Alumni Career Coaching Services Agreement: 2019

UCLA Anderson Career coaches are available to meet with UCLA Anderson alumni for four 30-minute appointments per calendar year. This benefit is free of charge to UCLA Anderson Alumni.

At the end of your fourth session, your career coach can outline next steps for you to take on your own or can refer you to an external career coach for more support.

Ways to Work with a Career Coach

Our coaches are committed to helping you realize your career goals. Topics for sessions may include:

- Career Assessment: Identifying a new career direction
- Resume/Cover Letter and/or LinkedIn Reviews: Standing out on your marketing documents
- Networking: Crafting your career narrative or your networking approach
- Mock Interviews: Preparing for an upcoming interview
- Offer Management & Career Advancement: Evaluating an offer and/or excelling at work

Career Coaching Expectations

Complete the following activities and email your resume to your career coach prior to your first appointment:

- Articulate the main purpose of the meeting including any key questions you want to address.
- Review our alumni career website for on-demand resources and webinars.
- Update your resume based on our online resume toolkit.

If you have begun your search, we highly encourage you to do the following before your appointment:

- Complete the networking tracking spreadsheet noting your job search efforts to date.
- Draft your career narrative / pitch based on our guidelines.
- Think about the biggest obstacles you have encountered in the search to date.

If you have not begun your job search, spend time before your appointment thinking about:

- What energizes / excites you at work? What do you like best / least about your current role?
- What are your goals for the next step in your career?
- What skills / expertise are you looking to leverage in your next role?

Appointment Sign-Ups

Go to our website (http://www.anderson.ucla.edu/alumni/career-services), click on “Career Coaching” → “Book an Appointment”. In myCareer, click on the “Appointments” tab and follow the instructions.

Additional Resources

Through our website you can access job postings, view career-related webinars, read best practices for each stage of the job search and participate in our Alumni Resume Book.

Agreement of Services

My signature below indicates my full understanding and agreement with the services and expectations outlined above.

Signature: ___________________________ Date: ______________