing Manager |
| Account Representative | Marketing Specialist |
| Account Sales Representative | Outside Sales Representative |
| Business Development Representative | Recruiter |
| Carrier Sales Representative | Sales Development Associate |
| Digital Marketing Specialist | Sales Development Representative |
| Inside Sales Representative | Sales Management Associate |
| Marketing Assistant | Sales Representative |
| Marketing Associate | Sales Support Specialist |

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# Risk Management & Insurance

Risk Management and Insurance (often abbreviated RMI), previously a certificate at Tippie, was added as a major in 2023. Risk management and insurance professionals have many skill crossovers with people who work in finance and business analytics, with a specific focus on risk assessment and management.

## Career paths

### Actuarial science
Actuaries help insurance companies decide how much to charge clients by creating complex formulas that take many factors that affect risk into account. Life insurance is a common industry for actuaries, but some actuaries also develop formulas to assess risk for investments or major corporate decisions. Actuaries must have advanced math skills so that they can perform detailed statistical assessments.

### Claim adjustment
Claims adjusters investigate insurance claims to determine what, if any, compensation the claimant will receive. They may inspect property damage, consult with field-specific experts like mechanics or doctors, and manage communication with the claimant.

### Loss prevention
Loss prevention managers (also called asset protection managers) analyze the risk of loss (such as theft or damage) for a client or employer. They determine risk based on situational and statistical factors, then issue recommendations for policies and procedures to prevent future loss.

### Risk analysis
Risk analysts track a company's investments to make forecasts about future risk and issue recommendations to reduce liability. A double-major with finance and RMI would prepare you well for this role, as understanding investment management and determining risk go hand-in-hand.

### Underwriting
Similar to actuaries but less math-focused, underwriters determine individual clients' eligibility or pricing for loans and insurance policies. Underwriters will often apply actuarial formulas to a specific client's situation to determine their eligibility. However, underwriters generally don't have direct customer contact; they mainly work behind the scenes to assess if a customer is a good fit for a given product.

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## Top employers & job titles for Tippie risk management & insurance students

The RMI major at Tippie is new enough that outcomes data doesn't exist yet. Instead, here's some data from jobs we've featured on our RMI Lead Sheets to give you a sense of the employers hiring students with this major and the jobs they're hiring for.

## Top employers (alphabetical order)

| | |
|---|---|
| **Affinius Capital** | **Farmers Insurance & Financial Services** |
| **Aflac** | **FDIC** |
| **Albertsons Companies** | **Frazier Capital** |
| **AllenMitchell, LLP** | **Goosehead Insurance** |
| **Alvarez & Marsal, LLC** | **Guy Carpenter** |
| **Aon** | **\*Holmes Murphy & Associates** |
| **Blue Cross Blue Shield** | **Palisades Investment Group** |
| **BP** | **Target** |
| **Capital Strategies Investment Group** | **Three Point Solutions, Inc.** |
| **Cigna Group** | **Waggoner Financial** |

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## Top job titles (alphabetical order)

| | |
|---|---|
| Account Executive | Cost Management Analyst |
| Accounts Receivable Specialist | Demand Planner |
| Actuarial Analyst | Financial Advisor |
| Adaptive Planning Consultant | Financial Planning Associate |
| Analyst | Insurance Sales Agent |
| Auditor | Life Insurance Agent |
| Bank Examiner | Risk Analyst |
| Business Development Representative | Risk Management Specialist |
| Claims Adjuster | Staff Accountant |
| Controller | Valuation Analyst |

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# The Job Search

## Application pipeline & hiring types

### Structured Vs. Just-In-Time Hiring

#### Just-in-time hiring
When a position is created or vacated, companies use just-in-time hiring to fill it. The period for this type of hiring is short, with positions often filled 2-3 months after the original posting. Additionally, while networking is important to any job search, building relationships is especially critical to success when applying for a just-in-time position, as internal referral is common. Just-in-time hiring occurs in every industry, just by nature of its function, but you can expect to find it especially frequently in small companies and new or growing organizations.

#### Structured hiring
Some companies utilize strict structured hiring systems and timelines when looking for talent, posting positions a full year (or sometimes even longer) before the anticipated start date. In structured hiring cases, companies are generally filling more than one position at a time. Candidates progress through a standardized interview process and are often brought in as a cohort. Companies may also send recruiters to campus to build their brand and generate interest in the position. The funnel is larger, and the company is filling more than one position. Structured hiring is most common in larger, more established firms that have a yearly need for new talent.

### Leadership Development Programs

Also commonly referred to as rotational programs or management associate programs, leadership development programs (LDPs) occupy a percentage of the overall structured hiring environment. LDPs require that students get hired into a specific function (such as finance, marketing, and/or operations/supply chain), but candidates will then rotate across different functional areas of the business. This approach enables candidates to gain broad perspective of the functions within a large organization, how they intersect, and the impact each area has individually and collectively on the business and its consumers.

#### Timing
LDPs vary in length, but on average, they tend to be structured as one or two-year programs with a set number of rotations within that timeframe (rotations generally last between 6 months to 1 year]. Some programs will rotate you across functions within one office (typically company headquarters), while others require geographic mobility with rotations across the US. Some LDPs also include international rotations.

#### Placement
The intent for LDP employees, following the successful completion of program rotations, is placement at manager level or higher within a functional unit. Spots are not guaranteed, however, and the placement process can be rigorous, requiring candidates to interview with units where openings exist.

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# For international students

The hiring process in the United States is much more complex for international students than domestic students. This section offers a brief overview of how hiring and work authorization work for international students.

**Internship hiring**
If, like most international students at Iowa, you are on an F-1 student visa, you can take on summer employment with hardly any paperwork on the employer's part through curricular practical training (CPT). With CPT, the University of Iowa issues the work authorization.

**Full-time hiring**
Students on an F-1 visa are eligible to work in the U.S. for 12 months following graduation through optional practical training (OPT). You can apply for OPT between 90 days prior to graduation and 60 days after graduation, and you do not need a job offer in order to apply. At the end of the OPT period, your employer will need sponsor a visa, most commonly an H-1B visa, so that you can continue to work in the United States. The most important things to remember about the H1-B program are the annual cap and the application timeline. The U.S. government issues a finite number of H1-B visas every year, and in recent years the quota has been reached on the day the application opens.

*For business analytics students only:* International Tippie undergraduates in the business analytics major are eligible for an OPT extension, which allows you to work in the U.S. for a total of 36 months (12-month regular OPT period plus a 24-month extension) before requiring visa sponsorship. As of the 2023 list of STEM-designated degrees published by the U.S. Department of Homeland Security, business analytics is the only major at Tippie that's currently eligible for an OPT extension.

## Resources for international students

**University of Iowa Office of International Student and Scholar Services**
- https://international.uiowa.edu/isss

**F-1 student resources**
- https://international.uiowa.edu/isss/current-students/f-1-students

**Information on CPT and OPT**
- CPT: https://international.uiowa.edu/isss/current-students/f-1-students/CPT
- OPT: https://international.uiowa.edu/isss/current-students/f-1-students/OPT

**Employment visa information**
- https://international.uiowa.edu/isss/departments/employment

**Maintaining international student status**
- https://international.uiowa.edu/isss/current/status

**U.S. Citizenship and Immigration Services H-1B employer data hub**
- https://www.uscis.gov/h-1b-data-hub

**2023 DHS STEM-designated degree list**
- https://www.ice.gov/doclib/sevis/pdf/stemList2023.pdf

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# Tracking your progress

Unfortunately, none of us have the power to determine recruiting timelines—on the contrary, you will often be left questioning them. However, you do have the opportunity to influence how you manage this process from your side, including how you track your progress. You will be encouraged to maintain a tracking mechanism for your application process, including key information and contacts associated with each company and role. The table below is a recommended framework; an editable Excel version is included in the worksheet packet that accompanies the digital version of this guide.

| Date | Company | Title | Application outcome | Networking contacts | Referral source |
|------|---------|-------|---------------------|---------------------|-----------------|
| 9/15/20 | AEGON USA | LDP Internship | Invited to interview; No offer | John Smith (title, phone, email) Jane Doe (title, phone, email) | On Campus |
| 9/18/20 | Best Buy | SFA Intern | Applied; not invited | Kevin Jones (title, phone, email) Ashutosh Sethi (title, phone, email) | Alumni Outreach |
| 9/20/20 | St of Wisconsin Investment Board | Associate | Invited; 2 rounds; Offer | Paula Duong (title, phone, email)  Sasha Johnson (title, phone, email) | Job Posting |
| 9/26/20 | Google | Summer Assoc | Applied; not invited | Deeksha Agrawal (title, phone, email) | Career Website |

# Relationship management

The word "networking" elicits all types of responses, but the fact remains that it is the foundation of a successful job search. So, regardless of your current perception of "networking," if you want to be successful in your career search, you need to embrace its power, put it into practice, and continue to hone your skills.

**Making the Introduction**
Networking at its core is relationship development, and relationships take time, so be patient – but with that said, you need to be prepared to do the work. Technologies like email, LinkedIn, and Facebook have made it easier than ever to identify and reach out to alumni and professionals within your target organizations and industries. Make these technologies part of an integrated approach that utilizes phone and face- to-face engagements, when possible, to further develop the relationship. There is no substitute for the value gained from personal interaction, so take advantage of those opportunities when you have them. Treat the initial engagement as you would any first interaction; spend time getting to know the other person, but be respectful of their time and only ask for a small amount early on. Ask open-ended questions, listen, and be interested and genuine.

People love to give advice, share their experiences, and help others. As such, ask questions that will help you obtain the information you are seeking and be prepared, if asked, to share the same information with them. If you are fortunate enough for them to pass along a referral, follow up immediately, and circle back to let them know you did and what came of it.

