RECRUITING AT THE ROBERT H. SMITH SCHOOL OF BUSINESS UNIVERSITY OF MARYLAND
OUR PROMISE TO YOU

The Office of Career Services (OCS) at the Robert H. Smith School of Business builds upon classroom mastery by providing students with transformational experiences that launch extraordinary career journeys. The OCS also takes pride in forging partnerships with employers to infuse talent pipelines with exceptional Smith Terps.

We are committed to providing excellent customer service, enhancing employer engagement, and establishing mutually beneficial connections with our students, faculty, staff, Centers of Excellence and world-class programs. Our team will match your needs with the right students. We go above and beyond to help you reach your recruiting goals.

COLLABORATION AND INNOVATION. THAT’S THE OCS DIFFERENCE.
You’re a relationship-builder with a passion for students and a commitment to finding the best and brightest talent for your company. We are professional coaches who value collaboration and believe that the job search is a team sport. Our pledge to provide unparalleled customer service drives our innovative approach to talent management across a broad spectrum of programs: Undergraduate, Full-Time MBA, Part-Time MBA, Executive MBA and Master of Science in Business. We’re the Office of Career Services (OCS) at the Robert H. Smith School of Business, and our goal is your success. We invite you to get involved, stay involved and build your brand with Smith.

Students ranked the Smith School’s Office of Career Services among the TOP 5 in the U.S. for Best Career Services, giving us an “A+” rating across the board for our career services offerings, quality of teachers, leadership skills they acquired in the program and the caliber of their classmates.

— Source: Bloomberg Businessweek

Doug Hoffman, MBA ‘13
Director of Marketing and Business Development
The Advisory Board Company

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There are a variety of ways you can partner with Smith. Whether you’re a Terp with a vested interest in staying connected with your school, or a new recruiter at Smith, there are several options for connecting with the talent you desire and building a strategic presence on our campus:

**HireSmith—Our Online Recruiting Portal.** Post jobs, review résumés and schedule on-campus recruiting interview dates. Visit hiresmith.net to set up your complimentary account.

**Information Sessions and Corporate Presentations.** Drive student interest and increase your brand visibility by scheduling sessions that convey your company’s unique value proposition and hiring needs.

**Employer-of-the-Day.** Your company will have high visibility at the Smith School’s main entrance where you’ll network informally with students, in groups and one-on-one, for all or part of the day.

**Employer-in-Residence.** You’ll conduct informal coaching and advising sessions with Smith students from your own in-house suite, providing them with additional expertise in mapping out their career goals.

**On-Campus Interviews.** This is the most effective way to recruit at the Smith School. We assist in planning, preparing and executing on-campus interviews, making your experience here easy, efficient and exceptional. Our 19 interview suites are at your disposal, and when you’re ready for a break, have lunch on us.

**Connect Virtually.** Can’t make it to College Park? CISCO TelePresence brings our campus — and our top-notch students — to you.

**Annual Career Fairs.** Our fairs include CareerQuest, Smith Undergraduate, MS and Start-Up fairs, Supply Chain Management Industry Day, and other networking events.

**Volunteer.** Partner with us to develop our Smith Terps through participation in résumé reviews, mock interview workshops or career panels.

**Make New Connections.** The OCS can help you create brand awareness through executive speaking engagements and other partnerships with Smith faculty, staff, student clubs and our Centers of Excellence.

FOR EVEN MORE WAYS TO GET INVOLVED, CONTACT US:
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Smith’s Office of Career Services offers flexible, customized recruiting options, making it simple to connect with students and alumni for full-time, part-time or internship opportunities. It all begins in your office, where you can use our web-based career portal to create a profile for your organization. Then, a member of our Customer Account Management team will work directly with you to understand your specific needs and help you develop an effective strategy to fulfill your recruiting goals.

