UCLA Anderson Alumni Network

Alumni Career Services
Career Coaching Benefits Agreement

Career Coaching Benefit

UCLA Anderson alumni enjoy access to Alumni Career Services as part of their lifelong alumni benefits. As part of those benefits, **UCLA Anderson degree program alumni (MBA, MFE, MSBA, Ph.D) enjoy complimentary career coaching—up to four, 30-minute appointments every calendar year.**

Discussion Topics

- **Career Assessment:** Identify career objectives and potential career paths given market conditions
- **Resume, Cover Letter and/or LinkedIn Reviews:** Share best practices, offer tactical suggestions and brainstorm ways to translate your experiences to meet the needs of employers
- **Networking:** Craft your networking strategy and create a compelling career narrative
- **Interviews:** Conduct mock interviews (recorded via Zoom and shared with AI summary) and discussing interview preparation
- **Offer Management:** Evaluate offers
- **AI:** Leverage AI resources to compliment, not replace, your own efforts
- **Career Advancement:** Prepare for a promotion and/or excelling at work
- **Recent Layoff:** Craft messaging around unexpected job changes
- **Accountability & Motivation:** Share strategies for moving forward and staying motivated

Pre-Appointment Requirements

- Share your most recent resume and any other relevant documents and links
- Articulate the main purpose of the meeting including key questions and agenda items to address
- Review the UCLA Anderson Alumni Career Services website for job search guidance under "Career Resources"
- Sign this agreement to indicate your understanding of the benefits, number of allotted appointments as well as your commitment to appointment preparation

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Optimizing Your Appointment

If you have begun your job search, complete the following prior to your appointment:

- Compile a list of companies and functional roles that you are targeting, including target job links
- Share your network tracking spreadsheet that outlines your outreach efforts to date
- Identify specific roadblocks you are encountering and how you have tried to address them
- Be ready to share your career narrative as well as how you have used AI to compliment your search

If you have NOT begun your job search, ask yourself the following prior to your appointment:

- What's stopping you from starting? What information do you need to know? What have you tried so far?
- How do you envision alumni career services helping you with your search?
- What are your skills and areas of expertise? What is your value and how does it translate to your target employer's needs?

If you want to discuss excelling on the job, ask yourself the following prior to your appointment:

- What is the specific situation you are encountering at work? Who is involved?
- What would success look like in this situation?

Alumni Career Services career coaches are committed to partnering with you to support your career success!

Schedule an Appointment

Book an Appointment today!

Agreement of Benefits & Accountability
Signature: _____ Date: _____