A Message from Our Assistant Dean and Director

Our mission is to equip USC Marshall MBA candidates with the skills, knowledge and resources that inspire confidence to achieve career success. We build long-term relationships with employers to connect them with the talent needed to meet the challenges of today’s marketplace.

MBA Career Services at USC Marshall provides extensive expertise, knowledge and skill development to prepare students fully to succeed on the job from day one. We provide access to critical online resources and information to help guide the student through the career exploration and search process. Our employer and business development team takes a high-touch, holistic approach to account management, partnering with companies every step of the way to build and strengthen relationships with our corporate partners.

My team and I look forward to working with you. Please contact our office to discuss ways that we can connect you with our students seeking employment opportunities.

Sincerely,

Mark Brostoff
Assistant Dean and Director
MBA Career Services
USC Marshall School of Business
213-740-0158
mbrostof@marshall.usc.edu
Twitter: @USCMBACRC

“In a few short years, USC Marshall has quickly become a primary source of our MBA talent. The exceptional students we consistently see on campus keep us coming back. USC Marshall students have qualities and values that are a great fit for our firm: They are leaders, out-of-the-box thinkers and team players. We value the partnership we have with the Marshall MBA Career Services Center; without it, our recruiting model wouldn’t work as well as it does.” — MARSHALL RECRUITER
The MBA Career Services Team

We are your strategic partner throughout the recruiting process.

We take a true consultative approach and work closely with each firm to develop short- and long-term strategies to meet your talent needs. We are your partner in recruiting, and we take time to get to know you through company and campus visits as well as ongoing dialogue throughout the calendar year.

We help you build a strategic brand on campus by ensuring you interact with our students – a recruiting strategy that enhances your firm’s visibility, highlights your employment opportunities and enables you to preview exceptional talent.

Connecting with Our MBA Students

The MBA Career Services staff are here to serve you, our valued employers. We will assist you in finding the most effective means to help you meet your recruitment goals. Below is a list of some of the many ways for you to connect with our students:

- **Company Presentations** This is the most effective way to meet students, discuss your recruiting needs, and market your organization. There are two different types of company presentations that you can schedule:
  - **Information sessions** An information session is an informal company presentation held in the caserooms on campus. These rooms are equipped with complete audio/visual capabilities. There is no cost to host your presentation in one of these rooms. You also have the option to cater your presentation. If you are interested, we will be happy to provide you with a list of vendors to place your catering order for delivery directly to the caseroom.
  - **Formal evening receptions** This is a more formal networking reception (presentation followed by catered reception) held Monday – Thursday evenings from 6:30 – 8:30 p.m. These events are held at one of USC’s catering venues, either on or near campus, depending on availability. We will assist you in securing a location and will introduce you to a vendor so that you can discuss your budget and arrange A/V and catering details directly with them.

- **Coffee Chats/Office Hours** Coffee chats and “lunch and learns” are informal, small group meetings and can be arranged either in conjunction with a presentation you have scheduled or on a different date. They can be conducted in our conference room, a caseroom or at an off-site venue near campus. Office hours are a great way for Marshall alumni and other representatives from your organization to engage in one-on-one meetings with students. We encourage you to schedule these informal and more personal events prior to your resume due date.

- **Days-on-the-Job/Treks** This is your opportunity to host a group of students at your site so they can experience your company’s environment. Days-on-the-job are typically held on Fridays throughout the school year. Treks are typically scheduled during mid-semester, winter or spring breaks.

- **Career Nights** These roundtable networking events, co-sponsored by our office and a student organization, allow alumni and other company representatives to connect with students. Career nights are typically organized around a specific industry or function.

- **Student Organizations** We have many student organizations that you can connect with to assist you in building awareness of your upcoming recruiting activities. These student organizations also host a variety of recruiting and educational events throughout the year.
Recruiting Our MBA Students

You are able to accomplish all of the following recruiting activities online, powered by GradLeaders (formerly MBAFocus):

- Schedule on-campus interviews and company presentations
- Post a job opportunity
- Access our online resume book

On-Campus Interviewing  We offer the opportunity for you to interview candidates on campus for both full-time and summer internship positions. We will manage the logistics and schedule the interviews for you. You can request interview dates via our online recruiting system. Fall recruiting is generally reserved for full-time recruiting, and winter/spring is for full-time and summer internship recruiting. If you wish to conduct summer internship recruiting in the fall, we will work with you to schedule your request.