Our flagship career office is located at our College Park, Md., campus in Van Munching Hall. We also have offices at our three convenient Smith campuses — Washington, D.C., Baltimore and Shady Grove, Md. — with flexible hours to meet your scheduling requirements.

Shannon Broughton, Lizeth Gonzalez
(pictured left to right)
Customer Account Management Team

WE’LL MEET YOU ON YOUR TERMS.

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Our state-of-the-art, full-service recruiting suite was designed with the needs of recruiters in mind, and we’ve paid attention to every detail. From the layout and design to the substantial investment we’ve made in new technologies, staff and programming, we aim to create an environment that will make you successful in the competition for top talent.

When you arrive at Van Munching Hall, you’ll find convenient parking just steps away from the building. Upon check-in, our staff will review your agenda, provide candidate folders, and lead you to your designated interview room(s). Interviews are typically scheduled between the hours of 8:30 a.m. and 5 p.m. Enjoy a complimentary lunch in our spacious employer lounge where you’ll have an opportunity to relax and network with your colleagues.

IF YOU CAN’T COME TO US, NO PROBLEM.
CISCO TelePresence lets you connect with students from anywhere in the world — an option designed to assist employers in both cost savings and enhancing green initiatives at their companies.
A lot of career services departments are administrative in function. Many rely on executive recruiting firms. At Smith, we wouldn’t dream of outsourcing our talent management efforts.

The Office of Career Services (OCS) at Smith has a fully staffed internal suite of experts dedicated to helping you develop long-term, mutually beneficial partnerships with our students, faculty, staff, Centers of Excellence and world-class programs. Our goal is to make the process easy, efficient and exceptional.

We provide concierge service throughout your entire experience with us. From your first job posting on HireSmith to on-campus visits to the offer, we promise to do the legwork, anticipate your needs and make the most of your time with us. We take pride in providing you with the right talent.

Cynthia O’Brien
Associate Director,
Customer Account Management

OUR GOAL?
YOUR TOTAL SATISFACTION.

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Jeff Kudisch is assistant dean of corporate relations and managing director of the Office of Career Services. He has a PhD in industrial and organizational psychology and is a faculty expert in leadership, executive coaching, negotiations and human capital management. Jeff is also a seasoned consultant, business co-founder and active guest lecturer at universities around the world. Hundreds of Smith students and business leaders have benefitted from his coaching expertise, and he is committed to exceeding the placement needs of growing companies.

The Office of Career Services at Smith continues to receive rave reviews about our new onboarding process, our facility and our overall concierge approach.

“Your vetting process for the students I met was spot on. They were all dynamic go-getters and just the kind of DNA we are looking for.”

— GE Enterprise Team
We hear you. You’ve told us what makes students more marketable: solid quantitative training balanced with highly developed soft skills. We know this kind of preparation creates resilient business leaders who can manage change and inspire others.

To best prepare students for their lifelong career journeys, we’ve built the OCS at Smith around the following four pillars, specifically encouraging our students to:

**DISCOVER...**
- Career interests
- Interpersonal style, values and passions
- Strengths and development needs
- Personal brand

**DEVELOP...**
- Skills and professional savvy through career programming, such as OCS Career Fridays
- Partnerships with career coaches, leadership fellows and faculty
- Practice routines that include interviewing and networking for success

**CONNECT...**
- With fellow Terps through signature events, such as the Smith School Business Summit, networking events and job search teams
- With employers through HireSmith, career fairs and speaker series, such as Corporate Partnership and CEO@Smith
- With our Centers of Excellence

**ENGAGE...**
- By becoming brand advocates for Smith and the OCS
- Through participation in peer coaching and mentoring ("Terps Helping Terps")
- By creating opportunities to introduce their professional network to the Smith School

Shantanu Chandra, MBA ’13
Senior Associate
PriceWaterhouseCoopers

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We are trailblazers

The Office of Career Services is committed to open, ongoing dialogue with our recruiters about what’s working, what’s not and what we can do even better. We use a variety of methods — including iPad technology, end-of-year surveys, and an annual employer forum — to capture and monitor employer feedback on our students’ performance, abilities and opportunities for growth. Our innovative programming was born out of this kind of honest feedback.

