YOUR GUIDE TO RECRUITING WITH UCLA ANDERSON
We are thrilled and grateful that you’ve chosen to recruit at UCLA Anderson. You’ll find that our students come from an incredible variety of backgrounds and possess experience and skills that will be invaluable to your organization. Our goal at the Parker Career Management Center (CMC) is to add value to your company by exceeding your recruiting expectations with stellar MBAs. We will facilitate your connections to our students, while offering strategic guidance on how to target and attract the best candidates. Consider this guide your inclusive resource for working with us during the upcoming recruiting season. We appreciate your partnership and look forward to working with you.

Plan a Winning Strategy for Campus Recruiting

CREATE YOUR GAME PLAN
We encourage you to contact Parker CMC Business Partners to discuss your MBA hiring goals and to develop a successful recruiting strategy customized for your organization. Our Account Managers will work with you to implement that strategy and execute the specific logistics for your recruiting activities.

PARKER CMC ONLINE RECRUITING SYSTEM
Our system is powered by 12Twenty and will assist you with your recruiting needs, including:
• Creating an employer profile
• Scheduling a corporate presentation
• Scheduling interviews for on-campus recruiting
• Posting a job
• Accessing resume databases

BUSINESS PARTNERS
We welcome you to reach out to any of our business partners:

Regina Regazzi  
Assistant Dean, Parker Career Management Center  
regina.regazzi@anderson.ucla.edu

Chris Weber  
Director, Career Advising and Corporate Outreach  
chris.weber@anderson.ucla.edu

Phil Han  
Director, Recruiting Operations  
phil.han@anderson.ucla.edu

Britta Schort  
Associate Director, Career Advising and Corporate Outreach  
britta.schort@anderson.ucla.edu

Lin Young  
Associate Director, Career Advising and Corporate Outreach  
lin.young@anderson.ucla.edu

ACCOUNT MANAGERS

Hannah Cowherd  
Manager, Campus Recruiting and Business Services  
hannah.cowherd@anderson.ucla.edu

Wanda Hebert  
Logistics Manager, Campus Recruiting and Business Services  
wanda.hebert@anderson.ucla.edu

Donna Robinson  
Associate Director, Employer Relations  
donna.robinson@anderson.ucla.edu

CUSTOMER RELATIONS MANAGER

Elizabeth Litt  
Manager, Customer Relations  
elizabeth.litt@anderson.ucla.edu

RECRUITING CHECKLIST

- Contact a Business Partner to discuss your company’s MBA hiring needs and determine an effective recruiting and marketing strategy.
- Work with your Account Manager to schedule events, including corporate presentations, office hours and interviews, by requesting dates through the Parker CMC Online Recruiting System. Review confirmed dates and logistics for corporate presentations and interviews in the Online Recruiting System.
- Increase your presence on campus by reaching out to the appropriate industries or function-related student clubs to express interest in participating in upcoming events. Be sure to communicate to your Account Manager any additional on-campus events scheduled through student organizations.
- Order your online access to UCLA Anderson School resume databases through the Online Recruiting System.
- Reconfirm the following items with your Account Manager:
  • Catering and audio/visual needs two weeks before your event
  • Delivery of presentation materials one week before your event
  • Campus directions and parking information one week before your event/interview
- For on-campus recruiting, submit pre-selected list through the Online Recruiting System before your invite list due date. The final interview schedule will be available three days before your interview date.
Create a Presence at Recruiting Events

COMPANY PRESENTATIONS
Company presentations are effective means for meeting with students and educating them about career opportunities within your organization.

Company presentations begin in the fall:

- October 2 ........ Companies can host combined events for first- and second-years
- October 16 ....... First-year-only events begin
- January 8 ........ First- and second-year events begin in Winter Quarter

OFFICE HOURS/COFFEE CHAT
Host office hours or a coffee chat on campus for brief on-on-one meetings or small group sessions with students who drop by to meet your recruiting team, business line managers or other company representatives. These events are usually scheduled in conjunction with your company’s presentation, or they may be held up to several days after the presentation. These events are more effective if held prior to your invite list due date.

Please contact your Account Manager if you have any questions about these events.

LUNCHTIME PRESENTATIONS
• Lunchtime presentations are scheduled Monday through Thursday, from 11:30 a.m. to 12:30 p.m. (capped at 60 minutes).
• Presentations are held in a classroom in the UCLA Anderson complex.
• Lunch can be catered at a nominal charge to companies.

EVENING PRESENTATIONS
• An evening presentation leaves additional time for networking and extended Q&A.
• These events are scheduled Monday through Thursday, between 4:30 and 8:00 p.m. (usually lasting 90 minutes).
• Presentations are held in a classroom in the UCLA Anderson complex.
• Food and beverages can be catered at a nominal charge to companies.

RECEPTIONS (OPTIONAL)
• Receptions can be coupled with an evening corporate presentation in a classroom.
• Receptions are held in an atrium in the UCLA Anderson complex near the presentation classroom.
• Food and beverages can be catered at a nominal charge to companies.

