



SEASONAL MBA RECRUITING CALENDAR



	Summer			Fall			Winter			Spring		
Career Services	Prepare for upcoming academic year; Confirm OCR dates & events	Connect with new and returning students; Approve full-time job postings	Setup coaching appointments; Review MBA2 resumes	Prepare for MBA2 OCR; Host MBA1 workshops	Gather previous year employment reporting data; Review MBA1 resumes	Host employers for MBA2 OCR	Advising and coaching on MBA2 offer negotiations; MBA1 mock interviews	Prepare for MBA1 OCR; Approve internship postings	Host employers for MBA1 OCR	Advising and coaching on MBA1 internship offers	Update recruiting guides; Gather feedback; Review OCR request for next season	Gather employment offers; Attend industry events
Why MBA Focus	Dedicated Account Manager; Easy implementation process; Online KnowledgeBase; On-demand training videos	Customizable dashboard messages; Class year promotion tool; New class import tools; Batch email student communication tools	Coach & Advisor Profiles; Calendar sync; Resume & cover letter review manager; Private/public notes on candidate records	Candidate activity tracking; One-click run schedule tool; Coaching module; Advising module; Workshop module	One-click employment reporting tool; Collaborative career service notes on MBA1 records	Company/recruiter CRM functionality; One-click interview packet tool; Automated attendance tracking with card-swipe technology	Offer comparison utility; Salary comparison reports; Flexible mock interview types	Self-serve employer interface; Job Board module; MultiPost job distribution network	One-click interview packet tool; Automated attendance tracking with card-swipe technology	Self-serve employer OCR request interface; Just-in-time hiring tools for employers	Document library; Year-over-year tracking; Metrics reporting available on all modules; Career service feedback surveys	Connections Conference; GTS User Conference
MBA1s	Establish initial career path; Sign up for career services	Prepare for 1st-year recruiting season	Arrive on campus; Meet with career services	Attend cover letter & resume writing workshop	Attend coaching appointments	Attend company presentations	Attend mock interviews	Manage interview schedules	Interview with employers	Review internship offer	Submit internship offers	Leave for summer internships
Why MBA Focus	1, 2, 3 registration process; Professional summary wizard; Instant Resume-to-PDF; Candidate mobile app	Internship job search agents	Communication preferences; Career service calendar	Streamlined workshop sign-up process; Online resume manager	Online signups for coaching appointments and workshops	Company research tools; Quick company & recruiter lookup	Streamlined mock interview sign-up process	Interview invitation request tools; Calendar sync	Mobile interview schedule management	Offer comparison tool	Offer comparison reports	One-click job-seeking status updates
MBA2s	Evaluate and adjust career path during summer internship	Prepare for 2nd year recruiting season	Return to campus; Visit career service office	Attend company presentations	Attend diversity events; Manage interview schedule	Interview with employers	Review and negotiate full-time offers	Accept full-time offers	Update job-seeking status	If still seeking, schedule advising appointments with career services	Submit full-time offers; if still seeking, attend advising appointments	Graduation; Start new job
Why MBA Focus	Simple sign-on for returning students; New profile questions for MBA2s; Online resume manager	Full-time job search agent	Communication preferences; Career services dashboard announcements	Review upcoming company presentations; manage own career service schedule	Interview invitation request tools; Calendar sync	Company research tools; Quick company & recruiter lookup	Offer comparison tool	Salary comparison reports	One-click status updates	Online advising appointment requests	One-click job-seeking status updates	Confidentiality feature for passive-seeking alumni; Alumni job board
Employers	Prepare OCR travel calendar	Post full-time jobs	Review MBA2 resumes; Invite MBA2s to OCR	Host MBA2 presentations on campus	MBA2 interviews; review MBA1 resumes; Attend diversity events	Review MBA2 applicants; host MBA1 presentations on campus	Make offers to MBA2s	MBA1 interviews; Post internships	Review MBA1 applicants	Make MBA1 offers; Just-in-time MBA2 recruiting	Submit OCR requests for next season	Attend industry events
Why MBA Focus	Online recruitment tools; Resume book release date notifications; OCR integration calendar	Online job postings; MultiPost to multiple schools at once; JobMatch	Advanced search to find matching MBA2s; Direct-to-schedule interview confirmation, with room availability prompts	OCR mobile app; Batch email employment branding tools	Mobile interview schedules; Mobile resume scan for diversity events; Advanced search to find matching MBA1s	Batch email employment branding tools; OCR mobile app; MBA2 candidate notes; Collaboration tools for recruitment team	1-to-1 email tools to send full-time offers	Mobile interview schedules; Online job postings; MultiPost to multiple schools at once; JobMatch	MBA1 candidates notes; Collaboration tools for recruitment team	1-to-1 email tools to send internship offers	Online OCR requests	Connections Conference; Industry-specific Focus Forums;



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About MBA Focus: We're the market leader in MBA recruiting — connecting leading employers with the world's top-ranked graduate business schools. Our exclusive school partnerships and industry-leading recruitment management technology products make us the #1 choice of companies seeking top MBA talent.