

# SUPPORTING BAYLOR BUSINESS STUDENTS AND ALUMNI

BAYLOR UNIVERSITY'S MISSION OF CULTIVATING HIGHLY EDUCATED, SKILLED AND ETHICAL BUSINESS LEADERS IS CLEARLY EVIDENT IN THE SUCCESS OF OUR 25,000-PLUS ALUMNI OF THE HANKAMER SCHOOL OF BUSINESS. This cultivation process includes providing students with professional development and career management tools, and it extends beyond graduation with support for alumni through various networks and online resources.

## BAYLOR UNIVERSITY CAREER SERVICES

The Office of Career and Professional Development assists students and alumni as they make decisions about their professional goals and job search opportunities. The department partners with students as they search for career options, internship placements and other professional opportunities. Career and Professional Development provides students with services that include job and internship fairs, workshops, résumé critiquing, interview preparation and on-campus interviews.

[www.baylor.edu/careerservices](http://www.baylor.edu/careerservices)

## VIRTUAL CAREER NETWORK

Baylor's Virtual Career Network enables Baylor alumni to create a profile, post a résumé and search job listings, some of which are posted by fellow Baylor alumni, by using Experience Alumni, a premier career management tool. The Network offers additional resources such as webinars, access to personal and professional coaching, and guidance from the Council of Career Advisors, a group of Baylor alumni who provide leadership and support to alumni job seekers. Additionally, Baylor alumni employers may post listings, review candidate responses and pursue potential job candidates.

[www.baylor.edu/alumni/careers](http://www.baylor.edu/alumni/careers)

## HIREABEAR WEBSITE

Using the HireABear website, Baylor students and alumni establish a login for exclusive access to companies with job openings. Users can create a profile, upload a résumé, sign up for an on-campus interview or search internships, part-time and full-time jobs. Users can also view upcoming events such as career fairs, workshops or employer sessions.

[www.baylor.edu/careerservices/hireabear](http://www.baylor.edu/careerservices/hireabear)

## BAYLOR UNIVERSITY MBA CAREER MANAGEMENT

Baylor's Graduate Business Programs director of Career Management Ken Buckley and assistant director of Career Management Michael Estep serve as dedicated staff members who assist Baylor MBA and Executive MBA graduates and alumni on the path to career success. Career Management offers Professional Career Development courses, résumé support, access to the job/internship search site CareerShift, access to the online self-assessment tool CareerLeader®, networking opportunities with recruiters and personal career guidance. Additionally, full-time and executive MBA program graduates may join the Hankamer School of Business' MBA Career Networking site to connect with others and be a resource for alumni looking to make career transitions. Contact Ken Buckley (Kenneth\_Buckley@baylor.edu) to register for access to these resources.

[www.baylor.edu/mba/careermanagement](http://www.baylor.edu/mba/careermanagement)

## BAYLOR BUSINESS NETWORK

The Baylor Business Network (BBN) is an accessible, ongoing source of support and assistance for students and alumni. The Baylor Business Networks of Dallas, Houston, Austin, Fort Worth, San Antonio and New York City hold networking events and offer various opportunities for business professionals: engage in professional development, serve and mentor recent Baylor graduates, foster communication among alumni, and create potential business development opportunities. Robert Ingram, BBA '79, now serves as the director of the Baylor Business Network. Check the BBN website for upcoming events.

[www.baylor.edu/network/bbn](http://www.baylor.edu/network/bbn)

### STAY CONNECTED WITH THE BUSINESS SCHOOL:

Become a fan of Baylor Business at [www.facebook.com/baylorbusiness](http://www.facebook.com/baylorbusiness). Search "Baylor Business" on [LinkedIn](#) to join groups and expand your network. Follow us on [Twitter @Baylor\\_Business](#).



# HOW TO HIRE A BAYLOR GRAD

Whether employers need a customized interview schedule or a targeted email to students to promote a visit, Baylor University's centralized, full-service Career Services center is ready to help. Employers may register on the **HireABear** website ([www.baylor.edu/careerservices/employers](http://www.baylor.edu/careerservices/employers)) to post jobs or internships, schedule on-campus interviews, register to attend a career fair or host an employer information session.

## \*ON-CAMPUS RECRUITING AND INTERVIEWS

When possible, recruiting dates should be scheduled six weeks in advance. Career Services provides nine professionally furnished private interview suites, along with a recruiter lounge that provides the conveniences of a home office. After a date is scheduled and rooms are reserved, the employer's interview date and job requirements are publicized to students via HireABear. Recruiting opportunities typically take place September through December and February through May. To arrange an interview schedule and reserve space on campus, contact Donna Sparks (Donna\_Sparks@baylor.edu or 254.710.8666) at any time throughout the year.

## \*INFORMATION SESSIONS

Career Services will make all of the arrangements for on-campus information sessions. Rooms are reserved on a first come, first served basis at no charge to the organization. Audio/visual equipment may be borrowed or rented. Presentation rooms are open at least 30 minutes before the information session. Catering for information sessions is provided by ARAMARK. A menu and price list is available upon request. Contact Donna Sparks (Donna\_Sparks@baylor.edu or 254.710.8666) to schedule.

## \*UNIVERSITY CAREER AND INTERNSHIP FAIRS

Career and Internship Fairs are generally held in September and February at Baylor's Ferrell Center. Employers set up a booth, collect résumés and screen candidates. Some employers also direct candidates to apply to their company's online system. For more information, contact Carolyn Muska (Carolyn\_Muska@baylor.edu or 254.710.8668) or Kevin Nall (Kevin\_Nall@baylor.edu or 254.710.8522).

[www.baylor.edu/careerservices/employers](http://www.baylor.edu/careerservices/employers)

## SPRING 2013 CAREER FAIRS

### ACCOUNTING CAREER DAY

February 1, 2013

Cashion Academic Center, 5th Floor, Hankamer School of Business Career Day for current accounting students.

### SPRING INTERNSHIP AND CAREER FAIR

February 2013

Ferrell Center University-wide career fair for Baylor students seeking full-time and internship employment opportunities in a variety of industries.

### POSTGAME STUDENT ATHLETE JOB FAIR

February 2013 (follows the Spring Internship and Career Fair)

Ferrell Center job fair for Baylor student athletes in all academic fields seeking full-time and internship employment opportunities.

### WORK IN WACO JOB FAIR

Spring 2013

Representatives from Waco businesses recruit for internships, summer jobs, part-time jobs and full-time employment opportunities in the local area. The job fair is a collaborative effort between Baylor, MCC, TSTC and the Greater Waco Chamber of Commerce.

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For more information about hiring Baylor BBA graduates, contact Kevin Nall at 254.710.8522 or [Kevin\\_Nall@baylor.edu](mailto:Kevin_Nall@baylor.edu).  
For hiring MBA graduates, contact Ken Buckley at 254.710.7053 or [Kenneth\\_Buckley@baylor.edu](mailto:Kenneth_Buckley@baylor.edu).

[www.baylor.edu/careerservices](http://www.baylor.edu/careerservices)

[bbr.baylor.edu/hire-grad](http://bbr.baylor.edu/hire-grad)