Job Postings/Resume Drops  If you are not able to conduct formal interviews on campus, you may post your opportunities, either for full-time, part-time, or summer internship opportunities, directly on our online system. These positions may posted all year long. Students may review all job listings and will contact the firms directly if interested. If you wish to collect resumes and have them sent to you in one batch, you may select the “resume drop” option when completing the job posting form.

Career Programs and Workshops  These programs – including the Alumni Mentor Program, networking and mock interview activities – maximize your on-campus visibility and ability to interact with students at USC Marshall. We also offer recruiters opportunities to share valuable industry insights at industry institutes, student club events and our annual career fair.

Resume Books  Purchase access to our online resume book to review profiles of students. Search for candidates using a variety of search criteria, such as interest and/or experience in a specific industry, function, or geographic preferences.
8 Steps to Successful Recruiting

1. Identify Recruitment Goals and Strategy – We welcome the opportunity to meet with you to gain an understanding of your talent needs and to help identify the best opportunities to engage with USC Marshall.

2. Best Methods to Recruit at Marshall – We will assist you in determining the most effective methods to source top talent and to define a recruiting strategy that best meets your needs. We use GradLeaders (formerly MBAFocus) to manage all of our recruiting activities, including on-campus recruiting, job postings, and resume books.

3. Brand-Building Activities – We will help identify a strategy to build your firm’s brand by connecting you with faculty and with industry-specific events hosted by MBA student clubs. There are a variety of ways to increase your presence on campus and we want to maximize your time with us.

4. On-Campus Interviews – Book the fall and spring recruiting interviews that best suit your needs. Our fall recruiting starts in late September, and spring recruiting begins in late January. Interviews can be scheduled in 30, 45 or 60-minute segments.

5. Access to Resumes – Post your positions online where interested students can apply electronically, allowing you to review candidate resumes and consider the talent pool that best meets your needs. Select students to interview based on early review.

6. Interviewing – Selecting the candidates that best fit your needs is top priority, and we will work closely with you to interview the right people and build an appropriate schedule. For long-distance recruiting, we make our interview rooms available to students for phone and Skype interviews.

7. Extending Offers – Once you are ready to extend an offer to selected students, we want to ensure the decision is the right one for your company and our students. Please see the “employment offers and acceptance guidelines” for information on extending offers.

8. Future Recruiting – We will help evaluate your recruiting season at Marshall and create a strategic and tactical plan based on lessons learned this year, as we move forward to the next academic year and recruiting cycle.

A Commitment to Diversity

At Marshall, we seek a student population that is diverse across a number of important dimensions, and we aspire to recruit students who offer diversity of thought and ideas. Most employers are equally eager to attract these diverse candidates.

Marshall’s business and academic partners open doors to a wide variety of students and experiences.

Marshall is a long-standing member of the Consortium for Graduate Study in Management, an organization that addresses the underrepresentation of African Americans, Hispanic Americans, and Native Americans in business schools and corporations.

Marshall is a member of the Forte Foundation, which provides fellowships to increase the participation of women in management.

Marshall has chapters of the National Black MBA Association (NBMBAA), the National Society of Hispanic MBAs (NSHMBA), and the MBA Women International (MBAWI). These organizations sponsor annual career conferences that provide access to recruiting companies. In addition, these associations encourage academic and career development.

Supporting Veterans

In spite of the exceptional credentials, talents, and attributes that military veterans bring to the table, they often face specific challenges as they transition into civilian business careers.

For this reason, the Marshall MBA Career Services team coaches veterans on how to translate military experience and skills into civilian terminology and how to effectively communicate their value proposition effectively – for example, teaching skills in multitasking, working under pressure, and leading and managing teams.

Lesbian, Gay, Bisexual & Transgender (LGBTQ)

The Marshall MBA Career Services team offers resources and individualized coaching to LGBTQ students seeking information on gay-friendly companies, coming out at work and the job search process. Each year, we partner with Marshall’s LGBTQ student organization (GALA) to program activities that provide time for recruiters to share stories, insights and experiences around diversity in the workplace. These events showcase a variety of companies and provide opportunities for students to learn about a specific workplace culture, hiring strategies and networking prospects.
Global Diversity – Hiring International Students

International students enrolled at USC generally hold an F-1 visa or J-1 visa. No paperwork is required for an employer who hires F-1 or J-1 students, except for the offer letter itself. All paperwork is handled by the students, the school, and the U.S. Citizenship and Immigration Services (USCIS). Also, there are no fees associated with hiring a student for curricular, academic, or optional practical training.

Frequently Asked Questions

Is it illegal to hire international students because they do not have a green card?