**Maintaining Connections**

As mentioned above, this process takes time, so do not expect immediate results, and in general, do not expect anything in return outside of the time and insight your connections are willing to provide. A core tenet of a good networker is the mindset that they give more than they will get. Stay in touch with the individuals in your network on a regular basis; it doesn't have to be daily or even weekly to be effective, but it does have to be relevant. If you come across an article that may be of interest to a connection, pass it along with a brief note. Keep an open mind and remember that everyone you meet, regardless of the situation, has the potential to become part of your network if you allow them to.

**Events & Activities**

Tippie and the university at large offer plenty of ways to "get out there;" professional organizations and associations, volunteering, social events, receptions, and mixers can all be great networking opportunities, to name a few. When preparing for one of these events, focus on two things:

1. Get informed about what's happening in business and industry/employers of interest. You want to be prepared to speak about these topics if asked.
2. Know what you want from you next job and what you have to offer—this is your pitch. When you're mingling at a Chamber of Commerce open house and someone asks who you work for, you can give a specific answer that shows your professional interests, like *"I currently work in outside sales for manufacturing company, but I am looking to move into a marketing role in order to build on my finance and analytic skills."*

**Career Fairs**

Participating and attending a career fair is a great way to learn more about specific (hiring) companies, discover opportunities, and get valuable face-to-face time with hiring managers and recruiters. Iowa career fair attendee lists are often available in advance on Handshake or via the sponsoring office, so review the list of employers ahead of time and identify companies you are interested in speaking with.

**Informational Interviewing**

Learn more from other professionals through informational interviewing. There is no job at the end of these types of interviews, so there's less pressure, and it's a great way to expand your network. Informational interviewing can also help you get your resume in front of professionals, perhaps find a mentor, and learn about the jobs or career paths you want and what you'll need to do to achieve them.

**Tippie Faculty & Staff**

Connect and update instructors and program staff of your current situation and your career goals. They are constantly building relationships with employers, organizations, and leaders within and beyond the borders of your community, so keep them informed of your interests!

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# Job search resources

**TCS lead sheets**

The Tippie Undergraduate Career Services team curates job and internship leads for each Tippie major every two weeks. We prioritize leads that are expiring soon, so act fast if you see a job you're interested in!

- https://students.tippie.uiowa.edu/tippie-resources/career-services/undergraduate-career-leads

**TCS LinkedIn group**

The Tippie Undergraduate Career Services LinkedIn group is open to students, faculty, and staff at Tippie, as well as college alumni. This group features job leads and offers the opportunity for current students to network with alumni in their intended field.

- https://www.linkedin.com/groups/14136564/

**Meet with a TCS associate**

Set up a one-on-one meeting to discuss your options and explore resources with a TCS associate.

- https://myui.uiowa.edu/my-ui/student/records/advising/tippie-career-services-appointment.page

**TCS resources & tech**

Our website hosts a wide variety of online career resources for students at every stage in their job or internship search, including certification courses, online tools to refine your job application, and the full digital version of this guide.

- https://students.tippie.uiowa.edu/tippie-resources/career-services/undergraduate-career-services/undergraduate-career-resources

**Handshake**

The University of Iowa's Handshake system is an important part of your career toolkit. Use this comprehensive tool to research companies and browse job listings. https://uiowa.joinhandshake.com/login

**Additional Websites**

Indeed.com, Vault.com, Careerbuilder.com, LinkedIn.com, Glassdoor.com, Google for Jobs, Idealist.com, USAJobs.gov and Ziprecruiter.com are other websites that have job listings. These websites are what are often referred to as "spider search engines," meaning they pull from all websites that are not password protected. Setting up "saved searches" and job alerts with keywords, on these sites can help you stay on top of postings that are relevant to you. Be aware that not all open opportunities at a company will appear on job boards; if there's a company you're interested in that's posting jobs outside your area, look on their website to see if they have anything open that fits your qualifications.

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# Worksheet packet: Progress tracker, employer research guide

### "Who Am I?" - Career Inventory Worksheet

The purpose of this activity is to help you determine what your strengths are, what you're good at or like to do, and what is important to you.  This will provide the basis for you to determine your Transferable Skills later, which will help build a strong resume and cover letter and also to formulate answers to interview questions.

## Strengths, Skills, Values

1. Identify your Top 5 Strengths – use Strengths Finder and or other resources

   a) _____

   b) _____

   c) _____

   d) _____

   e) _____

2. What are your best skills?

   a) _____

   b) _____

   c) _____

   d) _____

   e) _____

3. What are your core values?

   a) _____

   b) _____

   c) _____

   d) _____

   e) _____

4. What were your favorite classes or subjects?

   a) _____

   b) _____

   c) _____

   d) _____

   e) _____

5. Do you have any hobbies?

   a) _____

   b) _____

   c) _____

   d) _____

   e) _____

## Experiences

1. What part-time jobs have you had?

   a) _____

   b) _____

   c) _____

   d) _____

   e) _____

2. What Internships have you had?

   a) _____

   b) _____

   c) _____

   d) _____

   e) _____

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3. What job-shadows have you had?

   a) _____

   b) _____

   c) _____

   d) _____

   e) _____

4. What organizations (student or other) have you been part of?

   a) _____

   b) _____

   c) _____

   d) _____

   e) _____

5. What leadership positions have you held?

   a) _____

   b) _____

   c) _____

   d) _____

   e) _____

6. What volunteer work have you done?

   a) _____

   b) _____

   c) _____

   d) _____

   e) _____

## What makes you happy?

1. I am happiest when_____.

   a) _____

   b) _____

   c) _____

   d) _____

   e) _____

2. If I could do anything, I'd _____.

   a) _____

   b) _____

   c) _____

   d) _____

   e) _____

3. Things I want in my work environment are _____.

   a) _____

   b) _____

   c) _____

   d) _____

   e) _____

4. Things I'd like to avoid in a career include _____.

   a) _____

   b) _____

   c) _____

   d) _____

   e) _____

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## Company Research Worksheet

As you begin to prepare for the interview process, you will want to give careful consideration to educating yourself on the company, including key facts about the organization, why you are interested and—most importantly—why you are a fit. The below worksheet provides a framework for your company research.

| COMPANY/INDUSTRY | KEY PLAYERS (Top management & Tippie alums, if applicable) |
|---|---|
| ABOUT THE ORGANIZATION | BRANDS/PRODUCTS/SERVICES |
| TRENDS AFFECTING THE FIRM | RECENT NEWS |
| WHY ARE YOU INTERESTED? | WHY ARE YOU A FIT? |

LIST 3-5 KEY SKILLS/COMPETENCIES YOU HAVE THAT ALIGN WITH THIS ROLE/COMPANY.


HOW WILL YOU ARTICULATE THESE UNIQUE STRENGTHS TO THE COMPANY TO DEMONSTRATE YOU ARE THE BEST CANDIDATE?


3-5 QUESTIONS FOR THE INTERVIEWER (OR ALUMNI WITHIN THE ORGANIZATION).

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# Application Materials

## Resume

Your resume shows potential employers your qualifications, background, and relevant skills. A good resume is ideally a single-page document that summarizes your most relevant coursework, work experiences (jobs, internships, etc), leadership background, and other skills. The packet at the end of this chapter includes a number of resume templates that are appropriate for a variety of experience levels.

**Summarizing your achievements**
It's important to go beyond just your "duties" at a job when describing experience on a resume. One way to do this is to think of the "5 W's and an H" rule:

**WHO** – Who did your job help? The company? Clients? Customers?
**WHAT** – What happened with the results of the job? If you did research, was that information published? If you had to do a report what was done with that information?
**WHEN** – When did this happen? Daily? Weekly, Monthly? Talking about how often you did something is a straightforward way to show productivity in your job.
**WHERE** – Where did your duties occur? Did you have to travel for a job? Were you responsible for interacting with people outside of your organization?
**WHY & HOW** – Why did you do this? How did your job duties help or add to the organizations ability to function?

Below is an example of how to rework resume content to make it stronger:

**BEFORE**
**American Marketing Association (AMA)** Member Fall 2023-present
- Created personal brand
- Attended weekly meetings
- Volunteered at service activities and fundraising events

**AFTER**
**American Marketing Association (AMA)** Member Fall 2023-present
- Enhanced skills for future success and created own personal brand shared with 12 area employers
- Participated in bi-weekly meetings to expand knowledge of marketing concepts
- Attended and participated in four service activities and three fundraisers to apply learned theory

**Resume Action Verbs**
Use strong, specific descriptors to explain what you did in each role. Try to avoid using any one word too often; a list of useful verbs & synonyms is included in the worksheet packet at the end of this section.

# Cover Letter

As a rule of thumb, if a job asks for a cover letter, it is in your best interest to write one. Whether it the letter is required or preferred, it offers a good opportunity to showcase your writing skills, address your interest in the job, and discuss other things you want to include. The cover letter also lets you further outline experiences listed in your resume and map them onto the job requirements.

You might choose to create a solid "base" cover letter and then tailor it to the position you are applying for, so you do not have to start from scratch with every application. If you decide to go this route, be sure you are adapting names, companies, roles, skills, and experiences accordingly. It is critical to review the job description and to pinpoint the key skills, qualifications, and language that are stated to address in your cover letter.

# LinkedIn page

Along with serving as a virtual resume, LinkedIn is also a powerful networking tool. Your LinkedIn profile could be the first professional impression a potential employer has of you, so it should be complete and up to date. Employers often research interviewees online before an interview to learn more about them. If your interviewer runs across outdated or inaccurate information, it could give them a bad impression of you.

## LinkedIn profile suggestions

**Headline**
The LinkedIn Headline appears just below your name on the profile page. You are limited to 120 characters so you should decide if you would like to use your job title, job status, or a string of key words that describe your talents, expertise, and goals.