VIRTUAL PRESENTATIONS
If you are unable to visit campus to host a company presentation, you can host a virtual presentation using our state-of-the-art classrooms, which give you the ability to make a presentation remotely while speaking to students in real time.

TIPS FOR PLANNING YOUR RECRUITING EVENTS
- Your presentation should include information that will educate students about your company, along with information about the roles MBA students/graduates can play in your company, geographic locations of positions and work authorization. You should include information that students will not be able to find on your company's website.
- Create a presentation that is interactive to ensure dialogue between your representatives and the students.
- Leave time in your presentation for students’ questions and for networking opportunities.
- It is important to invite an ample number of company representatives, making sure to include team members who are working in the position(s) for which you are recruiting, or someone who has recently held a relevant position.
- Invite Anderson alumni currently working for your company to attend your presentation. Alumni are a company’s strongest advocate and are able to speak to the company culture, MBA career paths and how Anderson alumni are a good match for your company.
- Invite your summer interns to attend the presentation. They can speak about their positive experiences at your company and can serve as an excellent marketing resource for you.
- If your company offers global opportunities for MBAs, it is always helpful to share this information in your presentation and with students who make direct inquiries.
Interviewing MBA Candidates

On-campus interviews take place at the Parker Career Management Center. Requests for specific interview dates can be extremely competitive. We encourage you to schedule dates online as early as possible and to stay flexible in obtaining time with the candidates you want.

**INTERVIEW DATES**

On-campus interviews for full-time positions begin on October 9, 2017, for those who do not wish to host a company presentation prior to interviews. For companies that plan to host a recruiting event, interviews begin on October 16, 2017. Interviews for summer positions begin on January 8, 2018. For the 2017 – 2018 academic year, on-campus interviews will be conducted during the following time frames:

- **Full-Time Positions**
  - October 9 – December 1
- **Summer Internships**
  - January 8 – 10 (Investment Banks ONLY)
  - January 16 – March 2

Students interested in interviewing within a company’s interview schedule will apply through our Online Recruiting System unless alternate arrangements have been made in advance. Student interest can be enhanced by activities such as company presentations, along with participation in club activities. Likewise, employers may develop interest in students they meet at recruiting events and extend invitations for an interview. The more information you can provide about the opportunity — such as required experience, location, language preferences — the more it will help students in their decision to apply.

On-campus interviews typically begin at 8:30 a.m. and can last until 6:00 p.m. If you need to adjust these times, please contact your Account Manager as soon as possible.

**TYPICAL INTERVIEW SCHEDULE SETUP**

<table>
<thead>
<tr>
<th>Interview Length</th>
<th># of Interview Slots</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 minutes</td>
<td>13</td>
</tr>
<tr>
<td>45 minutes</td>
<td>9</td>
</tr>
<tr>
<td>30 minutes x 2 rotating</td>
<td>14</td>
</tr>
<tr>
<td>45 minutes x 2 rotating</td>
<td>10</td>
</tr>
</tbody>
</table>

**ROTATING SCHEDULES**

This type of schedule allows two interviewers to meet each candidate in back-to-back interviews.

**PHONE/VIRTUAL CONFERENCE INTERVIEWING**

In addition to phone interviews, video conferencing is available as an option to connect you with qualified candidates if you are not able to visit campus to hold interviews. We can use common video conference applications such as Skype or Google Hangouts to conduct remote interviews. If your organization has any questions or you would like to work with us to collect resumes and utilize this equipment, please contact the Parker CMC at (310) 825-3325.
Hiring International MBA Students

International MBA students make up about one-third of the full-time student population and represent some of the best and brightest management talent from more than 50 different countries. They excel academically and contribute significantly to the UCLA Anderson community through their wide range of knowledge and professional experiences. Their language skills and cultural knowledge are invaluable resources in the expanding global marketplace.

If you have not done so in the past, we urge you to get to know our talented pool of international students and consider them for employment within your organization for both U.S. and overseas opportunities. You can connect with them through internationally focused student clubs, on-campus events and other activities. If you are coming on campus to recruit, we strongly encourage you to include international students among your interview candidates.

WHAT ABOUT WORK ELIGIBILITY IN THE UNITED STATES?
Hiring international students for employment in the U.S. is easier than most people realize. The majority of international students hold F-1 visas and, according to U.S. Citizenship and Immigration Services (USCIS), these students are allowed to work in the U.S. in positions that relate to their field of study. USCIS also makes provisions for the hiring of international students each year through a number of visa programs.

INTERNSHIPS: CURRICULAR PRACTICAL TRAINING (CPT)
Students with F-1 visas can use this provision to work full time during the summer months between the first and second year of studies and part time during the second year. The employer only needs to provide information regarding the terms of the employment, and the student obtains work authorization from UCLA Dashew Center for International Students and Scholars.

SHORT-TERM FULL-TIME POSITIONS: OPTIONAL PRACTICAL TRAINING (OPT)
Students holding F-1 visas may be employed full time for 12 months after graduation under the OPT. Parker CMC works with students to secure the Employment Authorization Document (EAD) by graduation so that they can begin work soon after the completion of their studies. This process does not have an annual quota or other restrictions, and students do not need an offer to obtain the EAD. The employer is required only to complete the I-9 form and provide a standard offer letter for any international hire.

