

USC Marshall

School of Business

Graduate Career Services Center

Recruitment Guide



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 Graduate Career Services Center; without it, our recruiting model wouldn't work as well as it does.” – **MARSHALL RECRUITER**



A Message from Our Assistant Dean and Director



Our mission is to equip USC Marshall MBA and Specialized Master's 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.

Graduate 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 MBA and Specialized Master's students seeking employment opportunities.

Sincerely,

Mark Brostoff

Assistant Dean and Director
USC Marshall School of Business
Graduate Career Services
213-740-0156
mbrostof@marshall.usc.edu
Twitter: @USCMBACRC


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 Students

The Graduate 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 or Lunch and Learns** 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 Office Hours 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 deadline date.

- Day on the Job** Companies can arrange to host students to visit their firm. Typically scheduled on Friday afternoons, a company visit allows you to give students an insider's view into your company culture, management, operations, and more.
- Career Nights** These roundtable networking events, co-sponsored by our office and a student organizations, allow 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.
- Career Treks** USC Marshall Career Treks are designed to allow students to travel to various cities in order to gain insight into career fields, specific industries and an introduction to a company's culture and opportunities. USC Treks are coordinated in partnership with the Graduate Career Services Center and various student club organizations. Recent Treks include company visits and alumni receptions in San Francisco, Silicon Valley, Las Vegas, New York, Los Angeles, San Diego and Portland/Seattle.



Let's get started.

If you are interested in recruiting USC Marshall MBA and Specialized Master's students, please contact one of our Global Sector Leads/Employer Relationship Managers:

GRADUATE PROGRAMS:

Lori Babigian (Lori.Babigian@marshall.usc.edu)

Energy, E-Commerce, Industrial, Entrepreneurship, Retail, Technology

Peter Campbell (petercam@marshall.usc.edu)

Entertainment, Hospitality, Interactive Gaming, Media, Social Impact, Sports

Reza Kibria (rkibria@marshall.usc.edu)

Automotive, Aerospace & Defense, Consumer Goods, Healthcare, Manufacturing, Transportation & Logistics

Marina Mesin (mesin@marshall.usc.edu)

Financial Services, Real Estate

Jack Ringquist (ringquis@marshall.usc.edu)

Consulting

Graduate Programs

MBA

The purpose of the USC Marshall MBA is to provide students with the skills and knowledge necessary to become effective leaders. A Master of Business Administration graduate can expect to achieve the following learning objectives: 1) Our graduates will develop a global and entrepreneurial mindset, lead with integrity, purpose and ethical perspective, and draw value from diversity and inclusion; 2) Our graduates will develop a deep understanding of the key functions of business enterprises and will be able to identify and take advantage of opportunities in a complex, uncertain and dynamic business environment using critical and analytical thinking skills; and 3) Our graduates will achieve results by fostering collaboration, communication and adaptability on individual, team, and organization levels.

Management Science (STEM) Specialization – MBA

The Management Science specialization of the full-time Master of Business Administration recognizes the efforts of individuals who choose to focus their MBA studies on quantitative business-related fields such as statistics, mathematical techniques, analytics, data warehousing, data mining, operations and supply chain optimization, finance, forecasting, digital marketing and modeling.

IBEAR MBA

The USC Marshall IBEAR MBA is a one-year, full-time international MBA program designed for mid-career professionals. Established in 1978, the program has over 1,800 alumni from 60 countries. The typical IBEAR class is comprised of 55 participants from 12 to 15 countries. On average, participants are 35 years old and have 10 years of work experience. Students complete 19 courses and earn 56 credits over five intense 8-week terms. The 12-month program includes IBEAR core courses, electives at the Marshall School and other USC schools, a team-building retreat, domestic and international experiential learning trips, and a 4-month long management consulting project.

MSBA (STEM)

The Master of Science in Business Analytics program is an 18-month, STEM designated degree that offers in-depth training in the analysis of big data, including statistical modeling, data management, visualization, information security, optimization, and decision-making under uncertainty. The MS in Business Analytics is designed for students who are interested in pursuing a career in the fast-growing field of business analytics and data sciences. The program provides students with knowledge, tools, and skills to analyze big data to make effective business decisions that improve the

performance of organizations. The Financial Engineer ranked the MS in Business Analytics program #1 amongst business analytics programs in the United States.

MSF (STEM)

The Master of Science in Finance program is a one-year, STEM designated degree designed with the primary objective to provide students with the necessary skills and knowledge to make an immediate impact as analysts within the various realms of finance. This one-year, intensive program offers a comprehensive foundation in finance and equips them with tools, ideas and frameworks to excel in early-stage finance jobs. What makes the MSF students stand apart is their deeper technical and practical understanding of finance. The MS in Finance program ranks among the Top 10 MSF programs in the country.