**Profile picture/banner**
People remember what they see—and your network wants to see you! When it comes to your profile picture, keep the following in mind:
- Professional dress (formality differs by industry
- Smile and look directly into the camera
- Include a banner that reflects your expertise, interests, industry, and values. Tippie provides banners for students, staff, and alums at https://tippie.uiowa.edu/alumni/linkedin-headers

**Industry**
When recruiters conduct advanced searches for candidates on LinkedIn, they often filter results by industry. When creating or updating your profile, make sure to add the industry that best applies to your current career or the field you are trying to move into.

**Summary**
The LinkedIn summary is the digital equivalent of an elevator pitch—2,000 characters; readable in 10-15 seconds. It is completely appropriate to write in the first person; "I" statements are inviting and a little more casual. Also, remember that the first two lines of text (or less) of your summary all that people will see when your profile appears in a search.

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**Skills & endorsements**

You control this—you can pick the skills, delete, and rearrange this section. List 5-6 select skills that suit your career direction; think about classes, work and volunteer experiences, and qualifications you're developing as a University of Iowa student.

**Relevant groups**

Joining groups relevant to your profession or industry shows that you're engaged in your field and connects you instantly to people in your field. Follow people who are in roles or companies that you admire and who share professional advice regularly.

**Experiences**

Break apart your responsibilities and accomplishments into bullet lists. For each position you have held, write one or two sentences about the position, and then think of four to five responsibilities and/or accomplishments and put them in list format (these can be shorter and more casual than your resume). This will fill out your profile and make it easy for potential employers to read.

**Education**

Adding your programs of study, institutions, certifications, and licenses are important, but even more important is tying these achievements to a date. This date indicates when your degrees or certificates will have been earned/completed.

# Professional Communication

## Professional Email Communications

The networking 'ask' is an important communication tool throughout your career. Keep these points in mind when reaching out for a new connection:

1. Ask for advice or insight, not 'help.' Do not assume that a cold contact, or even one where you have a mutual contact in common, will want to drop what they are doing to help, especially if the 'ask' is for a job or referral. Relationship building is critical. Think in terms of seeking advice and building trust.

2. Use the first part of the email to share **who** you are and **why** they might want to connect. Do your homework on the receiver. Include something specific about the receiver and avoid generic messages.

3. If you have questions that can alert your reader to what you are interested in learning, you may find that potential contacts are more open to meeting. How might their career path influence your career choice? Perhaps you want to pivot to a different industry. What market trends will be important in the next two years? Could they share any advice on courses or experiences you should seek out while you are finishing your degree?

4. Close with an 'ask' that is respectful of their time. Some will acknowledge they are busy, or it may be a challenging time to schedule due to deadlines or travel. Stay flexible and appreciative. Use virtual meetings to your advantage. Twenty to thirty minutes is a common ask.

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It is **critical** to adapt any version of a communication template to your own POV while keeping it professional. If you have a mutual connection or were referred by someone else, include that name (with their permission) in your email; this can turn a cold lead into a warmer one. **After you sign your name, include email, phone and your Linked In profile. Do not attach a resume at this initial stage.**

## Thank-You Note

Whether you were speaking with an alum, professional contact or an interviewer, a follow up thank you note (handwritten or email) is imperative for properly closing out the communication.

**Three main points to a post-interview/meeting thank you note:**

- Thank the person for meeting with you
- Mention something you liked or found interesting about the interview
- Repeat your interest in the job & mention next steps

# Defining and Communicating Your Brand

*Source: Jim Collins & Jerry I. Porras – Built to Last: Successful Habits of Visionary Companies*

> " It takes years to build a reputation and five minutes to ruin it. If think about that, you will do things differently."

- Warren Buffet

Defining and communicating your personal brand will enable you to differentiate yourself from other candidates and accelerate your job search. Your unique brand message articulates what you can offer, provides a good indicator of what it would be like to collaborate with you, and supports how you contribute to a team and make things happen.

## Assessing and communicating your personal brand

### Defining words
What 3 or 4 adjectives best describe the value you offer? What words do you use to define your personality? Some examples are listed below.

| Collaborative | Diplomatic | Intentional | Adaptable | Resilient | Intuitive |
|---|---|---|---|---|---|
| Ethical | Precise | Enterprising | Assessable | Risk-taking | Visionary |

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**Core strengths**
In what functions and responsibilities do you excel?
When are you considered the "point of reference" – which qualities are included?

| | | | | |
|---|---|---|---|---|
| **Identifies Problems** | **Motivates** | **Communicates** | **Leverages** | **Offers** |
| **Mentors** | **Designs** | **Anticipates Risk** | **Leads** | **Innovates** |
| **Builds Consensus** | **Coaches** | **Delegates** | **Listens** | **Implements** |
| **Manages Conflict** | **Facilitates** | **Presents** | **Writes** | **Analyzes** |

**Next Steps**
Once you establish your unique brand proposition, the only way to make it relevant to the marketplace is by promoting it. Communication of your brand can occur in multiple channels. It is important to be aware that your brand is being communicated every day, including in ways that may be unintentional—such as your content on social media or an email or phone communication to a Tippie alum.

**Resume**
Resumes are the most obvious communicator of your brand, but only impactful if you know your audience and make yourself relevant to their needs. Targeted resumes are necessary if you intend to pursue opportunities across more than one function or industry. This requires you to make modifications to your primary version to highlight the skills/experiences that are in closest alignment with the position to which you are applying. Do not attempt to make a "one size fits all" version, as this can cause your brand to be perceived as unfocused.

**Pitch**
A pitch is a summary of your background and experience. It allows you to introduce yourself quickly, make a memorable impression, and demonstrate your value, especially if you are job searching. Practicing your pitch, and even writing it down, can help you start up conversations more smoothly and efficiently.

**Demeanor & Participation at Networking Events**
Remember, every touch point is another opportunity to communicate your brand. It is up to you to determine whether this activity will have a positive or negative impact.

**Communicating Your Brand on Social Media**
Your online presence is another piece of your brand. As social networking grows increasingly pervasive, more employers are utilizing these sites to screen potential employees.

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# Worksheet packet: resume templates and your professional brand

## Business Resume Checklist

### 1. Format
- ☐ Easy to scan and follow, professional and pleasing to the eye
- ☐ Concise & consistent (generally one page)
- ☐ ½" margins all the way around
- ☐ 8.5 x 11 dimensions (typical letter size)
- ☐ Font size range from 10-12 point
- ☐ Dates are right aligned
- ☐ No periods after bullet points
- ☐ Accepted fonts include Calibri, Sans-Serif, Cambria, or Arial

### 2. Heading
- ☐ Name is centered and largest font on the page (16-18 point depending on space)
- ☐ Phone number and professional or school e-mail address
- ☐ Customized LinkedIn URL (if you have a complete profile that's ready for viewing)
- ☐ Professional website or portfolio (if relevant to your career)

### 3. Education
- ☐ Only schools from which you received (or going to receive) degrees are listed – NO high school
- ☐ Degree(s) are spelled out and not abbreviated (Bachelor of Business Administration, not B.B.A.)
- ☐ Major(s), Focus Area(s), and Minor(s)
- ☐ Anticipated graduation month and year
- ☐ Include your GPA if it's over 3.5
- ☐ Study abroad experience (if applicable)
- ☐ Institution awarded honors (e.g., Dean's List)

### 4. Experiences
- ☐ Includes internships, co-ops, on-campus jobs, and employment
- ☐ Experiences are listed in reverse chronological order (most recent is first)
- ☐ Month and year started and ended are included ("present" if still working; seasons are also OK)
- ☐ Include the city and state of the job
- ☐ Include your job title
- ☐ List major achievements and skills developed/displayed in bullet point format
- ☐ Start each bullet with an action verb in the past tense (try to include a variety of verbs)
- ☐ Use bullet point format: Action Verb + Task + Result

### OPTIONAL SECTIONS
### (recommend adding 1-2)

### A. Skills – technical, language, & credentials
- ☐ Software, programming languages, methodologies, & foreign language (fluent, conversational)
- ☐ Licensures, certifications, and micro-credentials

### B. Campus Involvement & Leadership
- ☐ Name of organization and leadership positions you currently hold or have held
- ☐ Utilize numbers and metrics; percentages can add clarity & value

### C. Projects
- ☐ Can include group and/or individual projects
- ☐ Appropriate to highlight 2-3 projects that are applicant to your career path

### D. Coursework
- ☐ Courses relevant to the job, not just your major
- ☐ Do NOT list ALL courses, can have up to six courses (do not include foundational courses)
- ☐ Spell out the name, subject of the course, and when you took it

### E. Volunteerism
- ☐ Name of organization and role
- ☐ If space allows, add bullet points about your role and function

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# Name
Phone | Email | LinkedIn

## Education
The University of Iowa Tippie College of Business | Iowa City, IA                              Anticipated May 20XX
Bachelor of Business Administration, Major
Minor or Certificate

GPA: X.XX/4.0

## Internship Experience
Company Name | Location                              May 20XX – August 20XX
Job Title
- List all your work experience in reverse chronological order
- Quantify your results and focus on accomplishments, not just responsibilities held
- Have 2-4 bullet statements per experience

Company Name | Location                              May 20XX – August 20XX
Job Title
- List all your work experience in reverse chronological order
- Quantify your results and focus on accomplishments, not just responsibilities held
- Have 2-4 bullet statements per experience

## Additional Experience
Company Name | Location                              May 20XX – Present
Job Title
- List all your work experience in reverse chronological order
- Quantify your results and focus on accomplishments, not just responsibilities held

Company Name | Location                              March 20XX – Present
Job Title
- List all your work experience in reverse chronological order
- Quantify your results and focus on accomplishments, not just responsibilities held

Company Name | Location                              May 20XX – August 20XX
Job Title
- List all your work experience in reverse chronological order
- Quantify your results and focus on accomplishments, not just responsibilities held