No. Federal regulations permit the employment of international students on F-1 and J-1 visas within certain limits. These visas allow students to work in jobs related to their concentrations during their studies or after graduation for one to one-and-a-half years.

Do international students need work authorization before I can hire them?

International students must have work authorization before they begin actual employment, but not before they are offered employment. Many F-1 students will be in the process of obtaining work authorization while they are interviewing for employment. Students can give employers a reasonable estimate of when they expect to receive work authorization.

Even if it’s legal to hire international students, won’t it cost a lot of money and involve a lot of paperwork?

No. The only cost to the employer hiring international students is the time and effort to interview and select the best candidate for the job. The international student office handles the paperwork involved in securing the work authorization for F-1 and J-1 students. In fact, a company may save money by hiring international students because the majority of them are exempt from Social Security (FICA) and Medicare tax requirements.

Career Preparation

The Marshall Career Services team draws upon the experience of seasoned professionals in a wide range of industries and functions – including consulting, consumer packaged goods, financial services, investment banking, healthcare, human capital management, marketing, management, nonprofit, retail and supply chain operations. Students meet with career advisors and global sector leads for individualized coaching and guidance on skill building, strategic career planning and employment negotiations to help target a job search strategy for specific positions or companies.
Let’s get started.
If you are interested in recruiting USC Marshall MBA students, please contact one of our global sector Leads based on your industry:

Lori Babigian (Lori.Babigian@marshall.usc.edu)
**Energy, Industrial, Social Impact, Technology**
Carolyn Chuang (Carolyn.Chuang@marshall.usc.edu)
**Consumer Goods, Retail and Sports**
Naomi Lynch (Naomi.Lynch@marshall.usc.edu)
**Financial Services, Healthcare, Real Estate, Entrepreneurship**
Peter Campbell (petercam@marshall.usc.edu)
**Media, Entertainment, Technology**
Elaine Sommers (Elaine.Sommers@marshall.usc.edu)
**Consulting**

Check-In and Interview Day

You will check in at the front desk of our suite, Popovich Hall Room 310, on the 3rd floor of the building. An elevator is conveniently located adjacent to the career center. A member of our staff will greet you at check in.

You will be provided a recruitment packet when you check in, which includes a copy of your interview schedule and resumes of the students. A continental breakfast and complimentary lunch as well as hot and cold beverages will be provided for you throughout the day.

**After Your Interviews**

Our employer relations team will follow up after your interviews to discuss your experience and outcome. We also ask that you complete a brief online evaluation, which you will receive by email after your visit, so that we may assess the strength of our programs.

Employment Offers and Acceptance Guidelines

While we do not restrict when employers may extend job offers, employers are encouraged to communicate decisions to candidates within a reasonable period of time. We suggest the following student-decision deadlines to allow the student to participate in on-campus recruiting and to make an informed decision that is in the best interest of both the student and the employer.

**Fall Full-time or Internship Offers:** It is common for students to receive a full-time offer at the end of a summer internship or in early September. For full-time or internship offers made in the fall, we suggest giving the student until December 1st, or a minimum of three to four weeks after an offer is made, to make their decision to accept or decline an offer.

**Spring Full-time or Internship Offers:** For companies interviewing in the spring semester, we recommend giving the student until March 1st, or a minimum of three to four weeks after an offer is made, during the spring term.

**Offer and Hiring Information**

It is essential that USC Marshall School of Business receive offer and relevant employment data of newly hired students in a timely manner. Employers are asked to report all hiring data to each global sector lead or by email to mba.crc@marshall.usc.edu.

"AT&T has a long-standing recruiting relationship with USC Marshall. From the friendly and responsive USC Marshall Career Services to the enthusiastic and professional candidates, the recruiting process continues to be delightful year after year. Through our sponsorship of the global case competition, we have seen first-hand the students' creative thinking and solid foundation in business principles. We will certainly continue this valued partnership for years to come." – **MARSHALL RECRUITER**
Driving Directions

USC Parking Structure X - 3499 S. Figueroa Street, Los Angeles, CA 90089

Los Angeles International Airport (LAX): Take the 105 (Century Freeway) east. Transition to the 110 (Harbor Freeway) north. Take the Exposition Boulevard exit. Go straight through the 37th Street light. Keep left. Go across Flower Street and turn right on Figueroa Street. Turn left into USC Gate #3. 110 North (Harbor): Take the Exposition exit. Go straight through the 37th Street light - Keep left - Go under the freeway bridge - Cross Flower at the light - Turn right at the Figueroa light - Turn left on 35th Street/USC McCarthy Way - Enter campus at Gate #3

