Career & Leadership for MBA & Alumni | UNC KENAN-FLAGLER BUSINESS SCHOOL

New to Full-Time MBA Hiring Tip Sheet

Step 1: Consult your Human Resources Department or hiring manager.

- Identify any existing processes your firm has for hiring MBAs.
- Are other business units hiring MBAs?
- What guidelines and tips can Human Resources provide to aid the hiring process?

Step 2: Discuss logistics regarding hiring at your firm.

- Is your position open to candidates with non-permanent US work authorization?
- Review our MBA Employment Statistics for comparable salaries by function and industry.
- Review all relevant dates and consult UNC Kenan-Flagler's offer timeline policies to help determine answers to some of these questions.
    - When do you want the position posted to students to apply?
    - How long would you like the position open for?
    - How long will it take you to make interview selections/when would you like the position to close?
    - When would you like to conduct 1st round interviews?
    - When would you like to conduct 2nd round interviews?
    - When do you want to extend offers?
    - When do you need a decision from prospective students?
    - What is your target start date for a new hire?

Step 3: Create a job description for the position.

- Consider including the following:
    - Outline of the position
    - Responsibilities
    - Duties
    - Qualifications
- Use LinkedIn, Indeed, Simply Hired as resources to view example job descriptions for similar positions at other companies.
- Utilize our sample job descriptions (full-time | internship) for ideas on standard format and language that are seen in job postings at UNC Kenan-Flagler.

Step 4: If needed, email career_leadership@kenan-flagler.unc.edu or consult with a member of the Career & Leadership Employer Engagement & Recruiting team, for help with finalizing the job description.

Step 5: Register and post the job on Career Connections.