

RECRUITMENT READY

THE CORPORATE GUIDEBOOK



May - July

RESEARCH & PREPARATION

- ✓ Meet with your Career Adviser to discuss recruiting goals and roles that align with your interests and skills
- ✓ Research firms and read up on industry news for 30 minutes each day
- ✓ Search online information about firm interview norms to guide preparation

NETWORK

- ✓ Find networking events on Handshake and firm websites, and attend 1 event with each firm you're interested in
- ✓ Connect with UChicago's alumni consulting network through LinkedIn and Wisr
- ✓ Set up 3-4 informational interviews with industry professionals each month

APPLY

- ✓ Update your resume and cover letter with your Career Adviser
- ✓ Set up job alerts for your target firms, and check Handshake, the Business Bulletin, and websites routinely
- ✓ Apply early; some firms recruit on a rolling basis

Leadership Development Programs

Corporate leadership development or rotational programs are an excellent way to explore careers, gain substantive responsibility, and path to leadership roles in leading organizations across industries.

Overlapping Timelines

Many corporations recruit at the same time as consulting and finance firms. Be sure to track timelines so you don't miss out on your preferred corporate opportunities.

August - September

Interview Prep

- **Practice your pitch.** Keep your pitch between 30-90 seconds.
- **Be prepared.** Have five stories about your resume ready to share.
- **Practice the case interview.** Industry professionals recommend reviewing 20 cases and 2-3 live interviews.

NETWORK

- ✓ Attend firm information sessions, often scheduled leading up to application deadlines
- ✓ Connect with hiring firms at UChicago's Fall Career Fair

APPLY

- ✓ This is prime time for applications – set up a tracker and continue to apply to new roles
- ✓ Check Career Advancement's Business Bulletin and other job boards daily for new opportunities

INTERVIEW

- ✓ Set up a practice interview through UChicago Handshake
 - ✓ End your interview strong by coming prepared with questions that reflect research and interest in the firm and role
- Follow up with thank you notes!

October - November

NETWORK

- ✓ Keep your networking contacts and recruiters updated about new accomplishments
- ✓ If you haven't heard from a firm for 2+ weeks, reach out to reiterate your interest in the opportunity

APPLY

- ✓ Submit applications – aim for 1-3 applications per week
- ✓ Check Handshake, the Business Bulletin, and firm sites weekly for new opportunities
- ✓ Meet with Career Advancement adviser to check in on the status of your job search and adjust strategy, if needed

INTERVIEW

- ✓ Update your behavioral interview stories regularly so that you can reference new experiences at each stage of interviews

OFFER

- ✓ Meet with your Career Adviser to discuss offers and questions about acceptance timelines



THE UNIVERSITY OF
CHICAGO

Career
Advancement

1212 East 59th Street
Chicago, Illinois
60637-5416

For more information, please
visit us online at:
careeradvancement.uchicago.edu