

Howard University

School of Business
Center for Professional Development

August 2008

Dear Student:

The School of Business is proud to serve once more as the home of the Center **for Professional Development**. The Center, which is **located** on the **2nd floor in suite 222**, is designed to meet your Full Time hiring and Internship recruitment needs with Howard University's School of Business. In the fall of this year, the Center will embark on its tenth year of activities. We are again excited to serve you with our numerous professional skills modules and other invaluable activities and opportunities designed to benefit **you** the student.

The enclosed packet of materials will familiarize you with the Center for Professional Development Activities for this Academic Year.

Fall 2008

I. SPEAKERS BUREAU

The Speakers' Bureau will be held on **Tuesdays, Wednesdays and Thursdays, September 16-18 and 23-25**. Companies will have two hours, from **4:30 p.m. to 6:30 p.m.** in the SB Auditorium to interact with all majors within the School of Business through the Speakers Bureau. During the first hour, three or four company representatives will speak to our students, in a videotaped session, regarding career opportunities with their respective companies. During the second hour, students will have an opportunity to ask questions of our panelist. Speakers Bureau sessions will only be conducted in the fall. To interview through the Center for Professional Development (CPD), students must attend at least three (3) speakers' bureaus.

II. INFORMATION SESSIONS

Information Sessions are normally held on Tuesdays, Wednesdays and Thursdays, (check listings to see changes) September 30, October 1-2, 7-9, 14-16, 21-23, 28-30, November 4-6 (additional sessions will also be advertised). Please check the exclusive [Center for Professional Development \(CPD\) calendar](#) link to identify companies attending information sessions and for dates and times. The first company will be featured from 5:00 p.m. to 6:00 p.m., the second company featured from 6:00 p.m. to 7:00 p.m. and the final company for undergrads will be featured from 7:00 p.m. to 8:00 p.m. in sessions interacting with all majors within the School of Business. **MBA Information Sessions** are normally scheduled to begin at 8:00 p.m. and 9:00 p.m. consecutively, however some sessions may be for undergraduates and will be clearly marked "for undergraduate students". To interview through the Center for Professional Development a student must attend at least (3) information sessions.

III. INTERVIEW DAYS

Graduating Seniors and MBA interview days will be October 2-3, 8-10, 15-17, 22-24, 29-31, November 5-7, 12-14. **Underclassmen** interviews for summer internships will be conducted on Wednesdays, Thursdays, and Fridays in the **spring semester during the month of February**.

IV. MBA EXCLUSIVE:

The MBA Exclusive will be held October 30-November 1 2008. Please contact Verna Supel, MBA Office for additional information.

V. PROFESSIONAL SKILL MODULES

The Professional Skill Modules are designed for companies to get maximum exposure to our students through facilitating sessions in their area of expertise. The modules we have identified focus on skills which we want to ensure that our students possess prior to graduating from Howard University.

SPRING 2009

I. INFORMATION SESSIONS

All logistics will remain the same as in the fall, with the following dates applying: **January 27-29 February 3-5, 10-12, 17-19, 24-26, and March 3-5**. Time allocations remain the same as in October.

II. INTERVIEW DAYS

(Full-time Hires & Summer Interns)

Spring interview schedule activities will concentrate on those companies seeking full-time hires and students for summer internship opportunities. All logistics will remain the same as in the fall with the following dates applying: **February 4-6, 11-13, 18-20, 25-27, and March 4-6 and 11-13**.

CPD CRITERIA AND INTERVIEW PROCESS

CPD Criteria:

A student must complete the following requirements in order to interview in CPD:

- One (1) Interview Skills Workshop or Video
- Three (3) Speaker's Bureau Sessions
- Three (3) Information Sessions

CPD Requirements and Policies:

- **No Show Policy:** Students who fail to attend scheduled interviews will not be allowed to interview through CPD.
- Once a student has accepted a job offer, they are expected to honor their decision and uphold the Integrity of the School! If that student declines the offer after accepting it, they will no longer be able to utilize any of Howard University's placement Centers in the Future!
- Students need to register on NACELink prior to participating in interview sessions.
- Please check the exclusive CPD calendar for updates.

If you have any further questions or concerns, please feel free to contact Harold Gray, Director of the Center for Professional Development, at (202) 806-1518 or email us at [**cpdbschool@howard.edu**](mailto:cpdbschool@howard.edu).

CPD Interview Process

Throughout October, November, and February, graduating seniors and MBA interview days will be conducted on Wednesdays, Thursdays, and Fridays during the fall and spring semesters. Throughout February and March, underclassmen interviews for summer internships will be conducted. Please check the exclusive Center for Professional Development (CPD) calendar link to identify companies interviewing on campus and for dates and times.

Please register and log on to NACELink to search for opportunities and sign up for on-campus interviews. You can access NACELink by visiting the url <http://howard-csm.symplicity.com/students>. Your NACELink password will be sent to you in a separate email. If you have any questions about the NACELink system, please visit the Center for Professional Development (CPD), Suite 222, located on the 2nd floor of the School of Business or email us at [**cpdbschool@howard.edu**](mailto:cpdbschool@howard.edu). Additionally, you may contact our Scheduling Coordinator, Ms. Cheryl Tate at (202) 806-1570 if you have any questions or concerns. NACELink offers a uniform sign-up process to interview with selected companies.