## Leadership & Involvement
Organization | Location                              September 20XX – Present
Position
- Describe key tasks, context, results, and quantified accomplishments

Organization | Location                              October 20XX – June 20XX
Position
- Describe key tasks, context, results, and quantified accomplishments

## Awards & Honors
Achievement 1                              August 20XX
Achievement 2                              December 20XX
Achievement 3                              May 20XX, 20XX, & 20XX

# Name

(XXX) XXX-XXXX; Email Address
LinkedIn URL

## EDUCATION

The University of Iowa, Location                                    Anticipated December 20XX
Bachelor of Business Administration, Major
Minor or Certificate
Dean's List                                                        August 20XX – Present

## TECHNICAL & LANGUAGE SKILLS

Skill 1
Skill 2
Language 1 (proficiency level)

## INTERNSHIP EXPERIENCE

Job Title
Company Name, Location                                             May 20XX – Present
- List all your internship experiences in reverse chronological order
- Quantify results and focus on accomplishments, not just responsibilities held
- Have 2-4 bullet statements per experience

Job Title
Company Name, Location                                             August 20XX – August 20XX
- List all your internship experiences in reverse chronological order
- Quantify results and focus on accomplishments, not just responsibilities held
- Have 2-4 bullet statements per experience

## ACTIVITIES OR LEADERSHIP & ADDITIONAL EXPERIENCES

Position
Organization, Location                                             March 20XX – Present
- Describe key tasks, context, results, and quantified achievements
- Have 2-4 bullet statements per experience

Position
Organization, Location                                             March 20XX – Present
- Describe key tasks, context, results, and quantified achievements
- Have 2-4 bullet statements per experience

Job Title
Company Name, Location                                             August 20XX – August 20XX
- List all your internship experiences in reverse chronological order
- Quantify results and focus on accomplishments, not just responsibilities held
- Have 2-4 bullet statements per experience

# Name

Email; (XXX) XXX-XXXX

LinkedIn; Portfolio

## EDUCATION

The University of Iowa, Tippie College of Business, Iowa City, IA                    Anticipated May 20XX

BBA, Major

Minor

## ACADEMIC OR RESEARCH EXPERIENCES

Position

Organization, Location                                                                          August 20XX – Present

- Describe key tasks, context, results, and quantified accomplishments

Position

Organization, Location                                                                          June 20XX – August 20XX

- Describe key tasks, context, results, and quantified accomplishments

Position

Organization, Location                                                                          June 20XX – August 20XX

- Describe key tasks, context, results, and quantified accomplishments

## PROFESSIONAL EXPERIENCES

Job Title

Organization, Location                                                                          August 20XX – May 20XX

- List all your work experience in reverse chronological order
- Quantify results and focus on accomplishments, not just responsibilities held
- Have 2-4 bullet statements per experience

Job Title

Organization, Location                                                                          August 20XX – May 20XX

- List all your work experience in reverse chronological order
- Quantify results and focus on accomplishments, not just responsibilities held
- Have 2-4 bullet statements per experience

## ADDITIONAL EXPERIENCES

Job Title

Organization, Location                                                                          August 20XX – May 20XX

- List all your work experience in reverse chronological order
- Quantify results and focus on accomplishments, not just responsibilities held

## TECHNICAL SKILLS

- Skill 1
- Skill 2
- Skill 3

# NAME

(XXX) XXX-XXXX | Email Address | LinkedIn URL

## EDUCATION

The University of Iowa, Location                                                    Date
Degree
Minor or Certificate

## SOFTWARE & TECHNICAL SKILLS

Skill 1
Skill 2
Skill 3

## CLASS PROJECT & EXPERIENTIAL LEARNING

Project Name
Organization, Location                                                             Date
- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

Learning Experience Name
Organization, Location                                                             Date
- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

## PROFESSIONAL EXPERIENCE

Job Title
Company Name, Location                                                             Date
- List all your work experience in reverse chronological order
- Quantify results and focus on accomplishments, not just responsibilities held
- Ensure it's a strong-accomplishments-focused bullet statement

Job Title
Company Name, Location                                                             Date
- List all your work experience in reverse chronological order
- Quantify results and focus on accomplishments, not just responsibilities held
- Ensure it's a strong-accomplishments-focused bullet statement

## LEADERSHIP & VOLUNTEERISM

Position
Organization, Location                                                             Date
- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

Position
Organization, Location                                                             Date
- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

## LANGUAGE PROFICIENCIES

Highlight language skill and level of proficiency

# FIRSTNAME LASTNAME

LinkedIn · Github · Email

## EDUCATION

**The University of Iowa, Tippie College of Business**, Location          Anticipated May 20XX

Bachelor of Business Administration, Major

## TECHNICAL SKILLS

- Skill 1
- Skill 2
- Skill 3

## WORK EXPERIENCE

**Job Title**, Company, Location          June 20XX – Present

- List all your work experience in reverse chronological order
- Quantify your results and focus on accomplishments, not just responsibilities held
- Ensure it's a strong-accomplishments-focused bullet statement

**Job Title**, Company, Location          June 20XX – Present

- List all your work experience in reverse chronological order
- Quantify your results and focus on accomplishments, not just responsibilities held
- Ensure it's a strong-accomplishments-focused bullet statement

## LEADERSHIP & ACTIVITIES

**Position**, Organization          September 20XX – Present

- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

**Position**, Organization          August 20XX – May 20XX

- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

## PORTFOLIO OR ACADEMIC EXPERIENCES

**Project Name**          March 20XX

- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

**Learning Experience Name**          September 20XX

- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

# NAME

Phone, Email, LinkedIn

## EDUCATION

**University of Iowa │ Iowa City, IA**                                                    **Anticipated May 20XX**
Degree Name

## TECHNICAL SKILLS

- Skill 1
- Skill 4
- Skill 7
- Skill 2
- Skill 5
- Skill 8
- Skill 3
- Skill 6
- Skill 9

## EXPERIENCE

**Job Title │ Company Name, Location**                                        **August 20XX – Present**
- List all your work experience in reverse chronological order
- Quantify results and focus on accomplishments, not just responsibilities held
- Have 2-4 bullet statements per experience

**Job Title │ Company Name, Location**                                        **August 20XX – Present**
- List all your work experience in reverse chronological order
- Quantify results and focus on accomplishments, not just responsibilities held
- Have 2-4 bullet statements per experience

## PROJECTS

**Position │** Project Name                                        **August 20XX – December 20XX**
- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

**Position │** Project Name                                        **January 20XX – May 20XX**
- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

## LEADERSHIP & ACTIVITIES

**Position │** Organization                                        **August 20XX – Present**
- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

**Position │** Organization                                        **August 20XX – June 20XX**
- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

**Position │** Organization                                        **April 20XX – May 20XX**
- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

# NAME

Phone | Email
LinkedIn URL

## EDUCATION

**The University of Iowa | Location**                                    **Anticipated Graduation Date**
Degree Name                                                                          Overall GPA: X.XX/4.0
Minors or Certificates

## EXPERIENCE

**Position Title, Company Name | Location**
            **Date**
- List all your work experience in reverse chronological order
- Quantify results and focus on accomplishments, not just responsibilities held
- Employers often scan for key words in your resume that apply to the criteria in their job description
- Have 2-4 bullet statements per experience

**Company Name | Location**                                                                              **Date**
- List all your work experience in reverse chronological order
- Quantify results and focus on accomplishments, not just responsibilities held
- Employers often scan for key words in your resume that apply to the criteria in their job description

## RESEARCH OR EXPERIENTIAL PROJECTS

**Organization | Location**                                                                                **Date**
- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

**Organization | Location**                                                                                **Date**
- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

## LEADERSHIP & INVOLVEMENT

**Organization | Location**                                                                                **Date**
- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

**Organization | Location**                                                                                **Date**
- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

# Name

Phone | Email Address | LinkedIn

## Education

**The University of Iowa**, Iowa City, IA **Anticipated Date**

Degree Name **GPA: X.XX/4.0**

*Relevant Coursework*

- Course 1
- Course 2
- Course 3
- Course 4

## Experience

**Company Name**, Location **Date**

*Job Title*

- List all your work experience in reverse chronological order
- Quantify your results and focus on accomplishments, not just responsibilities held
- Have 2-4 bullet statements per experience

**Company Name**, Location **Date**

*Job Title*

- List all your work experience in reverse chronological order
- Quantify your results and focus on accomplishments, not just responsibilities held
- Have 2-4 bullet statements per experience

## Leadership & Involvement

**Organization**, Location **Date**

*Position*

- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

**Organization**, Location **Date**

*Position*

- Describe key tasks, context, results, and quantified accomplishments
- Describe key tasks, context, results, and quantified accomplishments

## Skills

- Skill 1
- Skill 2
- Skill 3

# My Career Goal

I want to pursue a career as
_____
_____
_____

I've chosen that career because
_____
_____
_____

To pursue that career, I'll need the following skills
_____
_____
_____

Some things I can do now to prepare to acquire those skills are
_____
_____
_____

To pursue that career, I'll need the following education/training
_____
_____
_____

Some things I can to now to prepare to acquire that education/training are
_____
_____
_____

Resources I can use to learn more about that career include
_____
_____
_____

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## Pitch Worksheet

Use this worksheet to organize your stories and create a pitch that highlights your value, talents, expertise, and career direction.

First, identify three experiences that you would like to highlight related to work. These may be from internships or full-time jobs, leadership and extracurricular activities, and/or academic projects that will make you stand out. These experiences are typically accomplishments you are particularly proud of, made a significant impact doing, and are unique within the industry or among your peers. They should highlight your specific skills and expertise.

Next, list two details related to that experience that are important to share when you speak to others—hiring managers, recruiters, alumni, and faculty. Details might include (but are not limited to): tools used, dedicated time and length of project, solution identified, dashboard created, recommendations given, cross-functional teaming and leadership, revenue generation, or savings of time, money, or equipment.

