Alumni Career Coaching Benefits Agreement: 2021
UCLA Anderson Career coaches are available 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 additional support.

Ways to Work with David or Elissa
We are committed to partnering with you to realize your career goals. Session topics 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

Make the Most of Your Career Coaching Appointment:

Pre-session requirements:
- Share your most recent resume with your career advisor
- Articulate the main purpose of the meeting including key questions to address
- Identify specific roadblocks you are encountering in your job search
- Review the alumni career website for on-demand resources and webinars
- Sign the below agreement indicating your understanding of the scope of benefits and your commitment to pre-appointment preparation

If you have begun your search, complete the following before your appointment:
- Compile a list of companies and functional roles that you are targeting
- Share your networking tracking spreadsheet noting your job search efforts to date
- Be prepared to share your career narrative / pitch

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?

If you are looking to discuss how to excel on the job, prior to your appointment outline:
- What is the specific situation you are encountering at work?
- What would success look like in this situation?

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.

Agreement of Benefits & Accountability
My signature below indicates my full understanding and agreement with the benefits, required actions and expectations outlined above.

Signature: ____________________________________________ Date: ____________________