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# Welcome & Introduction

Career Lab 2015

# How are you doing?

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# Agenda

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- Connecting with the CMC
- Scheduling AD appointments
- Company presentations
- Office hours
- Alumni research sources
- Q&A

# Ways to connect with your AD

	Career Lab	AD Meetings	AD Career Café	AD Quick Chats
What	<ul style="list-style-type: none"> <li>• Career-related content</li> <li>• Practice &amp; prepare</li> </ul>	<ul style="list-style-type: none"> <li>• One-on-one with CMC Advisor</li> <li>• 30 minutes</li> <li>• Schedule appointment</li> </ul>	<ul style="list-style-type: none"> <li>• Quick questions</li> <li>• Stop by</li> <li>• Eat lunch with us!</li> </ul>	<ul style="list-style-type: none"> <li>• Quick questions</li> <li>• Drop in; no appt. necessary</li> <li>• First come, first served</li> </ul>
Where	Koury and Classrooms	AD Office / CMC	1 <sup>st</sup> Floor elevator lobby desk (outside Café McColl)	CMC Office
When	Mondays 5 – 6PM Starts 8/17 Mods I - II	All Mods Ongoing	All Mods Wednesdays Starts 8/26 12:30 – 1:30PM	All Mods Tues & Thursdays Starts 8/18 3:00 – 4:00PM ★ 8/27, 4:30 – 5:30PM

# CMC alphabet soup

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CMC Career management Center

AD CMC Associate Director

BCC Business Communications Center

CM Career Mentor

CMC Connect Online recruiting system

Quick Chat Drop in office hours in CMC with ADS

Career Café In the lobby by McColl Café

# Scheduling AD appointments

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## Find time

- Use Outlook to find time during business hours that is free for both of you
- Create a calendar item and invite your AD as an attendee

## The invite

- Attach your resume and cap every time
- Write a brief outline of your reason for scheduling the meeting

## Prepare

- Write down a few specific questions you would like your AD to answer or discuss
- Look back at your previous meeting and be prepared to discuss the outcomes of your action items

# Company Presentations

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Begin Tuesday, September 1st!

Time options are either:

- 12:45-1:45pm, 5:00-6:00pm or 7:00-8:00pm
- Please note there can be exceptions to these times

Locations can vary:

- McColl, Koury, Kenan Center, The Carolina Inn, Gillings

Formats can vary:

- Presentations, Networking, Table Discussions

Refer to CMC Connect for complete details

- RSVP, Time, Location, Dress Code

**Must bring your OneCard to check-in at every presentation. CMC will be scanning your OneCard.**

# Company Presentation Tips

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- Be **on time** and stay for the duration
- **On time is 15 min early** as firms have informal networking
- Dress appropriately, backpacks in your locker
- Put devices away (and turn them off)
- Bring business cards and resumes
- Wear your nametag (on the right side!)
- Use your name card/tent (for classrooms)
- Introduce yourself when you ask a question
- Ask questions that relate to everyone
- Don't monopolize any of the company representatives
- Do your research!



# Company presentation RSVP guidance

- RSVP and cancellation with 3 business days notice
- This ensures a comfortable environment for students and employers
- Please notify CMC with emergency situations

Presentation Day	Monday	Tuesday	Wednesday	Thursday	Friday
RSVP by 11:59P	Prev Wed	Prev Thurs	Prev Friday	Monday	Tuesday

# Office Hours

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- Typically 30-minute sessions with an employer
- Schedule can accommodate 1-3 students per session
- Sessions held Wednesday, Thursday & Friday from:
  - 9am-12pm (morning sessions)
  - 2-4pm (afternoon sessions)
  - 9am-4pm (all-day sessions)
- Opportunities posted and sign-up via CMC Connect
  - Typically visible on the Monday two weeks prior to session  
[Events -> Info Sessions](#)
  - RSVP / Sign-up on the Monday one week prior at 12:30pm  
[Events -> Workshops](#)
  - Will operate with a stand-by/alternate list
- Schedule around your classes
- Suit up unless otherwise indicated

