BERKELEY-HAAS CAREER CONNECT

ADVISEE REGISTRATION

Berkeley-Haas Career Connect is a powerful online tool that gives Haas MBA students expert advice through one-on-one career consultations with alumni. Career Connect helps you to easily and seamlessly obtain career-related advice on career paths and industries, on your résumé, and on your interviewing skills from the Haas network. Get started in three easy steps:

LOGIN

You will login using your Calnet ID and password. If you cannot login, please contact careerconnect@berkeley.edu.

BROWSE

Once in Career Connect, you can filter advisors according to function, industry, employer, service, location, or language. Note that there is also a keyword search box at the top of the page, which will search the entire profiles of advisors, including past jobs and internships. When an advisor is identified, book a consultation for a career conversation or mock interview, or submit your résumé for a critique.

DETAILS ON CONSULTATION OPTIONS

CAREER CONVERSATIONS

Talk directly to Haas alumni about their experience in your career fields of interest. We recommend requesting a 30-minute conversation, which will give you time to cover topics such as industry and employer insights.

Scheduling the Career Conversation

- When scheduling you will propose three 30-minute meeting times. If the advisor is available during one of those times, the advisor will accept and your consultation will be scheduled. If the advisor is not available, the advisor may choose to propose three additional times or they may decline the invitation. You will be notified as soon as the advisor accepts or declines.
- Write an introductory message and, if desired, upload a résumé or another form of documentation that highlights your professional and academic background.
- Respect the advisor's time commitment by planning and preparing topics of discussion. You may wish to review sample questions, especially if you are new to networking or out of practice.

**Connecting to Your Career Conversation**
- Both parties are sent a confirmation email that includes a list of phone numbers (users select one suited for their locale) and conference code. At the time of your consultation you and your advisor will call into a conference call line for the consultation.
- Once a consultation is scheduled, each individual will have an online "meeting place" where they can communicate prior to the consultation. If something comes up which does not allow you to make the scheduled consultation, you can cancel or reschedule in this meeting place.

**During the Career Conversation**
- Be prepared to briefly introduce yourself professionally. You may attach your résumé prior to the consultation for them to get to know you. Prior to your session think about your purpose for talking with a particular advisor. Would you like to learn more about the industry, the company, the career path, etc.?
- Respect the advisor's time commitment by planning and preparing topics of discussion. Prepare specific, intelligent, and productive questions that can guide your discussion.
- Remember to keep the conversation professional. Do not ask personal questions or ask an advisor directly about job openings or internship assistance. Strive to be a receptive and active listener.

**After the Career Conversation**
- Show appreciation for the time and assistance given by the advisor by sending a follow up thank-you message. Note that unless the advisor provides his/her contact information during the call, you must do this within 24 hours of the consultation, while your meeting place is still active.

**RESUME CRITIQUES**
Critiques include both online recommendations and high-level advice. Note that this service allows you to request industry-specific resume advice from specific advisors; you are not submitting your resume for open jobs or internships within the organization where the advisor works.

**Submitting Your Résumé for a Critique**
- When scheduling you will propose three 30-minute meeting times. If the advisor is available during one of those times, the advisor will accept and your consultation will be scheduled. If the advisor is not available, the advisor may choose to propose three additional times or they may decline the invitation. You will be notified as soon as the advisor accepts or declines.
- You must write an introductory message about your interest in a résumé critique and include relevant information that will help the advisor prepare.
- You must upload a résumé and may include additional documentation such as a cover letter or job description.

**Connecting to Your Resume Critique**
● Both parties are sent a confirmation email that includes a list of phone numbers (users select one suited for their locale) and conference code.
● 10 minutes before the conference is scheduled the codes will be live.
● Once both parties call in and enter their code they'll be connected and the consultation will begin.

**During Your Résumé Critique**
● Your résumé critique will consist of a 30-minute meeting where the advisor will ask you questions and provide feedback.
● Be prepared to briefly introduce yourself professionally and answer questions about your background and interest in your career area.
● Strive to be a receptive and active listener during the feedback process.

**After the Résumé Critique**
● Show appreciation for the time and assistance given by the advisor by sending a follow up thank-you message. Note that unless the advisor provides his/her contact information during the call, you must do this within 24 hours of the consultation, while your meeting place is still active.

**MOCK INTERVIEWS**
Practice for your future interviews with alumni who are company and industry insiders and can coach you on how to sell yourself in a practice interview.

**Scheduling Your Mock Interview**
● When scheduling you will propose three 60-minute meeting times. If the advisor is available during one of those times, the advisor will accept and your consultation will be scheduled. If the advisor is not available, the advisor may choose to propose three additional times or they may decline the invitation. You will be notified as soon as the advisor accepts or declines.
● Write an introductory message about your interest in a mock interview and include relevant information that will help the advisor to prepare.
● You must upload a résumé and may include additional documentation such as a cover letter or job description.

**Connecting to Your Mock Interview**
● Both parties are sent a confirmation email that includes a list of phone numbers (users select one suited for their locale) and conference code.
● 10 minutes before the conference is scheduled the codes will be live.
● Once both parties call in and enter their code they'll be connected and the consultation will begin.