I.    _____

    A.

    B.

II.   _____

    A.

    B.

III.  _____

    A.

    B.

# Resume Action Verbs

## PLANNING

<u>Example</u>: Developed & implemented a training program that resulted in a 45% increase in employee satisfaction

| | | | |
|---|---|---|---|
| Administered | Anticipated | Commissioned | Determined |
| Developed | Devised | Evaluated | Forecasted |
| Formulated | Identified | Observed | Planned |
| Prepared | Prioritized | Researched | Reserved |
| Revised | Strategized | Studied | Tailored |

## ORGANIZING

<u>Example</u>: Coordinated weekly office schedules for eight employees

| | | | |
|---|---|---|---|
| Acquired | Neatened | Committed | Suggested |
| Cataloged | Selected | Housed | Assessed |
| Designated | Allocated | Sought | Coordinated |
| Logged | Classified | Arranged | Instituted |
| Routed | Established | Confirmed | Recruited |
| Activated | Obtained | Retrieved | Tracked |
| Centralized | Secured | Implemented | Assigned |
| Designed | Altered | Procured | Customized |
| Mapped out | Collected | Straightened | Issued |
| Scheduled | Facilitated | Assembled | Rectified |
| Adjusted | Ordered | Contracted | Tracked |
| Charted | Simplified | Incorporated | Authorized |
| Dispatched | Appointed | Programmed | Delegated |

## EXECUTING

<u>Example</u>: Handled 35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures

| | | | |
|---|---|---|---|
| Acted | Installed | Proofed | Forwarded |
| Displayed | Produced | Transacted | Operated |
| Processed | Stocked | Collected | Proved |
| Sold | Carried out | Exercised | Conducted |
| Administered | Entered | Merchandised | Performed |
| Distributed | Labored | Prospected | Shipped |

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**SUPERVISING**

Example: Supervised the implementation of new computer filing system that reduced paper use by 35%

| | | | |
|---|---|---|---|
| Adjusted | Discovered | Examined | Graded |
| Correlated | Licensed | Measured | Monitored |
| Indexed | Inspected | Refined | Reviewed |
| Overhauled | Scrutinized | Supplied | Traced |
| Screened | Assessed | Compared | Corrected |
| Analyzed | Established | Explored | Officiated |
| Developed | Maintained | Modified | Revised |
| Judged | Prohibited | Regulated | Administered |
| Oversaw | Supervised | Tightened | Conducted |
| Apportioned | Certified | Controlled | Governed |

**LEADING**

Example: Trained 20+ new employees in customer service policies over a 2-year period

| | | | |
|---|---|---|---|
| Accelerated | Motivated | Initiated | Conducted |
| Elected | Caused | Pioneered | Envisioned |
| Guided | Empowered | Supervised | Involved |
| Mentored | Influenced | Changed | Raised |
| Spearheaded | Originated | Enlisted | Transformed |
| Assumed | Strengthened | Inspired | Directed |
| Employed | Chaired | Promoted | Fostered |
| Hired | Encouraged | Trained | Recognized |

**GETTING RESULTS**

Example: Increased student participation by 25% over a 6-month period

| | | | |
|---|---|---|---|
| Accomplished | Improved | Augmented | Produced |
| Constructed | Obtained | Earned | Combined |
| Ensured | Renovated | Finalized | Enlarged |
| Minimized | Advanced | Integrated | Generated |
| Reduced (losses) | Demonstrated | Overcame | Joined |
| Achieved | Expedited | Uncovered | Qualified |
| Contributed | Increased | Boosted | Completed |
| Excelled | Opened | Eclipsed | Grew |
| Heightened | Restored | Fulfilled | Launched |
| Modernized | Attained | Introduced | Realized |
| Rejuvenated | Diminished | Prevailed | Consolidated |
| Added | Extended | Built | Enlisted |
| Delivered | Innovated | Eliminated | Guaranteed |
| Expanded | Orchestrated | Gained | Lightened |
| Executed | Targeted | Invented | Received |

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## PROBLEM SOLVING

Example: Streamlined ordering using computer technology, decreasing wait time from 6-2 days

| | | | |
|---|---|---|---|
| Alleviated | Created | Engineered | Remedied |
| Conceptualized | Diagnosed | Recommended | Revived |
| Detected | Investigated | Revitalized | Conceived |
| Found | Revamped | Theorized | Deciphered |
| Repaired | Synthesized | Collaborated | Formulated |
| Solved | Brainstormed | Decided | Remodeled |
| Analyzed | Debugged | Foresaw | Satisfied |

## QUANTITATIVE

Example: Converted files from COBAL to JAVA to increase compatibility with current systems

| | | | |
|---|---|---|---|
| Accounted for | Increased | Computed | Converted |
| Checked | Purchased | Enumerated | Figured |
| Dispensed | Totaled | Maximized | Netted |
| Grossed | Approximated | Balanced | Recorded |
| Projected | Compounded | Conserved | Calculated |
| Tabulated | Earned | Estimated | Counted |
| Appraised | Inventoried | Multiplied | Financed |
| Compiled | Quantified | Reconciled | Profited |
| Dispersed | Audited | Budgeted | Reduced |

## COMMUNICATING

Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies.

| | | | |
|---|---|---|---|
| Acted | Extracted | Sanctioned | Argued |
| Composed | Marketed | Synthesized | Dedicated |
| Elicited | Represented | Amended | Illustrated |
| Justified | Supported | Corresponded | Persuaded |
| Rendered | Addressed | Greeted | Smoothed |
| Summarized | Convinced | Negotiated | Taught |
| Adapted | Fabricated | Settled | Ascertained |
| Consented | Mediated | Systematized | Defined |
| Explained | Revealed | Arbitrated | Improvised |
| Lectured | Surveyed | Critiqued | Presented |
| Reported | Allowed | Highlighted | Specified |
| Supplemented | Consulted | Perceived | Translated |
| Admitted | Fashioned | Shaped | Attested |
| Concluded | Moderated | Tested | Deliberated |

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## Transferable Skills Worksheet

**Identify your skills that are most applicable to your 3-5 career field/position choices.**

1. Mark the skills/attributes you possess with a "★," those you don't possess with an "**X**," and those you are unsure of with a "**?**" (see next page for definitions/examples).

| | | | |
|---|---|---|---|
| □ Analytical/Quantitative | □ Computer Skills | □ Creativity | □ Detail-oriented |
| □ Entrepreneurial/Risk-taking | □ Flexibility/Adaptability | □ Foreign Language | □ Friendly/Outgoing |
| □ Initiative | □ Interpersonal Skills | □ Leadership | □ Organizational Ability |
| □ Problem-solving | □ Strategic Planning | □ Strong Work Ethic | □ Tactfulness |
| □ Teamwork | □ Technical Skills | □ Verbal Communication | □ Written Communication |

2. Now, think about where your top Strengths can be found in the above list of transferable skills. Circle as many skills as connect with your strengths.

3. Pick 2-3 of the attributes/skills that you starred, write them below and include an example of how you've used or demonstrated this attribute/skill.

Attribute/Skill A:


Attribute/Skill B:


Attribute/Skill C:


4. Now, using one of your examples, write a bullet for your resume and an example for an interview that describes what you did, how you did it, the skills you used, AND the outcome you achieved.

A. Resume Bullet:


B. Interview Answer:


5. Next Steps: Pick two of the skills you put an "**X**" next to. Brainstorm at least one way, for each, that you can improve the skill. Think about summer jobs, internships, volunteer work or job shadowing as possible ways to develop these skills.

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## Skills/Attributes

**Analytical/Quantitative Skills** = Forecasting, predicting, extracting important information, constantly learning and reflecting

**Creativity** = Suggesting ideas, imagining alternatives, initiating new ideas

**Detail-oriented** = Following directions, gathering information, managing details

**Entrepreneurial/Risk-taking** = Negotiating, persuading, selling ideas or products

**Flexibility/Adaptability** = Cooperating, enlisting help, open to difference

**Friendly/Outgoing** = Being sensitive, providing support for others, counseling

**Initiative** = Initiating new ideas, promoting change, accepting responsibility

**Interpersonal Skills** = Cultivating relationships, conveying feelings, perceiving feelings and situations

**Leadership Skills** = Finding common purpose/goals, articulating a vision, motivating, delegating with respect, managing groups, coaching

**Organizational Ability** = Reporting information, coordinating tasks, managing time, setting and meeting deadlines

**Problem-solving Skills** = Identifying problems, developing evaluation strategies, demonstrating web-like thinking

**Strategic Planning** = Identifying resources, setting goals

**Strong Work Ethic** = Being punctual, meeting goals, high standards for self, produce quality work/projects

**Tactfulness** = Providing appropriate feedback, enforcing policies

**Teamwork** = Collaborate, include, represent and empower others; willing to share credit/power, manage conflict,

**Verbal Communication** = Speaking effectively, listening attentively, receiving non-verbal messages, facilitating group discussions

**Written Communication** = Writing effectively and concisely

# Interviews and offers

## Preparing for an interview

A successful interview starts before you step foot in the office. Here are tips on how to prepare and present yourself as a strong candidate.

**Responding to an interview offer**

When you're offered an interview, respond to the interviewer or hiring employee with an email that includes the following:

- Thanking them for the interview.
- Telling them why you are excited about the position and the company.
- Listing three or four things that make you ideal for the position.
- Telling them that you look forward to being able to share more during the interview.

**Do your research**

Finding out more about the company and position helps you know if the job is a good fit for you. It also helps you discover what the company is looking for in employees, and it will help you create informed questions.