# CMC Connect

## CMC Connect

The screenshot displays the CMC Connect web application interface. At the top, a navigation bar includes tabs for Overview, Core, Documents, Employment, Activity, Comms, and a Login As button. Below this is a secondary navigation bar with links for Home, My Profile, My Documents, Resources, Jobs, Employers, Interviews, Events, and Calendar. The main content area is divided into three columns. The left column, titled 'Test Account - 1st year MBA', shows user details: '1st Year-Traditional MBA, Graduating May 2017, Real Estate', email 'noemi\_morillo-vasquez@unc.edu', and 'Resume last updated Aug 2015'. It also features a 'PROFILE COMPLETION' bar at 85% and a link to 'You should complete your profile'. The middle column, 'NEWS FEED', lists two events: 'MBA Career Management Center will host a information session' on September 01, 2015, from 12:45 pm to 1:45 pm, and 'Office Hours September 01, 2015, 9:00 am - 12:00 pm'. The right column contains 'SHORTCUTS' with links to Career Finder, Canvas, Search for Jobs, Scheduled Campus Interviews, Upcoming Events, and Carolina Offer Zone (COZ), and 'ATTEND EVENTS' with a link to the 2015 UNC Kenan-Flagler MBA Networking Forum.

Overview Core Documents Employment Activity Comms Login As

Home My Profile My Documents Resources Jobs Employers Interviews Events Calendar

Welcome, Test Account - 1st year MBA . Search My Account ?

**Test Account - 1st year MBA**

1st Year-Traditional MBA,  
Graduating May 2017  
Real Estate

✉ noemi\_morillo-vasquez@unc.edu  
📄 Resume last updated Aug 2015

PROFILE COMPLETION 85%

[You should complete your profile](#)

**NEWS FEED** Show Me 📡

📍 MBA Career Management Center will host a information session  
Company Presentation September 01, 2015,  
12:45 pm - 1:45 pm

📍 MBA Career Management Center will host a information session  
Office Hours September 01, 2015, 9:00 am -  
12:00 pm

**SHORTCUTS**

- ➔ [Career Finder](#)
- ➔ [Canvas](#)
- ➔ [Search for Jobs](#)
- ➔ [Scheduled Campus Interviews](#)
- ➔ [Upcoming Events](#)
- ➔ [Carolina Offer Zone \(COZ\)](#)

**ATTEND EVENTS**

- ➔ [2015 UNC Kenan-Flagler MBA Networking Forum](#)

# We also have opt-in resume books



You do not need to create a special resume for each book

# We have 16 various resume books

## Class of 2017- Consulting (Healthcare) Resume Book

Expiration Date: May 13, 2016

Resume approval is not required

Submit Resume:

Add Resume

## Class of 2017- Consulting Resume Book

Expiration Date: May 13, 2016

Resume approval is not required

Submit Resume:

Add Resume

## Class of 2017- Corporate/ Industry Finance (Tech) Resume Book

Consulting (HC)	Consulting	Indust. Fin (Tech)	Indust Fin
Energy	Entrepreneurship	General Mgmt	Healthcare
Investment Banking	Investment Mgmt	Marketing	Marketing (CPG)
Marketing (Tech)	Real Estate	Operations	Technology

# Resume reviews – near the end!

	ASW Students	Non-ASW Students
<b>Career Launch Deliverables due</b> <i>(including resume)</i>		
<b>Draft Resume due for Peer Review</b> <i>(must be in UNC Kenan-Flagler format!)</i>	Wednesday, July 15 (at ASW session)	Thursday, July 30 (at CMC Welcome session)
<b>Resume Expert Sign-Up</b>	Wednesday, July 15 (at ASW session)	Thursday, July 30 (at CMC Welcome session)
<b>UNC Resume due to Resume Expert</b> <i>(via email)</i>	Friday, July 17	Monday, August 3
<b>Resume Expert 1:1 Reviews</b> <i>(via telephone)</i>	Saturday, July 18-Sunday, August 2	Saturday, August 8-Sunday, August 16
<b>Resume Expert Reviews Complete</b>	Sunday, August 2	Sunday, August 16
<b>Functional Career Mentor Review</b>	Thursday, August 20-Sunday, August 23	Thursday, August 20-Sunday, August 23
<b>Additional Students Edits</b>	thru Sunday, August 23	thru Sunday, August 23
<b>Updated Resumes due to AD in Word</b> <i>(via email)</i>	Monday, August 24 at 8:00am	Monday, August 24 at 8:00am
<b>AD Resume Reviews &amp; Pre-approval</b> <i>(via email)</i>	Monday, August 24-Wednesday, August 26	Monday, August 24-Wednesday, August 26
<b>Final Resume due in CMC Connect in PDF</b>	Thursday, August 27 at 11:59pm	Thursday, August 27 at 11:59pm