We are developing our students for future success through:

- Alumni mock interviews
- Corporate Partnership Series
- SmithPeers Mentor Program
- Personality and emotional intelligence assessments
- IMPROV and storytelling workshops
- Job search teams
- Rush Hour Networking Events
- Smith School Business Summit

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Our Undergraduate program is widely recognized as “The Crown Jewel of the Smith School.” Our students are bright, highly motivated, savvy and mature — did we mention entrepreneurial, diligent and resourceful? They come from a wide variety of backgrounds and are willing and eager to do what is required to succeed in their job search and career.

The Smith Undergraduate Student Association (SUSA), 29 SUSA-sponsored clubs and the SmithPeer Mentor Program provide these students with a variety of leadership and professional development opportunities. Many undergraduates take advantage of study abroad experiences.

Highly sought after by the Big Four and other accounting firms, many of our undergraduate accounting majors graduate with eligibility to sit for the CPA exam. They often carry a double major, with accounting and finance being the most common.

FOR THEIR TALENT AND METTLE, OUR UNDERGRADUATES ARE CONSIDERED THE CREAM OF THE CROP.
Our work with our Smith Undergraduates starts even before they arrive. We help prospective students prepare for our curriculum by offering career coaching, self assessments and tips for finding internships. We also offer a job search toolkit that covers résumé and cover letter writing, networking and interviewing skills, mock interviews, and evaluating and negotiating job offers. We even help them connect with clubs and provide them with modules designed to help them prepare for graduate school.

QUEST (Quality Enhancement Systems and Teams) is a multidisciplinary, experiential learning program for University of Maryland undergraduates from three participating schools: the Robert H. Smith School of Business, the A. James Clark School of Engineering and the College of Computer, Mathematical and Natural Sciences. It’s a unique program that focuses on innovation, quality systems management and teamwork. QUEST students work on cross-functional teams to come up with innovative solutions to real-time organizational challenges. The community of learning includes faculty, staff, alumni, professional partners and university colleagues.

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Our Smith Full-time MBAs are smart, ambitious and focused team players. They arrive with an average of five years of work experience, are geographically mobile, and know that a graduate degree is their ticket to the job and salary they want. To them, career success means more than just a financially rewarding position. It means making a positive, sustainable impact on the world.

Many of our students have the “intrapreneurial spirit” required for leadership. They demonstrate initiative and a drive to succeed. These students are agile risk-takers who have the leadership ability required in times of complexity and change. Innovative leadership development experiences, such as storytelling and IMPROV, enhance the self-awareness skills and creativity sought by recruiters.

Sabba Zahir, MBA ’13
President/Owner
Alliance Medical Management

TEAM PLAYERS. TENACIOUS. TECH SAVVY.
WE’RE ALL THAT AND THEN SOME.

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We take a unique, innovative approach to helping our Full-Time MBA students attain their goals by providing a variety of leadership development experiences.

**Improv**

Operating on the principles that leadership is a stage and self-awareness is critical for success, students are taught techniques that originated in theatre — by an acclaimed Broadway troupe — to help them move beyond the traditional elevator pitch. Through creative, experiential workshops, students develop enhanced listening skills, self-confidence, presence and adaptability in a variety of environments. Our IMPROV series also sharpens their ability to think quickly and respond on their feet.

**The Smith Experience**

In short, experiential learning to the max. We took the rigorous toolkit fundamental to the core MBA curriculum and added experiential learning projects across five focus areas: consulting, entrepreneurship, global, investing and social value creation. Students get real-world experience helping solve complex business problems for regional and global businesses. They come away with enhanced leadership, teamwork, analysis and communication skills that make them stellar employees and invaluable to your firm’s success.