MSMKT

The Master of Science in Marketing program is designed to develop an in-depth knowledge of relevant and innovative marketing skills and techniques for students interested in pursuing or enhancing their existing marketing careers. The program provides tools, concepts, frameworks, critical thinking skills and practical hands-on projects in areas of interest that include entertainment, sports entertainment, luxury and lifestyle, technology, healthcare and marketing start-ups. The program offers two specialization tracks: Marketing Analytics and Consumer Behavior. The MS in Marketing program is ranked 6th in the nation by *TFE Times*.

MSGSCM (STEM)

The Master of Science in Global Supply Chain Management, a STEM designated program, is a joint program offered by the Marshall School of Business in collaboration with the Viterbi School of Engineering. The program combines a world-class academic foundation in Supply Chain Management with real-world applications in the form of experiential learning projects with international and domestic site visits. The curriculum focuses on topics like strategic procurement, outsourcing, logistics and distribution, the role of information technology in managing global supply chains and how these impact the process of developing new products.

Recruiting Our Students

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

- Schedule on-campus interviews, company presentations, office hours and coffee chats
- 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/fall internship opportunities, directly on our online system. 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.

Resume Books Access our online resume books 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.

Student Organizations

DIVERSITY AND AFFINITY ORGANIZATIONS

Black Graduate Business Leaders (BGBL)
 Graduate Asian Business Society (GABS)
 Graduate Women in Business (GWIB)
 Jewish Association of Marshall Students (JAMS)
 Latino Management & Business Association (LMBA)
 Marshall Military Association (MMVA)
 Marshall Pride
 South Asian Business Association (SABA)

CAREER CLUBS - INDUSTRY INTERESTS

American Finance Association (AFA)
 Business of Entertainment Association (BEA)
 Entrepreneur & Venture Management Association (EVMA)
 Graduate Marketing Association (GMA)

Graduate Real Estate Association (GREA)
 Healthcare Leadership Association (HLA)
 High Tech Association (HTA)
 Leadership & Organization Club (L&O)
 Marshall Cannabis Industry Club (MCIC)
 Marshall Consulting & Strategy Club (MCSC)
 Marshall Mobility & Automotive Club (MMAC)
 Marshall Data Analytics Club (MDAC)
 Marshall Energy Club (MEC)
 Marshall Interactive Gaming Association (MIGA)
 Marshall Net Impact (MNI)
 Marshall Retail Management Association (MRMA)
 Operations Management Club (OMC)
 Travel & Hospitality Club (T&HC)

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.
- 3 Brand-Building Activities** – We will help identify a strategy to build your firms brand by connecting you with faculty, industry-specific events and 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 mid-September, and spring recruiting begins in mid-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.
- 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 video 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, as we move forward to the next academic year and recruiting cycle.



Commitment to Diversity

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 (BGBl) and the MBA Women International (GWIB). 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 Graduate 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 — teaching skills in multitasking, working under pressure, and leading and managing teams.

Lesbian, Gay, Bisexual & Transgender (LGBTQ)

The Marshall Graduate 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 (Marshall Pride) 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.



Anti-Discrimination Policy

In accordance with USC policy, Marshall Graduate Career Services does not discriminate against any person on the basis of race, color, national origin, ancestry, religion, gender, sexual orientation, age, physical disability, mental disability, marital status, veteran status, genetic information, or any other characteristic which may be specified in such laws and regulations, in admission to, access to, treatment in, or employment in its programs and activities. Therefore, Marshall Graduate Career Services will make its facilities available only to recruiting organizations whose practices are consistent with this policy.

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.

What does it mean to hire STEM international students?

F-1 students who graduated with a USC Marshall business graduate degree with a STEM designation (FTMBA, MSF, MSBA, MSGSCM) may be eligible for an extension of their F-1 Optional Practical Training (OPT) work authorization. These graduates can work for 3 years before they will require employer sponsorship. There is no cost to the employer during the OPT period.

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 Graduate 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.





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 and 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 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.

Exploding Offers are strongly discouraged (e.g, any offer that does not afford a candidate the appropriate time to either accept or decline and/or has special incentives attached for the purposes of inducing early acceptances). Such offers put enormous pressure on our students to make a decision before they have completed the interviewing process.



Salary data is collected and reported in aggregate format. Your cooperation is appreciated in keeping us informed of your employment decisions.

