



## The Part-Time MBA Program Career Development Resources

As a prospective applicant, you may have questions about our career development resources for students. From the first quarter that students begin their MBA program, they have access to career guidance and development. The Professional Development Series helps students build their career development skills during their time at Kellogg. This series of workshops is designed specifically to provide students with a variety of essential professional skills taught beyond the classroom and to increase students' success and advancement within their careers.

Beyond the Professional Development Series, students in the part-time MBA program have access to a career coach, the Kellogg online job board, the Kellogg alumni directory, and other online career resources.

The Kellogg School does provide access for students to enroll in the formal career management process during their final year at Kellogg. These students can participate in on-campus recruiting alongside second year full-time students in adherence to the Kellogg School policy on our part-time MBA student eligibility.

To qualify to use Career Management Center services, a student must be graduating during the current academic year, remain working full-time, and not have received any tuition reimbursement from his or her present employer. Exceptions to the tuition policy are made for those students who have written authorization from their employers.

Because the Part-Time MBA Program is designed for fully employed students who intend to pursue the MBA degree while they continue their careers in the Chicago area, the program has a policy related to formal job placement services for current students. The policy was developed because many part-time students receive some tuition benefits and other forms of financial assistance from their employers and it would raise ethical problems for Kellogg to provide direct career management services to students in these circumstances.

The policy on the use of Career Management Center services is continually under review by the faculty, students, and administration, and is subject to change without notice.

The following table illustrates the availability and eligibility for all of our career development options:

|  | <b>Career Management Center (CMC)</b>  | <b>Professional Development Series</b>  | <b>Other Resources</b>   |
|--|--|---|--|
| <b>Students who receive employer tuition assistance for the MBA education</b>  | <p>Due to employer sponsorship of tuition reimbursement – are not eligible for CMC unless employer signs consent.</p> <p>Plus access to the services in the following two columns</p>  | <ul style="list-style-type: none"> <li>- Career Development</li> <li>- Skills for Interviewing</li> <li>- Self-Assessment with Career Leader</li> </ul> | <p>Kellogg Online Resources:</p> <ul style="list-style-type: none"> <li>- Kellogg online job board</li> <li>- Kellogg alumni directory</li> <li>- Other online career resources</li> </ul> |
| <b>Students who pay for the MBA or students who have employer signature approval to use Kellogg Career Management Center</b> | <p>Have formal access to Kellogg Career Management Center during their final year (includes individual career counseling and participation in on-campus recruiting in Evanston alongside Kellogg second year full-time students).</p> <p><b>Plus access to the services in the following two columns</b></p> | <ul style="list-style-type: none"> <li>- Resume Writing and Critique</li> </ul>   | <p>Career Coach</p>  |