

## RECRUITING STRATEGIES 2021-2022

## Creating a Presence at Recruiting Events

We are thrilled and grateful that you've chosen to recruit at UCLA Anderson. You'll find that our MBA 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 facilitating your connections with our students, while offering strategic guidance on how to target and attract the best candidates. Consider this guide as your comprehensive resource for working with us during the upcoming recruiting season. We appreciate your partnership and look forward to working with you.

*Please note that for 2021-2022 recruiting season, there will be limited in-person event options, so all of the below activities can be hosted virtually using variety video conference tools. We will provide more updates as they become available.*

### COMPANY PRESENTATIONS

Company presentations are effective ways for meeting with students and educating them about career opportunities within your organization. Company presentations begin in the fall and can be hosted during either lunchtime or evening periods. Since large in-person gatherings will be limited on campus, we recommend hosting these virtually.

In-person presentations are held in a classroom in the UCLA Anderson complex. Classroom capacity may be limited due to social distancing measures.

- **Lunchtime presentations** are scheduled Monday through Thursday, from 11:30 a.m. to 12:30 p.m. (capped at 60 minutes).
- **Evening presentations** are scheduled Monday through Thursday, between 4:30 and 8:00 p.m. (usually lasting 90 minutes allowing for extended Q&A afterwards).

Limited catering options will be available for in-person events in adherence with social distancing and safety protocols.

### OFFICE HOURS/COFFEE CHAT

Host office hours or coffee chats *in-person on campus* or *virtually* for brief one-on-one or small-group sessions between students and 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 chats are more effective if held prior to your application deadlines.

### SPRING MBA CAREER FAIR

Usually held in late April or early May, this event is designed to meet your "just-in-time" MBA hiring needs for internships and/or full-time positions. The last two career fairs were held virtually.

### VIRTUAL PRESENTATIONS AND OFFICE HOURS/COFFEE CHATS

We understand that your organization may continue to conduct your recruiting activities in a virtual or even hybrid format during the 2021-2022 season. If you are planning to host your presentations or office hours virtually, UCLA Anderson is prepared with various video conference tools available in our state-of-the-art classrooms, breakout rooms, and our interview rooms. Our students will also be trained to use these tools to interact with company representatives in real time.

Please don't hesitate to reach out to us with any new ideas or methods to connect with our students in a virtual format.

### CLUB DAYS-ON-THE-JOB (DOJs)/INDUSTRY TREKS

DOJs/Industry Treks offer excellent opportunities for students to visit your firm to meet company representatives, tour the facilities and be introduced to the culture of your company. DOJ/Treks are typically held on Fridays or during Fall Quarter DOJ Week or during vacation breaks.

Last year, Parker CMC and the student clubs hosted over 100 *virtual* DOJ/Trek "visits" during the Fall Quarter DOJ Week in late-October.

### CLUB CAREER NIGHTS

Career Nights are club-sponsored round-table or networking reception events that allow students to informally meet with representatives from multiple companies within a particular industry or function.

Last year, career nights were successfully held in a virtual format hosted by various clubs.

### CASE COMPETITIONS

Present your company's most challenging problem and have student teams compete in delivering the best solutions. Case competitions are usually hosted by student clubs and can be conducted in a virtual format.

### ANDERSON AFTERNOONS

Anderson Afternoons are a great way to interact with UCLA Anderson students in a more informal setting. Held weekly on Thursday afternoons, it is a beloved tradition where food and refreshments are served and students have a chance to relax after a week of classes. Anderson Afternoons are typically attended by hundreds of students and provide a special opportunity to interact and network with one another as well as corporate sponsors. These events are appropriate for companies that are trying to reach a wide audience.

*The status of Anderson Afternoons for 2021-2022 school year is uncertain at this moment due to potential restrictions on large gatherings on-campus. Please reach out to us for updates. if you are interested in sponsoring an Anderson Afternoon.*

### APPLIED MANAGEMENT RESEARCH (AMR) PROGRAM

Work with a group of full-time MBA student consultants under the guidance of a faculty advisor to better define and solve company-identified strategic issues. This usually lasts two quarters (approximately six months) during the fall, winter and spring quarters. For more information regarding the AMR program, please call (310) 825-8388 or email [amr@anderson.ucla.edu](mailto:amr@anderson.ucla.edu).



## Identifying UCLA Anderson MBA Talent

### ON-CAMPUS INTERVIEWS

The most engaging way to connect with UCLA Anderson MBAs is through on-campus interviews (OCIs). OCIs for full-time positions can be held as early as October, which summer internship OCIs typically begin in January. OCIs can be hosted virtually by the Parker CMC.

### VIDEO CONFERENCE INTERVIEWING

In addition to phone interviews, video conferencing (VC) is available as an option to connect with qualified candidates if you are not able to visit campus to interview. Parker CMC interview rooms are equipped with common video conference applications such as Zoom to conduct remote interviews. If your organization has any questions or if you would like to work with us to collect resumes and utilize video conference interviews, please contact the Parker CMC at (310) 825-3325.

### RESUME COLLECTION SERVICE

When you are not able to visit campus to interview, the resume collection option is an excellent way to source qualified talent for your hiring needs. You simply post job descriptions on-line using the Online Recruiting System and indicate your preference for resume collection and application deadline, and we will collect students' resumes for you. The position will be highlighted in our daily email to the appropriate class and student organizations. At the conclusion of the application period, you may view the applications on-line, or we can forward the bundles to you. Upon review, you can proceed to conduct interviews at your convenience or request on-campus or virtual interviews hosted by our office.

### *A note about job descriptions and recruiting at UCLA Anderson:*

The Parker CMC requires firms to submit job descriptions for each position to be filled. Job descriptions are made available to students early in the year to enable them to research companies and make company preference decisions. It is important to include any applicable restrictions pertaining to citizenship or work authorization in the job description. All postings must be MBA-appropriate positions and projects.

### ONLINE JOB POSTINGS

In addition to your on-campus recruiting activities or resume collections, you can also post jobs on the Parker Postings website through the Online Recruiting System. These are *self-service* postings that are viewable by Anderson students and alumni. Companies can post full-time positions, summer internships, part-time internships and academic (unpaid) internships. This process is best suited for immediate-hire opportunities.

### RESUME DATABASE

The resume database is an excellent resource for you to connect with summer and full-time candidates. This online database is searchable and contains the resumes of talented MBA candidates with diverse backgrounds and experiences.

- Resumes for the Class of 2022 will be available in late August.
- Resumes for the Class of 2023 will be available in late October.