Students are urged to immediately release offers they do not plan to accept. Reneging on offers is considered a serious breach of both our recruiting policies and the honor code, and such action receives immediate attention.

NACE Guidelines: We ask that employers abide by the Principles for Employment Professionals of the National Association of Colleges and Employers (NACE).

Confidentiality Policy: All materials received from our students (letters, resumes, and transcripts, via email or hard copy), should be shared only with those persons at your firm involved in the hiring process.



Driving Directions

USC McCarthy Way Parking Structure

From the I-10 (Santa Monica) Freeway (eastbound): Exit the freeway at Hoover Street. At the bottom of the off-ramp, turn right on Hoover Street. Continue on Hoover to the intersection at Jefferson Boulevard. Turn left onto Jefferson and follow it to Figueroa Street. Turn right onto Figueroa. Turn right into campus at USC McCarthy Way (McCarthy Way Entrance).

From the I-10 (Santa Monica) Freeway (westbound): Exit the freeway at Hoover Street. At the bottom of the off-ramp, turn right at the signal and proceed to Hoover Street. Turn right onto Hoover. Continue on Hoover to the intersection at Jefferson Boulevard. Turn left onto Jefferson and follow it to Figueroa Street. Turn right onto Figueroa. Turn right into campus at USC McCarthy Way (McCarthy Way Entrance).

From the 110 (Harbor) Freeway (northbound): Exit the freeway at Exposition Boulevard. At the bottom of the off-ramp, continue straight through the signal and keep to the left. Follow the road under the freeway. Cross Flower Street and turn right onto Figueroa Street. Turn left into campus at USC McCarthy Way (McCarthy Way Entrance).

From the 110 (Harbor) Freeway (southbound): Exit the freeway at Exposition Boulevard. At the bottom of the off-ramp, cross Flower Street and turn right onto Figueroa Street. Turn left into campus at USC McCarthy Way (McCarthy Way Entrance).

From Los Angeles International Airport/ LAX (13 miles): Exit the airport going south on Sepulveda Boulevard. Merge onto the 105 (Century) Freeway east. Follow the 105 to the 110 (Harbor) Freeway north. Exit the 110 at Exposition Boulevard. At the bottom of the off-ramp,

continue straight through the signal and keep to the left. Follow the road under the freeway. Cross Flower Street and turn right onto Figueroa Street. Turn left into campus at USC McCarthy Way (McCarthy Way Entrance).

From the 405 (San Diego) Freeway (north- or southbound): Transition to the I-10 (Santa Monica) Freeway east, heading toward Los Angeles. Take the Hoover Street exit and turn right at the light. Continue on Hoover Street to the intersection at Jefferson Boulevard. Turn left onto Jefferson. Turn right onto Figueroa Street. Turn right into campus at USC McCarthy Way (McCarthy Way Entrance).

From the 101 (Hollywood/Ventura) Freeway (north- or southbound): Transition to the 110 (Harbor) Freeway south. Exit the freeway at Exposition Boulevard. At the bottom of the off-ramp, cross Flower Street and turn right onto Figueroa Street. Turn left into campus at USC McCarthy Way (McCarthy Way Entrance).

From the I-5 (Golden State/Santa Ana) Freeway (north- or southbound): Transition to the I-10 (Santa Monica) Freeway west, then to the 110 (Harbor) Freeway south. Alternate route for those north of Downtown, traveling south on I-5: Exit directly to the 110 south and follow it just past Downtown to Exposition Boulevard. Exit the freeway at Exposition Boulevard. At the bottom of the off-ramp, cross Flower Street and turn right onto Figueroa Street. Turn left into campus at USC McCarthy Way (McCarthy Way Entrance).

Parking

Complimentary parking is reserved for companies interviewing on-campus at McCarthy Way entrance for parking in McCarthy Way Structure, 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.

Graduate Career Services – Policies

USC Marshall Graduate Career Services Center 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 2 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 Assistant Dean, Graduate 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 Graduate Career Services and should coordinate with their professor(s) if any absences are unavoidable.
4. A student will always represent him/her self 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 renege.
6. If an offer is renege upon by the student, the Graduate 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 graduate 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.

USC MARSHALL SCHOOL OF BUSINESS

Graduate Career Services

630 Childs Way

Popovich Hall Room 310

Los Angeles, CA 90089-2632

Tel: 213-740-0156

Fax: 213-747-7263

mba.crc@marshall.usc.edu

<https://www.marshall.usc.edu/employers>

Twitter: @USCMBACRC



USC University of
Southern California