**Research sources**

- The company's website
- Newspaper and magazine articles
- Someone who works at the company
- Job descriptions
- Company information sessions and career fairs
- Your professors
- Career advisors

**Collect power stories**

Just as your resume shares your skills and abilities, "power stories" are 60-second examples you can share with an interviewer that demonstrate your strengths. To develop your resume and your power stories, consider your experience that shows:

- Motivation and initiative
- Persuasiveness
- Analytical and organizational skills
- Strong communication skills
- Leadership
- Responsibility

Develop four or five of your best power stories. Each story should first explain the situation or task with which you were faced. Then explain the action you took and what the result was. Practice telling these stories so you will be ready to use them in an interview.

**Prepare questions**
Create your list of questions to ask during the interview. These questions might include:

- What are the duties and responsibilities of the position?

- What does a typical day look like in this position?

- What do you like best about the position? Least? What do you like best/least about the company itself?

- How would you describe the culture at your company?

- What kind of training might I get for this position?

## The interview

Arrive 15 minutes early. Smile and make eye contact throughout the interview. Your appearance is important, and your wardrobe should align with the company's culture. During the interview, make sure to listen carefully. When you share your power stories, do it with enthusiasm. Ask your questions after the interviewer has finished asking theirs.

**Before you leave:**

- Thank the interviewer

- Tell them you have enjoyed meeting them and learning more about the company

- Ask about decision timing

- Get their business card

- Shake hands

**After the interview**
Send a thank-you note to the interviewer within 48 hours. Spend some time thinking about how the interview went; this can help you reflect on how to improve your interviewing skills and decide whether the position is a good fit for you. Ask yourself:

- Who interviewed me? What was their role? What reaction did they seem to have to me?

- What was my overall impression of the interview?

- What would I do differently? What would I do the same?

- What things did I do or say that seemed to impress the interviewer?

- What is my impression of the job? Can I see myself doing it?

- What is my impression of the company? Can I see myself there? What are the duties of the job?

# Behavior-based interviewing

The most prevalent interviewing style, behavior-based interviewing requires candidates to draw upon past experiences to demonstrate knowledge or skill in a specific area. Potential employers will pre-determine the primary skills needed to successfully perform in a role, and then ask pointed questions to determine if a candidate has the necessary skills. The logic behind this technique is that past behaviors are the best indicators of your future performance. Behavioral questions begin with "Tell me about a time when…" and focus on assessing business competencies such as (but not limited to) leadership, strategic thinking, analytical skills, and creativity.

Although some candidates elect to improvise these stories during an interview, we would caution against this approach, as unplanned examples tend to lack structure and focus. The ability to develop powerful and concise stories that will highlight your capabilities takes time and practice. To achieve optimal results, we recommend that you use the STAR method to assist in structuring your examples.

## The Star Method

The STAR method is a structured manner of responding to a behavioral-based interview question by discussing the specific **s**ituation, **t**ask, **a**ction, and **r**esult of the situation you are describing.

**Situation:** Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.

**Task:** What goal were you working toward?

**Action:** Describe the actions you took to address the situation with an appropriate amount of detail and keep the focus on YOU. What specific steps did you take and what was your contribution? Be careful that you don't describe what the team or group did when talking about a project, but what you actually did. Use the word "I," not "we" when describing actions.

**Result:** Describe the outcome of your actions and don't be shy about taking credit for your behavior. What happened? How did the event end? What did you accomplish? What did you learn?

Make sure your answer contains multiple positive results. Make sure that you follow all parts of the STAR method. Be as specific as possible, without rambling or including too much information. Oftentimes students must be prompted to include their results, so try to include that without being asked. Also, eliminate any examples that do not paint you in a positive light. However, keep in mind that some examples that have a negative result (such as "lost the game") can highlight your strengths in the face of adversity.

**SAMPLE STAR RESPONSE:**

**Situation (S):** Advertising revenue was falling off for my college newspaper, The Review, and large numbers of long-term advertisers were not renewing contracts.

**Task (T):** My goal was to generate new ideas, materials and incentives that would result in at least a 15% increase in advertisers from the year before.

**Action (A):** I designed a new promotional packet to go with the rate sheet and compared the benefits of The Review circulation with other ad media in the area. I also set-up a special training session for the account executives with a School of Business Administration professor who discussed competitive selling strategies.

**Result (R):** We signed contracts with 15 former advertisers for daily ads and five for special supplements. We increased our new advertisers by 20 percent over the same period last year.

## Preparing for a behavioral interview

- Recall recent situations that show favorable behaviors or actions, especially involving course work, work experience, leadership, teamwork, initiative, planning, and customer service.

- Prepare short descriptions of each situation; be ready to give details if asked.

- Be sure each story has a beginning, middle, and an end, i.e., be ready to describe the situation, including the task at hand, your action, and the outcome or result.

- Be sure the outcome or result reflects positively on you (even if the result itself was not favorable).

- Be honest. Don't embellish or omit any part of the story. The interviewer will find out if your story is built on a weak foundation.

- Be specific. Don't generalize about several events; give a detailed accounting of one event.

- Vary your examples; don't take them all from just one area of your life.

*Source: https://www.vawizard.org/wizard/home*

## Sample questions – behavioral interviewing

**General**

- Tell me about yourself.

- If I were to speak with your former supervisor, what would they say are your greatest strengths, and what are areas of needed improvement? What would your classmates tell me about you?

- What is the biggest risk you have ever taken?

- What is unique about you? What can you bring to our company that other candidates cannot?

- Tell me something about you that I would not learn by reading your resume.

**Analytical skills**

- Tell me about a time when you discovered a more efficient way to complete a task. Tell me about a task that tested your analytical abilities. Tell me about a tricky situation for which you found a simple solution.

- Have you ever been in a real dilemma at work? What did you do to get out of it?

- Tell me about an assignment you worked on in which you had to amass a huge amount of data and then analyze it.

- Can you tell me about a situation where your analysis of a problem was deemed to be incorrect? What would you have done differently?

## Leadership

- Describe a time when you reprimanded an employee for poor performance. What was the outcome? How do you motivate subordinates?

- Tell me about a situation at work in which you led a team well. Tell me about a time when you mentored someone. What leader do you most admire and why?

- What was your most significant leadership experience? What five qualities do you feel define great leadership? Tell me about your most significant leadership experience. Describe one experience when you had to lead a team.

- How do you keep each member of the team involved and motivated while keeping morale high? Describe the steps you take to achieve this. In what situations do you prefer to use your leadership skills? Can you give me examples?

## Creativity

- How often do you discuss and work with colleagues to think up new systems and styles of working?

- Imagine you could trade places with anyone for just a week. The person could be famous or not famous, living or from history, real or fictional. With whom would you trade places?

- If someone wrote a biography about you, what do you think the title should be?

- If you had to be shipwrecked on a deserted island, but all your human needs - such as food and water - were taken care of, what two items would you want to have with you?

- If you could have dinner with anyone from history, who would it be and why?

## Communication skills

- How would your co-workers describe your communication style? Give me an example of a time when you had to sell an idea.

- Tell me about a time when your opinion was challenged. How did you manage it?

- Describe a time when you had to convince a person or group to re-evaluate their decision. Describe your presentation skills and experience.

- Describe five things about the communication within an organization that must be present for you to work most effectively.

- When you have entered a new workplace in the past, describe how you have gone about meeting and developing relationships with your new coworkers, supervisors, and reporting staff.

## Diversity, equity, and inclusion

- Please share what diversity, equity, and inclusion mean to you and why they are important.

- What is your approach to understanding the perspectives of colleagues from diverse backgrounds?

- Tell me about a time when you advocated for diversity and inclusion in the workplace.

- Tell me about a time you adapted your style to work effectively with those who were different from you.

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# Technical interviews

At this point, you have started to generate stories from your prior experience that address the various competency/skill areas that are most widely sought by graduate hiring companies. As you progress through an interview process with a company you should be prepared for the interviews to get more challenging—with far greater emphasis placed on assessing your technical skills and functional expertise. The "technical interview," as it is often referenced, seeks to understand if you have the technical capacity to operate at an elevated level within a specific career path. This can include questions to assess overall knowledge of a function, as well as questions designed to dig deeper into your problem solving, critical and creative thinking skills, and your passion for the field.

## Sample questions – technical interviewing

**Finance**

- Why might a company choose debt over equity financing, or vice versa?
- How will a decrease in financial leverage affect a company's cost of equity capital, if at all? How will it affect a company's equity beta?
- What are the different ways to value a company?
- What is the difference between a DCF and comps?
- What is the difference between enterprise value and equity value?
- Which of the three financial reporting statements (balance sheet, income statement, statement of cash flows) is most important and why do you believe this is so?
- How does depreciation affect each of the three financial statements?
- What is your best investment idea right now?
- If I gave you a million dollars, how would you invest the proceeds?
- What is your investment style?
- What sources of information would you use to analyze a company?
- What is the difference between IRR, NPV, and Payback?
- What is the difference between I-banking and Private Equity?

**Strategy**

- How would you describe the term 'strategic thinking'?
- Outline in broad terms how you would create a strategy for instance, a public campaign. As part of this strategic campaign, why should you conduct a SWOT analysis?
- How should you go about identifying partners as part of any good business or organization strategy plan?
- As you develop a strategic vision for your organization, what are the five key criteria on which you should focus?
- Discuss the importance of establishing an appropriate basis for comparison in assessing strategic capability.
- What are the three most common reasons why change in management fails in most organizations?

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## Operations and supply chain

- What factors would you consider in determining the location of a distribution center?

- How would you improve the utilization of a process?

- You must process 50 units and have two options. In the first, you can start two lines with 1% defect rate and a capacity of seven units an hour. In the second option, you can start three lines with fewer people but a higher defect rate and a higher capacity. Looking at overall picture, which process is more efficient and why?

- It costs $200 to train a new person, and a training session has an overhead cost of $2000. You have 220 people to process in the coming months. Given the normal attrition rate, you expect to lose 40 of the trained employees. Does it make sense to call for overtime or add new folks?