# Alumni database details

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University of North  
Carolina – Chapel Hill

This is the  
university

UNC Kenan-Flagler Business  
School

This is a School within  
the University

# UNC explained

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University of North Carolina – Chapel Hill

Law School

Undergrad

Med School

Business  
School

Many others



# Alumni database

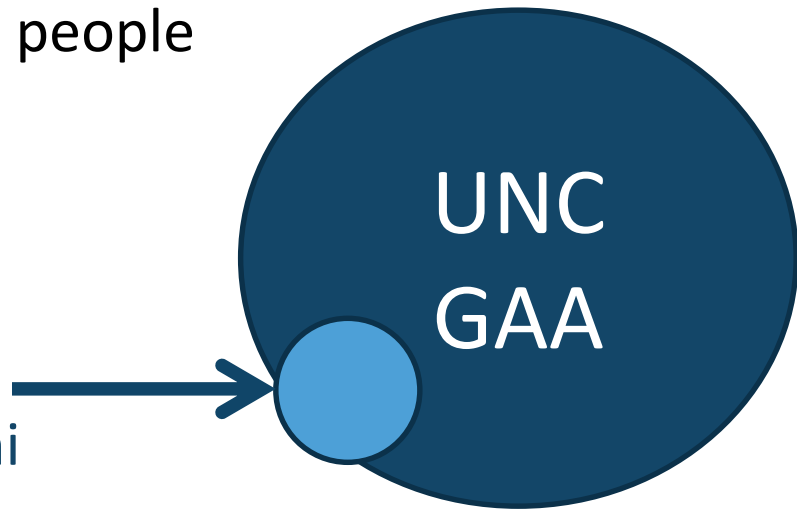
University of North  
Carolina – Chapel Hill  
General Alumni Assoc

<https://alumni.unc.edu/>  
200K+ people (\$45/year)

UNC Kenan-Flagler Business  
School Alumni


<http://www.kenan-flagler.unc.edu/alumni>  
34K+ people

UNC Kenan-  
Flagler Alumni



# UNC Kenan-Flagler on LinkedIn

[What's missing in higher education? Check out our ETS blog post to find out.](#)

**University of North Carolina at Chapel Hill - Kenan-Flagler Business School**  
Raleigh-Durham, North Carolina Area

Add to board Suggest ▼

447 interested in attending

Home Notables **Students & Alumni** Recommendations LinkedIn for Education ▶


29 results  Attended 1900 to 2015

What they do	What they studied	What they're skilled at
Marketing 11	Business, Management, Marketing, an... 15	Marketing Strategy 14
Finance 5	Business Administration and Manage... 9	Strategy 10
Sales 4	Marketing 8	Marketing 10
Media and Communication 3	Finance, General 6	Cross-functional Team Leadership 9
Operations 3	Accounting and Related Services 5	Brand Management 8

▼ Show More ▼

# UNC Chapel Hill on LinkedIn

What's missing in higher education? Check out our ETS blog post to find out.