110 South (Harbor/Pasadena): Take the Exposition exit - Cross Flower at the light - Turn right at the Figueroa light - Turn left on 35th Street/USC McCarthy Way - Enter campus at Gate #3

10 East (Santa Monica): Take the Hoover exit - Turn right at the light on Hoover - Take Hoover to where it ends at Jefferson - Turn left on Jefferson - Turn right on Figueroa - Turn left on 35th Street/USC McCarthy Way - Enter campus at Gate #3

10 West (Santa Monica): Take the Hoover exit - Turn right at the light on 20th Street - Turn right at Hoover - Take Hoover to where it ends at Jefferson - Turn left on Jefferson - Turn right on Figueroa - Turn right on 35th Street/USC McCarthy Way - Enter campus at Gate #3

405 South or North (San Diego): Take the 405 to the 10 East (Santa Monica Freeway) - Go east (toward Los Angeles) on the 10 - Exit at Hoover - Turn right at the light on Hoover - Take Hoover to where it ends at Jefferson - Turn left on Jefferson - Turn right on Figueroa - Turn right on 35th Street/USC McCarthy Way - Enter campus at Gate #3

101 South or North (Hollywood/Ventura): Take the 101 toward downtown Los Angeles - Merge onto the 110 South - Take the Exposition exit - Cross Flower at the light - Turn right at the light onto Figueroa - Turn left at 35th Street/USC McCarthy Way - Enter campus at Gate #3

5 South (Golden State/Santa Ana): Take the 5 to the 110 South - Go south on the 110 - Take the Exposition exit - Cross Flower at the light - Turn right at the light onto Figueroa - Turn left at 35th Street/USC McCarthy Way - Enter campus at Gate #3

5 North (Golden State/Santa Ana): Take the 5 to the 10 West - Go west on the 10 - Take the Hoover exit - Turn right at the light on 20th Street - Turn right at Hoover - Take Hoover to where it ends at Jefferson - Turn left on Jefferson - Turn right on Figueroa - Turn right on 35th Street/USC McCarthy Way - Enter campus at Gate #3

Parking

Complimentary parking is reserved for companies interviewing on campus at Gate 3 for parking in PSX, located at 3499 S. Figueroa Street. Passes will be issued to you when you check in with the parking attendant at the gate. You will be provided a confirmation number for your parking reservation prior to your visit. All parking reservations are made under the name of the company. Our office is located within a short walk from the parking structure.

MBA Career Services – Policies

USC Marshall MBA Career Services seeks to maintain and enhance the reputation of the Marshall School of Business and University of Southern California with our corporate partners and the community at large. The following guidelines were developed for this purpose.

1. Student will be well-prepared and appropriately dressed for every contact with an employer. This includes company information sessions, mock interviews, informational interviews, job interviews, and follow-up activities.

2. A student will give at least two business days’ notice before cancelling or changing an interview. In the event of a “No Show” for an interview, a student must meet with a career advisor within two business days of the missed interview to discuss drafting a letter of apology to the recruiter. On-campus recruiting privileges may be revoked at the discretion of the director, MBA Career Services until appropriate follow-up actions have occurred.

3. Academics come first. Students will avoid missing classes to interview, attend company information sessions, or participate in any event sponsored by MBA Career Services and should coordinate with their professor(s) if any absences are unavoidable.

4. A student will always represent him/her accurately to the employer with factual data about his/her academics, skills, and all other information.

5. Acceptance of an offer, whether verbal or in writing, is considered binding. It is never permissible to accept a job offer and later decline. This is considered a renegade.

6. If an offer is reneged on by the student, MBA Career Services reserves the right to take appropriate action.

7. Once an offer has been accepted, either verbal or written, interviewing should cease.

8. Students will promptly report all offers and status (i.e. holding/pending, rejected, or accepted) in a timely manner and update their offer status appropriately.

9. Students who are employed while taking classes (e.g. PM) will honor their employer contracts for continuing education benefits.

10. Students reaching out to alumni contacts in any manner (i.e. LinkedIn) should be thoughtful and selective on which alumni to contact, and should be prepared with relevant questions for the alumni about their industry or functional expertise. Alumni should be contacted for advice and insight only. Do not ask alumni for job opportunities.

All full-time, part-time and executive MBA students enrolled in the Marshall School of Business are expected to comply with these policies as well as the rest of the policies detailed in the Marshall Code of Professional and Academic Integrity.