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Many recruiters visit schools with one thing in mind: hiring entry-level talent. At Smith, we can bring much more to your talent pipeline. Take the working professional, for instance. Why go through a search firm for your organization’s mid- and senior-level leadership needs? We have seasoned students with current skills and know-how to infuse your talent pipelines.

It’s often said that the best talent is not actively looking for jobs. We can connect you with the best — make us your first choice for your “just-in-time” talent needs.

Part-Time MBA

Smith Part-Time MBA students are proven professionals who are ambitious, resilient and motivated multi-taskers. They bring real-world, collaborative, problem-solving experience across government, commercial and non-profit sectors to the classroom. Our students typically arrive with five to eight years of professional experience and seek meaningful work with expanded leadership responsibility.

Confident, yet grounded, they are well connected, politically savvy and make use of their expanded professional networks. These busy, mobile professionals are also masters of efficiency. They have a strong work ethic and hit the ground running. The majority offer interdisciplinary skills as they add the MBA to their varied backgrounds, including military leadership, to prepare for career transitions.
Executive MBA

Our Executive MBA students are seasoned leaders with extensive work experience and enhanced leadership skills. They have a thirst for learning, are collaborative, entrepreneurial and receive intensive executive coaching throughout the program’s 19-month duration.

This fast-paced program places strong emphasis on leadership across functional areas. Our executives have an average of 15 years of professional experience, and, after mastering new skills that make world-class executives successful, can offer immediate benefits to your organization.

Smith’s Executive MBA program is among the best in the world — excelling in entrepreneurship, finance, marketing, strategy and sustainability, according to recent rankings from Bloomberg Businessweek, Financial Times and U.S. News and World Report.

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Representing 20 countries from around the world, our Master of Science in Business students are global citizens with experience conducting business abroad. They have a strong record of academic achievement and possess excellent quantitative and analytical skills. These students are young in their careers, arriving with at least three years of work experience or internships, and are eager to learn and grow. Many are also multi-lingual.
Our Master of Science in Business students learn from the same world-renowned professors that teach in our Full-Time and Part-Time MBA programs. These students are also highly sought after by multinational firms for their enhanced analytical skills and specialized knowledge.

Because this population is largely made up of international students, Smith has engaged an immigration attorney to help answer any questions you may have about how to employ these talented students and successfully navigate the H1B process. Our goal is to make hiring these students easy, efficient and exceptional.

“Through the coaching event, I formed a clearer vision of my career path and now have a structured knowledge of the career search process. It also enhanced my networking and interpersonal skills.”
— Xijing Xie

“I truly appreciate the practical assistance with my résumé and cover letter from the OCS career counselors. Without this guidance, I wouldn’t have gotten interviews and my current job. The MS career fairs and workshops were also very helpful, particularly Interview Etiquette.”
— Jojo Qin
You will often hear us talk about “Terps helping Terps.” Our University of Maryland alumni actively support a variety of career events, including industry-specific mock interviews, alumni insights workshops, industry panels and city campus networking events.

Smith also has local and global alumni chapters that collaborate to reinvest in our students, share “just-in-time” job opportunities and cultivate our expanded Smith professional community.

The OCS works closely with our alumni at all stages of their careers. We invite you to connect with these working professionals for your senior-level hiring needs.

Bryan Towns, MBA ’10
Core Team Leader
BD Diagnostics
Do you or your company have a job that could use a little “turtle power?” Our Backyard Networking Series is the perfect face-to-face conduit to share opportunities with both our alumni and our current students. Casual networking events like these help us achieve our goal of keeping our alumni connected with the Smith School community.

No matter where your career has taken you, you will always be one of us. Reconnect with your classmates and the faculty and staff at the Smith School. Pay it forward and help a fellow Terp in any number of the following ways:

- Career Coaching
- Facilitating Networking Events
- Conducting Mock Interviews
- Participating on a Career Panel
- Giving to the Smith School
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ConneCt with the
talent you desire