- You have a fixed budget, and heat in the building is causing increased attrition. Also, as your productivity targets are revised upwards each year, you want to buy a couple of machines, which would dramatically improve productivity. In particular, the machines would improve the productivity of the best associates by at least 20%, but these are the same folks who are threatening to walk out if something is not done about temperature. What would you do?

## Continuous improvement leadership

- Have you ever had to balance multiple priorities? How did you manage this?

- If you were placed in a situation where you had to lead a team in an area that you were very unfamiliar, how would you approach solving their problem?

- If you are working on a project where leadership is not engaged, what would you do to make sure the project was successful?

- Please describe to me the DMAIC process and the tools used at each step.

- How would you determine what samples should be used in a Gage R&R study, and how do you interpret the results?

- Can you describe when you have taught classes with leadership and the difficulties you encountered?

- If you were working on a transactional project with little data, how would you determine the root causes of the problem?

- Can you describe your past experiences with leading process improvement teams?

- Could you describe your most successful project? Why do you define this as your most successful?

- Tell me about a time when you had a coworker come to you with a problem that you thought was trivial. What did you do?

- What are acceptable reasons for missing a deadline?

- Describe your experience in solving a particularly difficult problem. Why was it difficult?

- Have you ever deviated from expected policy or procedure? If so, what happened?

- Give me an example of when you found a way to make your job easier or more rewarding.

- Tell me what each S stands for in 5S and how you have addressed each one.

- What tools/software do you feel comfortable working with daily? i.e., MS Office, MS Project, Minitab, etc.

**Consulting**

- What are the three most common reasons why change in management fails in most organizations?

- What background do you have that would be helpful in consulting?

- Why consulting?

- How do you think the consulting industry is structured?

- What are the differences among the consulting firms that are important to you?

- What were the sales of your last employer? What was its profitability?

- Are you a generalist or specialist? Where do you see yourself specializing?

- Are you competitive?

- How are you going to make your decision if you get more than one offer?

# Case interviewing

**Case interviewing technique: assessing your critical thinking skills**

Case interviewing can be more broadly defined as problem solving. This technique is used to assess your skills in fields requiring strong analytical and quantitative skills, the ability to demonstrate structured problem solving skills, as well as other less obvious but equally important competencies such as active listening, interpersonal and communication skills, business acumen, performance under pressure, creativity, ability to navigate change, address problems in a logical way, synthesize the findings, and articulate these results in a concise manner to the interviewers. Case interviewing has historically been reserved for large consulting firms, but in recent years, other companies have started to adopt this style of questioning to gain a deeper understanding of a candidate's ability to assess a problem (typically a specific issue facing a particular company), analyze the situation, identify key issues, and articulate how you would address the problem.

**Your Goal:**

- Identify a problem

- Recommend a solution

- Not necessarily a "right" answer

**Company is Assessing:**

- Ability to determine what information is needed (needs assessment)

- Ability to problem solve within defined timeframe

- Quantitative skills

- Thought process

- Ability to function under pressure

- Self confidence

- Creativity

- Fit for the company

- Interest in problem solving

- Ability to navigate ambiguous situations

- Strong communication

**Structure:**
- Sent in advance (written case)

- On the spot (verbal case)

**Recommendations:**
- Practice (see CaseCoach subsection below!)

- Take it seriously

- Restate

- Ask questions

- Take your time

- Think out loud

- Determine assumptions

- Check calculations

- Consider alternatives

- Take a deep breath and relax

**CaseCoach**

Tippie Undergraduate Career Services offers free personalized case-interviewing prep through CaseCoach, an online tool that offers interactive coaching sessions and expert guidance. Access 27 interview videos featuring real candidates who went on to join Bain, BCG, and McKinsey and detailed commentary on their performance, as well as a library of 100+ exclusive case studies with solutions and practice drills. https://casecoach.com/tippie/

## Sample questions – case interviewing

Consulting firm websites give sample cases as well as practical advice on surviving their interview process. Included in this section are additional case question examples to get you moving in the right direction.

**Brain teasers**
- How would you move Mount Fuji? [Creative]

- Estimate the market for light bulbs in Australia. [Market Sizing/Estimating]

- You have a 3-liter bucket and a 5-liter bucket. How will you measure out exactly four liters of water? Assume you have an endless supply of water and no markings on the bucket. [Logic Problem]

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**Business problems and strategy**

Your client is a company who makes specialist batteries for mobile homes [motor homes] in the United States. The battery is powerful, long-lasting, and of high quality. New industry conditions are occurring, and motor home dealers are starting to use a cheaper battery as the 'factory standard' to lower the overall price of motor homes. Your client's product is now only offered as an added feature for which the customer must pay an extra $500 to get. How should your client go about maintaining profits given these new market conditions

# Programming interviews

**Programming interviews** are sometimes used in the field of business analytics and data processing. Programming and programming interviews are always evolving and changing as the world becomes more technologically integrated. Programming interviews help companies assess candidates in a neutral skill-based manner and alleviates the financial pressure that comes with attempting to recruit candidates.

**What to expect in a programming interview**

Programming questions may involve selecting data from a source, writing a program, calculating, and sorting data, or providing statistics. Programs you should be familiar with, depending on job requirements, may include SQL, R, Python, Tableau, PowerBI, and Excel.

# Virtual interviews

## Virtual Interviewing: Preparation

**Application**: Identify and download current and compatible platforms.

**Camera**: Use a model that is easy to use and offers good picture quality. Clean the camera lens.

**Audio:** Test this prior and be sure that your microphone is working.

**Background**: Ensure it is professional and neutral.

**Username and profile picture**: Ensure these are correct, professional, and up to date.

**Practice:** Record a mock interview using a tool like Big Interview, then view the recording and critique it. Repeat.

**Practice your stories:** Determine key talking points or language you want to use. You can even have a list of topics, words, data points, or cues posted near the camera for prompts.

**Appearance matters:** Be sure that the clothes you have picked fit appropriately, are clean, and in good condition. This also includes hair, makeup, and jewelry.

**Time Zone:** If the interview is live, be sure you are on time. Verify what time zone you are calling.

## Virtual Interviewing: Conducting the Interview

**Be ready:** You need to be physically and mentally ready, sitting in your "action" position, even if the employer has yet to log on. Remember—you never know when someone else has logged on to a virtual interview/meeting or who has not logged off.

**Support the interviewer:** Yes, you want this to be a valuable experience for them too. Ask them if your volume is okay, and if you cannot hear them—tell them.

**Eye direction:** Do not look at yourself on your monitor, look at them/the camera.

**Pay attention to time:** Have visible access to a clock, but do not look down at your watch.

**Let the hiring manager sign off first:** Then spend 5 minutes, post-interview, to debrief—notes, thoughts, and things you might adjust next time.

**Thank-you note:** Send your post-interview follow-up via email, and include a takeaway from the interview.

## Other Considerations

**Group remote interviews:** Group video conference calls are a challenge. It is impossible to give everyone the same amount of attention, but there are aspects you can control.

a) Make the most eye contact with whoever asked the question you're answering.
b) Identify the top 2-3 people on the call in terms of influence and importance. They should get most of your attention (eye contact).
c) Ask prior to the call who will be included. Research these individuals if time permits and use first names when possible. If you are not sure about names, do not risk an error and avoid using names.

**If you make a mistake or a serious gaffe**: It is okay to acknowledge or chuckle—you are human. Do not let that issue dictate your performance in the interview. Move forward and consider it a learning experience.

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# Closing the interview

*"So, what questions do you have for us?"*

An interviewer making this statement or something similar typically signifies that you are nearing the end of the interview. Although it's natural at this point to feel relieved, don't lose your momentum just yet! A strong closing is just as important as a good first impression and well-crafted interview stories. Before you jump from your seat and head to the door, be sure to address the following:

**Questions for the Interviewer(s)**
- These should be thoughtful and demonstrate your interest and fit for the organization. Review your company research worksheet and identify questions that address current issues facing the business.
- Don't over think it. If you are considering working for this organization, what is it that you would like to learn about the company and role?
- Consider your audience. If you're meeting with HR, they are not as likely to know specifics about the role for which you are interviewing, but they would be well-positioned to answer questions about corporate culture and other "big picture" company issues. If you're meeting with the hiring manager, this is your opportunity to dive deeper into the specifics of the role, the team, how they measure success, for example.
- Utilize their responses as an opportunity to reiterate your passion and fit for the business. This is your last chance to make a positive impression!
- DO NOT use this time to ask questions about benefits, salary, or other HR-related questions. At this point you are still a prospect—these questions are appropriate once you have an offer in hand.
- Demonstrate passion. Without question, ending an interview with low energy, irrelevant questions or—the worst-case scenario—responding that you "have no questions at this time" can be deal breakers.

**Reiterate Your Personal Brand Statement**
- It will feel natural after the Q&A portion of the interview to head for the door. Not just yet! Don't miss the opportunity to reiterate your personal brand statement (what makes you unique?), restate your passion for the role, and say why you are the right person for the job. People want to hire people they like AND people that share their passion for the company.

**Ask for Business Cards, Shake Hands, Smile**
- Following up after the interview is also critical, so if you don't already have contact details for those you met, be sure to ask for business cards at this time.
- Don't underestimate the power of a smile. Thank the interviewer for their time, be genuine, and end with a confident handshake.

**Pick a Talking Point & Make Yourself Relevant**
- If pressed for time, ANY thank-you is better than none. The most impactful follow ups emphasize a specific talking point from the interview. Reiterate a topic from your conversation that will be a positive reminder of your time together.
- Handwritten thank-you notes offer an individualized touch that is rarely seen anymore, so it can set you apart. Email is also appropriate and provides more immediacy.

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# Offers and compensation

## Types of offers

**Offers**
There many offer types you might encounter while in the program and during your career:

**Internship**—an offer presented to job candidates, often students, who are interested in gaining work experience in specific industries. These are most often completed during the summer months.