LONG-TERM FULL-TIME POSITIONS
When employers decide to continue employing the international graduate beyond the OPT period of 12 months, they must petition for a Change of Non-Immigrant Status on behalf of the employee, most common being the H-1B visa. H-1B visas are issued in three-year increments and may be extended for another three years, up to a maximum of six years. The employer’s petition to USCIS is straightforward and can be accomplished with relative ease.

Most employers use the services of an in-house counsel or immigration attorney in the visa application process, including the petitioning procedures. The Parker CMC can refer interested employers to Loke Walsh Immigration Law, a top immigration firm that has worked successfully with our students, alumni and employers in the past.
Logistics for Your Recruiting Events

AUDIO-VISUAL EQUIPMENT
Our presentation rooms are equipped with a projection system, computer, DVD player and cables for laptop connections.

CATERING
We have made special arrangements with our preferred caterers that will allow you to interact directly with them to place and pay for your orders. To view our catering menus, please contact your Account Manager.

MATERIALS FOR RECRUITING EVENTS
You may send company literature or giveaway items for your company’s presentation up to one week prior to your event. Please be sure to include your company’s name and the date of the event on the package.

Mail to:
Your Account Manager
Event Name
UCLA Anderson School of Management
Parker Career Management Center
110 Westwood Plaza, Suite C.201
Los Angeles, CA 90095-1481

DIRECTIONS/PARKING
We will arrange parking for your company’s representatives as we get closer to the event date. Please ask your Account Manager for general travel information and directions to the UCLA Anderson campus.
Visiting UCLA Anderson

Account Managers will provide you with additional travel and parking details closer to the date of your interviews or event. Please be sure to promptly communicate that information to your recruiters and visitors who will be visiting our campus.

TRAVELING BY CAR
The Parker Career Management Center will contact you regarding parking arrangements approximately two weeks prior to your event.

TRAVELING BY TAXI
Although taxi fares may vary considerably according to the time of day, the average one-way fare from Los Angeles International Airport (LAX) is approximately $50.

TRAVELING BY CAR SERVICE
B&W Limo is a boutique car service company specializing in ground transportation. They provide a variety of transportation services ranging from airport transfer to shuttle service. Their main focus is providing reliable service while promoting convenience and efficiency. (866) 245-4625

TRAVELING BY AIR
The UCLA campus is conveniently located between LAX and Burbank Airport. The travel time from both airports is approximately 60 minutes, depending on traffic.

TRAVEL TIME
Please allow 60 minutes for travel time on the freeway to and from Los Angeles International Airport (LAX) to arrive at UCLA on time.

WHERE TO STAY
When making reservations at the following hotels to receive discounted rates, please be sure to mention that you are conducting business at UCLA Anderson.

Hotel Angeleno
170 N. Church Lane
Los Angeles, CA 90049
310.476.6411

Hotel Palomar Westwood
10740 Wilshire Blvd.
Los Angeles, CA 90024
310.475.8711

Luxe Summit Bel-Air Hotel
(I-405 at Sunset Blvd.)
11461 Sunset Blvd.
Los Angeles, CA 90049
310.476.6579

W Hotel Los Angeles-Westwood
930 Hilgard Avenue
Los Angeles, CA 90024
310.208.8765

UCLA Meyer & Renee Luskin Conference Center
425 Westwood Plaza
Los Angeles, CA 90095
855.522.8252

Account Managers will provide you with additional travel and parking details closer to the date of your interviews or event. Please be sure to promptly communicate that information to your recruiters and visitors who will be visiting our campus.
PARKER CAREER MANAGEMENT CENTER STAFF

Regina Regazzi  
Assistant Dean,  
Parker Career Management Center

Phil Han  
Director,  
Recruiting Operations & Career Advisor

Emily Taylor  
Director,  
MBA Career Education & Communications

Chris Weber  
Director,  
MBA Career Advising & Education

Jessica Christopher  
Associate Director & Career Advisor

Hannah Cowherd  
Manager, Campus Recruiting & Business Services

Jessica Devereaux  
Communications Manager

Qilin He  
International Students Advisor

Wanda Hebert  
Logistics Manager, Campus Recruiting & Business Services

David Henry  
Associate Director, Career Advisor & Corporate Outreach

Elizabeth Litt  
Customer Relations Manager

Jessica McGruder  
Administrative Manager

Donna Robinson  
Associate Director, Employer Relations

Britta Schort  
Associate Director, Career Advisor & Corporate Outreach

Lin Young  
Associate Director, Career Advisor & Corporate Outreach

UCLAAnderson  
SCHOOL OF MANAGEMENT

UCLA Anderson School of Management  
Parker Career Management Center  
110 Westwood Plaza  
Entrepreneurs Hall, Suite C.201  
Box 951481  
Los Angeles, CA 90095-1481

Phone: 310.825.3325  
Fax: 310.206.8087  
Email: pcmc@anderson.ucla.edu

anderson.ucla.edu/recruit/recruit-mbas

UCLA Anderson Parker Career Management Center  
@UCLAParkerCMC