

RECRUITMENT READY

THE FINANCE GUIDEBOOK



May - July

RESEARCH & PREPARATION

- ✓ Attend firm info sessions to explore roles and make connections with team members and recruiters
- ✓ Research career options in finance including asset management, research, and wealth management
- ✓ Update application materials with Career Advancement adviser

NETWORK

- ✓ Begin networking outreach
- ✓ Find alumni through LinkedIn and Wisr
- * For full-time investment banking roles, network with recruiters and team members now to be top of mind for openings that arise in August & September

APPLY

- ✓ Develop a tracking system and research open dates and deadlines for target firms
- ✓ Begin applying when you are ready to interview, and apply as soon as possible due to rolling application review

Recruiting Tips

- **Networking:** Best practice is to aim for 1-3 good contacts at an organization
- **Market understanding:** Start early to consume financial market news, to stay up-to-date on trends and be able to share your own opinion on developing trends and projections
- **Firm research:** Follow news on firms that you are interested in to support interview

August - September

Interviewing Tips

- **Video interviews:** Many large firms are using a recorded video response for the first interview. Practice for these types of interviews using Big Interview
- **Behavioral fit:** Finance roles tend to be collaborative and involve client interaction. Demonstrate your communication skills during behavioral interviews and informal conversations

NETWORK

- ✓ Continue networking outreach to connections you've met previously through firm events, info sessions, and Night on Wall Street, including recruiters
- ✓ Attend UChicago Career Fair to make connections with additional finance employers

APPLY

- ✓ Submit applications - aim for 1-3 applications per week
- ✓ Review Career Advancement Business Bulletin, Handshake, and firm websites for new opportunities

INTERVIEW

- ✓ Practice technical & behavioral interviews
- ✓ Check email including spam folders frequently for application updates
- ✓ Send individual, personalized thank you emails to every recruiter and interviewer you meet

October - November

APPLY

- ✓ Continue to review Career Advancement Business Bulletin, Handshake, and firm websites for new opportunities
- ✓ Meet with Career Advancement adviser to check in on the status of your job search and adjust strategy, if needed

INTERVIEW

- ✓ Prepare a list of questions that reflect interest in the firm, rather than a list of "stock questions"
- ✓ Reflect on interview experiences and set up practice session to hone skills

OFFER

- ✓ Full time recruiting offers can have deadlines of 1-2 weeks. Meet with a Career Adviser to discuss questions or timing considerations

Superday

- **Setting:** Half/Full day in office with 3-5 interviews, Lunch/coffee interview (potentially)
- **Question Type:** Primarily technical and some behavioral
- **Objective:** Assess technical knowledge, ability to manage demanding situations, stamina for a long day, cultural fit



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