**During Your Mock Interview**
● Your mock interview will typically consist of a 30-minute simulated real-life interview with 15-30 minutes of feedback.
● Be prepared to briefly introduce yourself professionally and answer questions about your background and interest in your career area.
● Strive to be a receptive and active listener during the feedback process.
After Your Mock Interview

- Show appreciation for the time and assistance given by the advisor by sending a follow-up thank-you message. Note that unless the advisor provides his/her contact information during the call, you must do this within 24 hours of the consultation, while your meeting place is still active.

SAMPLE MESSAGES TO SEND ADVISORS

Please craft your own unique messages but you may use the examples below for guidance.

CAREER CONVERSATION

Subject: Seeking Advice on Product Management

Dear John:

Currently, I am a student in the MBA program at Berkeley-Haas with XYZ background in the XYZ industry. As a next step in my career, I am currently exploring product management, and I would love to chat with you about your experience working as a Product Manager at XYZ Company. I’d like to get a better understanding of what you do on a day-to-day basis, as well as hear your perspective on what skills or experience are most important to be successful in this area.

I appreciate your signing up as an advisor on Career Connect and hope we can find a time within the next few weeks for a 30-minute career conversation. My résumé is attached so that you can learn more about my background. Thank you in advance for your time.

Sincerely,
Patricia Buckingham

RÉSUMÉ CRITIQUE

Subject: Seeking Feedback on Resume for Marketing Internships

Dear Jane:

Currently, I am a student in the MBA program at Berkeley-Haas. I have a background in advertising, and will be pursuing summer internships in marketing and brand management. Based on your experience working in brand management, I believe you could offer good insights.

Thank you for signing up as an advisor and for your willingness to assist current Haas students. My résumé is attached, and I hope you will be able to review it within the next week. Thank you in advance for your time.

Sincerely,
Derek Smith
MOCK INTERVIEW

Subject: Seeking Assistance in Preparing for Investment Banking Internship Interviews

Dear Matthew:

Currently, I am a student in the MBA program at Berkeley-Haas with a background in accounting. I was excited to find your profile on Career Connect, as I believe you could offer good insights and advice as I work towards my goal of investment banking.

Thank you for signing up as an advisor and for your willingness to prepare students for interviews. I hope we can find a time within the next few weeks to conduct a mock interview to assess my ability to effectively discuss my relevant skills and my interest in investment banking. My résumé and a sample internship description are attached. Thank you in advance for your time.

Sincerely,
Rachel Johnson

THANK YOU

Subject: Thank you for your guidance

Dear Chris:

Thank you for taking the time to speak with me about a career path in management consulting. I learned a great deal about L.E.K. and our conversation has increased my interest in pursuing a career in consulting. I plan to take your advice and follow up with additional alumni for more information about consulting.

Again, thank you for being part of Berkeley-Haas Career Connect. I truly appreciate the assistance you have been able to provide.

Sincerely,
Alex Petersen

ADVISEE FREQUENTLY ASKED QUESTIONS

GENERAL QUESTIONS

1. What is Berkeley-Haas Career Connect?

Berkeley-Haas Career Connect is a powerful online tool that allows alumni to connect one-to-one with students and alumni for career conversations, résumé critiques, and mock interviews. Advisors can select the types of consultations they are willing to provide and all consultations are held over the phone.
2. How will this platform help students and alumni?

Berkeley-Haas Career Connect helps students and alumni find the expertise they need to fulfill their professional goals, practice for a big interview, and/or get insight into a particular career field or industry.

3. How much does it cost?

Berkeley-Haas Career Connect is free for all Haas advisors and advisees.

4. Who can register as an advisor? As an advisee?

Our advisors are Haas MBA alumni. Haas MBA students and alumni can both use Career Connect as advisees.

5. What is Firsthand?

Berkeley-Haas Career Connect is powered by Firsthand, a company founded in 2010 that specializes in career coaching technology. They run a public platform, Evisors.com, in addition to creating specific platforms for universities and business schools.

6. How do I know if the advisor I select is right for me?

Before requesting a meeting, advisees can review the advisor's profile online. You can also view an advisor's current title, work experience, academic background and, when available, general schedule.

7. Will the advisor be able to see my name, phone number or email address?

Career Connect will never share your name, phone number, or email address with the advisor. Of course, you are welcome to share this information with your advisor during the course of your conversation.

8. What to do if you are calling from a country not listed in the conference codes?

At the time of your call, log in to your consultation page and use the “Call your number” feature at the bottom of the list of countries with their conference phone numbers. Enter your local phone number and the system will connect you with your advisor using your local phone number thereby avoiding additional phone charges.

9. How do I see attachments sent to me by students via email vs having to log into system?

The only way to view attachments is to log on to the consultation home page first as they do not come attached in the email.
10. How do I respond to requests via email vs only selecting yes/no on the times offered?

Within the email request, the advisor has the ability to accept, decline, or suggest a new time for the student, however if they wish to communicate with them via email, the advisor will need to log in to their consultation home page and select 'Send Email' (on the bottom right of their home page) to send an email to the student - this ensures that all communication is routed through our system and that no email addresses are shared between the two parties for privacy reasons.