

MBAN Careers: Pre-Arrival Business Career Centre Checklist

To prepare and support you during your professional development journey, your dedicated MBAN Careers team has created a checklist to be reviewed and completed by MBAN Opening Week (August 26-29, 2019). If you have any questions or would like to further discuss any of the topics listed below, please contact your MBAN Career Manager (Whitney Friesen) at whitney.friesen@sauder.ubc.ca or 604-822-6559.

1 Start Early: Get to know your MBAN Career Manager before MBAN Opening Week!

Having a strong relationship with the Hari B. Varshney Business Career Centre and your MBAN Careers team will be key to your overall professional development throughout the MBAN program and future career success.

If you would like to meet with your MBAN Career Manager in August before MBAN Opening Week, please [email](#) your MBAN Career Manager directly. You will be contacted within 48 hours (*within 2 business days*) to set up an appointment time on UBC Point Grey campus.

Note: In September, we will start offering "Intake Coaching Sessions". These 1:1 appointments are mandatory for all MBAN students to complete by Thursday, October 31st, 2019.

2 Get Started on LinkedIn: Create your online personal brand – and get noticed by recruiters!

The majority of recruiters consistently perform social media checks and/or Google searches on potential candidates. *What comes up when you search your name on the web?* We highly encourage you to review and assess all social media platforms that you currently use. Check your privacy settings on your social media sites and make sure your public profile is professional looking!

[LinkedIn](#) is the world's largest social network for business and careers. Have you created your personal LinkedIn profile yet? Not sure where to start? Check out this FREE [online](#) LinkedIn course to help you get started during the summer before you arrive on campus in August.

**If you don't have a profile headshot just yet - no worries! Our Career Centre photographer will be available during MBAN Opening week! More details coming soon... **

Want to learn more? [Expert Career Advice: Why Your Image on Social Media Matters](#)

3 Interested in Case Interview Training, Finance, or Consulting?

Did you know? Each year the Big 4 consulting firms typically hire nationally during their Fall Campus Recruitment periods (Sept-Nov). These Companies will be interviewing for internship and full-time roles in November 2019-January 2020. If you would like to start getting prepared now – please contact your MBAN Career Manager to access key consulting resources such as **Vocaprep** to start developing your skillset to become more confident in preparing for case interviews. Click [here](#) to learn more!

If you're interested in our Finance Mentorship Program (FMP) and/or Capital Markets Training Program (CMTP), there are a few things you should know...

- The program runs for four consecutive Saturdays (Sept 7, 14, 21, and 28)
- Attend our **in-person information session** on Thursday, August 22nd from 12:30-1:30 pm in HA 132 (located in the Henry Angus building – 2053 Main Mall, UBC Point Grey Campus)
- Start your application now → deadline to apply is Wednesday, August 28th

If you're interested in our Strategy Consulting Mentorship Program (SCMP) here are a few things you should know...

- The UBC SCMP prepares students for consulting interviews and life at the top consulting firms.
- Over the course of 4 months, candidates will have access to lectures, boot camps, personal resume reviews, and targeted coaching from over 120 SCMP alumni.
- Attend an info session on Tuesday, August 27th at 5:00pm
- Application deadline is August 30, 2019.

**If you're interested in learning how to best prepare for Case Interviews, we will be offering a Case Interview Training program (application will be required). More details to come during MBAN Opening Week!*

Please contact your MBAN Career Manager at whitney.friesen@sauder.ubc.ca if you have any questions about our professional training programs listed above that will be offered in Fall 2019 and if you would like to sign up for the August 22nd Information Session.

4 Get Informed: Read Industry Related Info

Get ahead and start thinking about where you want to go after your graduate. Begin browsing and understanding the local, national and global market leaders. Check out two highly recommended resources below:

BIV (Book of Lists): Interested in working in Vancouver? Check out this annual compilation of Business in Vancouver's popular weekly ranked business lists. The Book of Lists features the top companies in more than 60 different business sectors. Find essential information on over 1,400 BC companies including company information, revenue, profits, and more.

Visit [Business in Vancouver](#) to get started and/or reach out directly to your MM Career Manager for more information and how to access BIV once you are on campus!

Canada's Top 100 Employers for Young People: First published in 2002, *Canada's Top Employers for Young People* is an editorial competition organized by the Canada's Top 100 Employers project. This special designation recognizes the employers that offer the nation's best workplaces and programs for young people just starting their careers. The employers on this list are Canada's leaders in attracting and retaining younger employees to their organizations

Visit [Canada's Top 100 Employers for Young People](#) to start your industry/company research!

Keep track of any companies that stand out to you in regards to matching your values and what you are looking for within an organization's work culture. Make sure you bring this list to your first 1:1 coaching appointment with your MBAN Career Manager for further discussion purposes.

5 Think about your SMART Career goals

Once you've read the above resources, **start thinking about your personal and professional development goals.** *What industries are you interested in? What type of roles will you be applying to? Where do you want to live? What sort of responsibilities are you looking for? What are the key skills you want to learn, enhance, or further develop?* Write down your notes as we will be referring to your SMART career goals throughout your MBAN journey!

[Check out this article with information about SMART goals.](#)

IMPORTANT ** Create a positive first impression ** Hint, Hint... at some point during MBAN Opening Week, you will likely need to be confident and prepared to answer the popular *"Tell me about yourself"* question that is very commonly asked during information interviews, networking events, and job interviews.

Read this great article ["Elevator Pitch Examples and Writing Tips"](#) to help get you started and become even more confident when speaking to alumni and/or industry professionals.