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.

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.

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 for a nominal charge to companies.

EVENING PRESENTATIONS
- An evening presentation allows for networking and an extended Q&A afterwards.
- 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 provided for a nominal charge.

RECEPTIONS (OPTIONAL)
- Receptions can be coupled with an evening presentation and held in an atrium in the UCLA Anderson complex near the presentation classroom.
- Food and beverages can be provided for a nominal charge.

OFFICE HOURS/COFFEE CHAT
Host office hours or coffee chats on campus for brief one-on-one meetings 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 events are more effective if held prior to your invite list due date.

VIRTUAL PRESENTATIONS AND OFFICE HOURS/COFFEE CHATS
If you are unable to visit campus to host a company event, you can host a virtual presentation or office hours using videoconference equipment in our state-of-the-art classrooms or breakout rooms, which give you the ability to interact and connect with students in real time.

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.

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.

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

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.

DINNERS FOR EIGHT (D48s)
Host a dinner for six to eight MBA students and a company executive for a more in-depth discussion in an informal setting.

ANDERSON AFTERNOONS
Anderson Afternoons are a great way to interact with UCLA Anderson students in a more informal setting. Held weekly on Thursday afternoons, Anderson Afternoons are a beloved tradition where food and refreshments are served and students have a chance to relax after a week of classes. Anderson Afternoons are attended by hundreds of students weekly and provide a special opportunity for first-year, second-year and part-time students to interact and network with corporate sponsors. These events are appropriate for companies that are trying to reach a wide audience. The Anderson Student Association will be happy to assist you in creating an Anderson Afternoons sponsorship package that best suits your needs.

APPLIED MANAGEMENT RESEARCH (AMR) PROGRAM
Work with full-time UCLA Anderson 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.
ON-CAMPUS INTERVIEWS
The most engaging way to connect with Anderson MBAs is through on-campus interviews. Requests for interview dates/times can be made starting in May for the following academic year.

PHONE/VIDEOCONFERENCE INTERVIEWING
In addition to phone interviews, videoconferencing (VC) is available as an option to connect with qualified candidates if you are not able to visit campus to interview. We can use common videoconference 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 phone or videoconference 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 online 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 online, or we can forward the bundles to you. Upon review, you can proceed to conduct interviews at your convenience or request on-campus interviews.

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 2021 will be available in late August. Resumes for the Class of 2022 will be available in late October.