**Full-time**—also known as full-time employment (FTE) or a permanent fixed-term offer, the position requires that the employee works a minimum number of hours (32-40 hours/weekly) defined as such by their employer. Full-time employment often comes with benefits that are not typically offered to part-time or temporary employees. These positions can be both hourly and salaried.

**Conditional**—the offer includes conditions that must be met before you will be able to secure the position. These conditions could be related to reference checks, background check, certification, or licensure, and/or proof of eligibility to work in a particular country, and are typically tied to a specific period.

**Unconditional**—there are no conditions tied to your employment offer and no probationary period exists.

**Contract**—usually for a specific number of months or years, contract offers outline that the employee is paid through the company payroll and eligible for benefits such as sick leave and medical leave.

**Temporary**—these short-term offers outline that the employee is paid hourly through a recruiter or recruiting firm and is not eligible for any company sick pay or benefits. These opportunities can be terminated with little to no notice.

**Verbal**—an informal employment offer that occurs when hiring managers tell candidates in person or over the phone that they wish to hire them for a specific job position.

**Written**—an offer presented as a formal document sent to candidates selected for employment. It is imperative to have a written confirmation of an offer so that both the employee and the employer are clear on the conditions of the job.

**The better you understand the type of offer you have received and the details that surround the offer— in terms of your career growth, timing, and compensation—the better. You will then be prepared to consider and negotiate the terms.**

## Negotiation & compensation

Negotiating your salary is a perfectly normal part of the employment process. Offers include various compensation components, such as base salary, additional compensation, total compensation, benefits, and perks. Each component should be considered and valued when you're negotiating an offer.

### Base salary
Your starting salary can have a significant impact on your career earnings, because any raises you receive will be in relation to your starting salary. In most cases, your base salary is more important to negotiate than other types of compensation in terms of long-term importance and value; if in doubt, always negotiate for an increase in base salary more than anything else.

### Additional Types of Compensation
Beyond base salary, there are other variations of compensation that add value and can be negotiated as part of your offer. Some examples are listed below:

- One-time signing bonus
- Additional vacation time
- Relocation bonus
- Flexible work schedule
- Guaranteed first-year bonus
- The ability to work from home
- Bonus percentage(s)
- Tuition reimbursement
- Bonus structure/timeline
- Professional dues
- Stock options—ownership
- Dates—acceptance or start

### Employee Benefits
Benefits offered to employees are an important part of total. Benefits may include:
- Health insurance (may include vision and dental coverage)
- 401K/Retirement accounts and company match
- Disability/Life insurance
- Tuition reimbursement and professional dues
- Transportation reimbursement or discounts
- Stock options/ownership
- Pre-tax flexible spending accounts (daycare or medical costs)
- Flexible work arrangements or remote options

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**Company "Perks"**

Employers offer additional value to employees with services and discounts that are  often called perks. Perks may include:

- Dry cleaning service or discounts

- Wellness stipend/coaches/time

- One-site mail service

- Volunteer hour-time-off

- On-site gym or gym membership reimbursement

- On-site childcare

- Company product discounts

- Relaxed dress code

- Complementary food or beverages

- Professional development dollars

Receiving an offer or multiple offers can be extremely exciting, but it can also be stressful. TCS associates are always happy to work with you as you evaluate internship and full-time offers. We can help you weigh a range of factors, determine how they align with your goals, and evaluate how they can set you up for professional success.

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# Worksheet packet: Interview prep, workplace expectations, and more

## Dress Codes in the Workplace

| Degree of Formality | Dress Attire & Naming | Purpose | Common Features |
|---|---|---|---|
| Least Formal | **Casual**<br>Relaxed everyday wear | Suitable for less people-to-people interaction; appropriate for work-from-home settings; typically, NOT common in actual workplace settings | Long-sleeve shirts, sweaters, jackets, jeans, sneakers |
| | **Smart Casual**<br>Elevated everyday wear | More put-together than casual wear but still comfortable; suitable for a more laidback workplace, most common on Fridays | Button-down shirts, blazers, chinos, dark jeans, loafers, boots |
| | **Business Casual**<br>Relaxed business wear | Traditional business attire, but with relaxed features; sweet spot in the middle for formality; appropriate for all office environments and settings | Button-up shirts w/o a tie, blouses, corduroy pants, slacks, skirts, dress shoes, flats, small heels |
| | **Business Professional**<br>Standard businesswear | Polished and professional, suitable for important meetings with stakeholders; overall clean and maintained appearance | Dress shirts, suits or jackets, ties, dress pants/skirts, dress shoes, dark colors |
| | **Networking/Cocktail** –<br>Elevated business wear | Sometimes, less is more for a simple yet elegant look; typically NOT common for everyday wear in the office; special occasions and events | Dark-colored suits and dresses, simple accessories, tailored fits |
| Most Formal | **Formal/Black tie** –<br>Sophisticated, refined formal wear | For special events that specify a formal (black-tie) dress code, such as galas, high-end fundraisers and benefits, and award ceremonies | Floor-length gowns, some shorter dresses in refined cuts/fabrics; tuxedos; dinner jackets |

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## Interview Stories

**Crafting Your Interview Stories for Optimal Results**
The below competency areas represent those you can expect to encounter most frequently during the interview process.

### Analytical Skills
Example question about this area of competency: Tell me about a time when you had to work with a large amount of data.

RESULT SUMMARIZED:


SITUATION AND METRIC:


ACTION(S):


RESULTS:


TIE IT BACK:


### Leadership
Example question: Tell me about your most significant leadership experience.

RESULT SUMMARIZED:


SITUATION AND METRIC:


ACTION(S):


RESULTS:


TIE IT BACK:

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**Creativity**

Example question: Tell me about a time when you utilized a completely new/different approach to a situation.

RESULT SUMMARIZED:

SITUATION AND METRIC:

ACTION(S):

RESULTS:

TIE IT BACK:

**Communication Skills**

Example question: How would former coworkers describe your communication style?

RESULT SUMMARIZED:

SITUATION AND METRIC:

ACTION(S):

RESULTS:

TIE IT BACK:

**Goal Orientation**

Example question: Tell me about two goals you have set for yourself in the last year. Did you achieve them?

RESULT SUMMARIZED:

SITUATION AND METRIC:

ACTION(S):

RESULTS:

TIE IT BACK:

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## Project Management Skills

Example question: Describe a failed project you were involved with at work and explain why it wasn't successful.

RESULT SUMMARIZED:

SITUATION AND METRIC:

ACTION(S):

RESULTS:

TIE IT BACK:

## Team Skills

Example question: Give an example of your involvement in a team that was less than successful. What could you have done differently to make it more successful?

RESULT SUMMARIZED:

SITUATION AND METRIC:

ACTION(S):

RESULTS:

TIE IT BACK:

## Conflict Management

Example question: Tell me about a situation at work in which you experienced conflict and how you resolved it.

RESULT SUMMARIZED:

SITUATION AND METRIC:

ACTION(S):

RESULTS:

TIE IT BACK:

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**Ethics & Integrity**

Example question: Describe a situation in which you faced an ethical challenge in the workplace and how you resolved it.

RESULT SUMMARIZED:

SITUATION AND METRIC:

ACTION(S):

RESULTS:

TIE IT BACK:

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# I have a job/internship. Now what?

## Onboarding

**Closing the Loop on Your Internship or Job Search**
Congratulations, you've accepted a role! Now it is time to tie up loose ends, update other company contacts, your network, and the Tippie Career Services team.

Be sure to connect with any recruiters you are currently working or engaged with—both actively as part of the hiring process or prior in terms of information gathering. Update your network via phone, email, mail (letter or thank you card), and LinkedIn.

**Getting started at a new position**
The following are tips on how to support your professional growth at a new job or internship.

**Share a Bio**—there's no better way to introduce yourself to a new team or group than by sharing a snapshot of who you are. It can speak to your educational background, internships and passion projects, volunteer, and leadership, but also your hometown and other interesting facts about you. This can be easily shared with your future supervisor, team members, or project lead.

**Build a network**—Take note of the names of your peers and supervisors in meetings, then, use LinkedIn to connect with them once the meeting ends.

**As an intern**—think about projects, technical skills, networking, or company research that can be leveraged immediately, but also in your full-time search.

**In a full-time role**—think about goals for your first 90 days and first year.

**Explore opportunities**—find out what your employer offers in terms of professional groups, leadership opportunities, and development of additional skills you might need to hone.

**Socialize**—Invite peers to virtual and in person meet-ups, or set up group chats, hangouts, or lunch groups. These provide professional support in addition to laughs and new friends.

**Update your resume**—use the job description you applied to and highlight key points and responsibilities.

**Update LinkedIn**—Update the employment information section and post about your new role.

Completing your coursework and accepting a full-time role is an amazing milestone. Celebrate the win! The Tippie Career Services Team is proud of your dedication to learning, professional growth, and personal development. We wish you the absolute best on the next chapter. Congratulations! On Iowa! Go Hawks!

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# Campus Resources & Services

**The Judith R. Frank Business Communication Center** https://tippie.mywconline.com/
**Academic Support and Retention** https://uc.uiowa.edu/retention
**International Students and Scholar Services** https://international.uiowa.edu/isss
**Women's Resource & Action Center*** https://wrac.uiowa.edu/
**Student Disability Services** https://sds.studentlife.uiowa.edu/
**Office of Equal Opportunity and Diversity** https://diversity.uiowa.edu/eod
**University Counseling Service*** https://counseling.uiowa.edu/
**Sexual Misconduct Response Coordinator** https://osmrc.uiowa.edu/
**Student Care & Assistance** https://dos.uiowa.edu/assistance/
**Student Health*** https://studenthealth.uiowa.edu/

*\*Confidential resources*

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