Students must have their resumes reviewed and approved by a CPD staff member. Once your resume is approved, you will be enabled to see all companies interviewing at Howard University. CPD has adopted a NO SHOW policy. This policy states that if a student has been selected and

accepts an offer to interview with a company, that student must attend the interview session. If the student fails to do so, they will not be allowed to interview through CPD.

Half-hour interviews, 45-minute interviews, or interviews conducted at other intervals, will, unless otherwise notified, begin at 9:00 a.m. and end at 4:30 p.m.; Lunch is from 12:00 p.m. to 1:00 p.m.

Interview Skills Workshops and Resume Prep Sessions: Interview skills workshops and resume preparation sessions will be conducted during the fall and spring semesters. Please check the exclusive [Center for Professional Development \(CPD\)](#) calendar link to identify dates and times of interview prep sessions. We will also have interview skills video sessions for your review throughout the school year. Check with CPD office for availability.

SAMPLE RESUME:

MARIA SINCLAIR

(e-mail)

Permanent Address
999 East 55th Street
Overland, NY 11012
(827)555-9922

College Address
2257 Sherman Ave, NW
Washington, DC 20001
(202)723-8888

EDUCATION: **HOWARD UNIVERSITY**, Washington, DC
Major: Accounting BBA: May 1997
G.P.A. : Enter only if above 3.0 Scholarships

COMPUTER SKILLS: Enter only skills you can explain and demonstrate competency in. Companies will ask questions and test your skills.

EXPERIENCE:

1994 - Present

SMITH COMPANY, INC., Washington, DC

Telemarketing Sales Representative

- Retail \$1000 in widely known publications on a weekly basis, contributing to division's regional success
- Utilize predictive computer dialers to update client's files and analyze data contributing to the operation's efficiency
- Stimulate good customer relations by responding to complex questions and complaints
- Success in reaching above bonus level of sales, increasing division's production by 15%

Summer 1994

HARLEM HOSPITAL, Harlem, NY

Interim Executive Secretary

- Researched and analyzed quality management information for the Director
- Compiled and distributed executive materials for 8 divisions of Quality management
- Selected to participate in Senior Executive meetings, where major contributions were acknowledged, accepted and implemented
- Developed excellent relationship with 10-15 Senior Executives

AHF MARKETING RESEARCH, INC., New York, NY

Marketing Research Interviewer

- Conducted market research studies with 100-150 executives of various corporations using computer system
- Assessed and compiled research data into comprehensive reports, which were disseminated to over 17 regional offices
- Recognized in top 10% survey completion

Jan 94 - May 94

CEDAR LANE PSYCHOTHERAPY SERVICES, Bethesda, MA

Office Assistant

- Managed 25-30 accounts receivable transactions valued at over \$100,000
- Updated and created confidential patient files
- Maintained good relationship as liaison between private practice and 4-6 third party reimbursement insurance companies
- Updated business documents and revised \$5,000 in contractual agreements

May 92 - Aug 93

UNITED ARTIST THEATER, INC., Brooklyn, NY

Customer Relations Sales Rep.

- Managed \$5,000 in cash weekly, contributing to the overall revenues of \$80,000
- Utilizing excellent communication skills to greet 1300 to 1500 customers upon entering theater
- Prepared refreshments for customer enjoyment, while improving the teams feedback rate
- Selected as Interim Supervisor over 10 employees, resulting in the theater surpassing its regional goals during that period of leadership

EXTRACURRICULAR ACTIVITIES

- National Association of Black Accountants (Howard student chapter)
- Center for Banking and Insurance
- Accounting, Math, Tutoring, and Music

JOB OFFER POLICY

Students at Howard University should be able to make effective job offer decisions. In order to do so, they must be able to explore all of the options open to them. This includes applying for fellowships, considering graduate or professional school, participating in the on-campus recruiting programs, and exploring other career options. We recognize that many employers want to make offers to summer interns, however, forcing a student to make a hasty or ill-advised decision pertaining to permanent employment precludes his or her exploration of other options and can lead to renegeing on job offers, which is against our policy guidelines. **Therefore, to create a more positive image of employers recruiting on campus and to ensure that students have the opportunity to make sound decisions, all employers participating in the On-Campus Recruiting Program must follow these guidelines.**

We expect employers to honor all offers made to students and that no conditions will be placed on the offer (e.g., "We have 8 offers outstanding for 6 openings and will accept the first 6 students who get back to us," etc.). No incentives (e.g. exploding offers) may be offered to induce students to accept offers early.

FALL OFFERS - Students interviewing with employers in the Fall must be given at least until January 26, 2009 to make a decision on an employer offer or option. We also expect you to respect our students' academic exam schedule (December 8- December 17, 2009).

SPRING OFFERS - During the spring semester, students must be given at least until March 23, 2009 to make an informed decision on their offers or options. Students interviewing for summer jobs after March 23, 2009 must be given two weeks from the date of their offer to make a decision.

SUMMER OFFERS - Students interviewing for summer jobs during the spring semester must be given until March 23, 2009 to make a decision on their offer or option. Students interviewing for summer jobs after March 23, 2009 must be given two weeks from the date of their offer to make a decision.

Students receiving offers for permanent employment from Recruiting employers as a result of their summer 2008 internship must be given until December 3, 2008 to make a decision on their offer or option.

Students receiving offers for summer 2009 employment from recruiting employers as a result of their summer 2008 internship must be given until March 23, 2009 to make a decision on their offer or option.