**University of North Carolina at Chapel Hill**  
Raleigh-Durham, North Carolina Area



Add to board Suggest ▼  
1,858 interested in attending

Home ▾ Notable ▾ Students & Alumni ▾ Recommendations ▾ LinkedIn for Education ▸

107 results

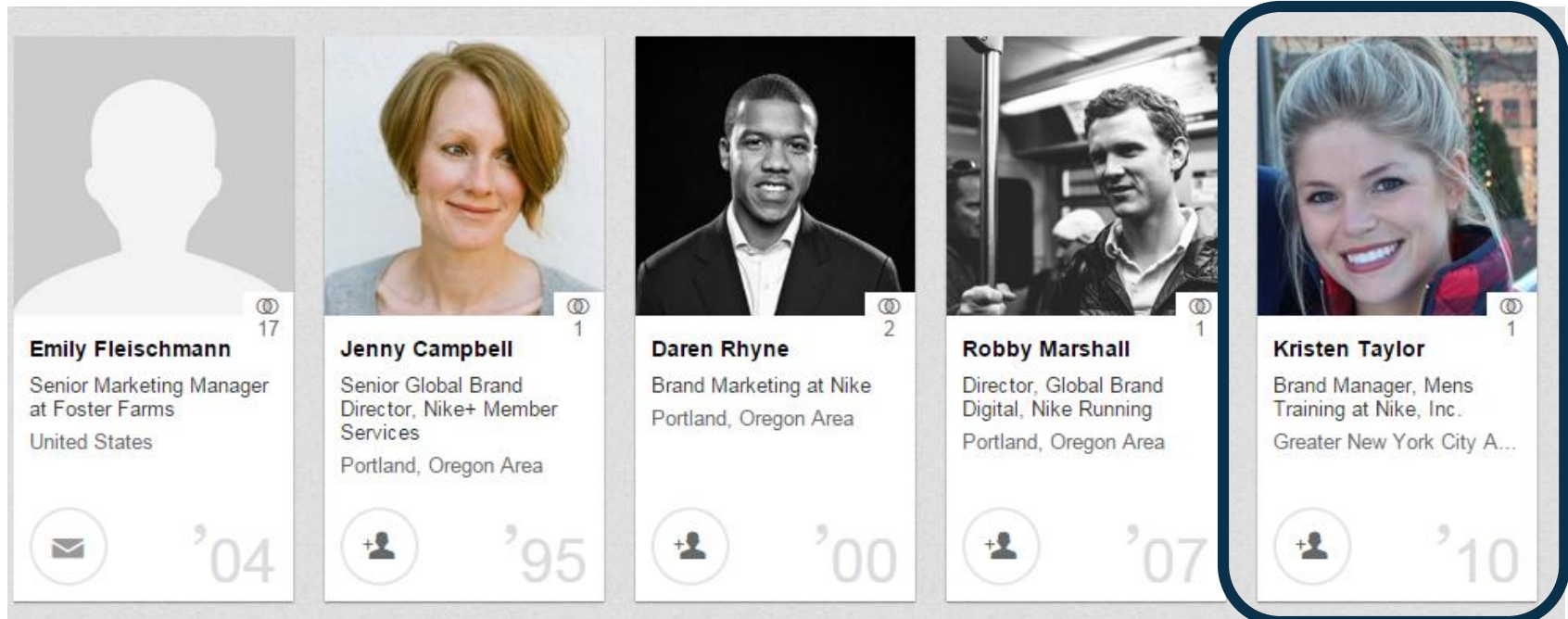
Attended ▾ 1900 to 2015

Change university ▼

What they do		What they studied 		What they're skilled at 	
Marketing	22	Communication, Journalism, and Relat...	24	Marketing Strategy	29
Sales	20	Business, Management, Marketing, an...	18	Marketing	28
Media and Communication	14	Business Administration and Manage...	16	Social Media Marketing	25
Education	10	Journalism	12	Public Speaking	23
Operations	9	Marketing	11	Management	23

▼ Show More ▼

# Find a person you like



<https://alumni.unc.edu/>  
200K+ people (\$45/year)

# Use the GAA database for email

**Kristen Taylor**

[Send an Email](#)

▼ Personal Information

Salutation Title: Ms.

First Name: Kristen

Last Name: Taylor

GAA Member Status: Non-member

► Home Contact Information

▼ Email Information

Personal Email: @gmail.com

Preferred Email: @gmail.com

# Key dates to note

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- September 1<sup>st</sup> – First Company Presentation**
- **September 16 – David Ohrvall Case Interviewing**
- **September 17<sup>th</sup> – Company Presentation Day**
- **September 18<sup>th</sup> – MBA Networking Forum**
- **September 23<sup>rd</sup> to 26<sup>th</sup> – National Black MBA Conference**
- **October 12<sup>th</sup> to 16<sup>th</sup> – Career Week**
- **November 10<sup>th</sup> – First Resume Drop**
- **January 5<sup>th</sup> – First interviews for IB**
- **January 13<sup>th</sup> – First interviews for all**

Stay current with the MBA Events Outlook calendar. Key dates will be included soon. Recruiting events are updated continuously.

# Questions?

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