

CAREER MANAGEMENT OVERVIEW

Welcome Class of 2018 MFinA
Office of Career Management
MFinA Program

OVERVIEW OF CAREER MANAGEMENT

Who is MFinA Career Management?

To Be Announced, Director

Ying Ni, Assistant Director: YingNi@business.rutgers.edu

How to Contact MFinA Career Management

In-person: Livingston Campus (100 Rockefeller Rd)

Room 5175

Phone: 848-445-9214

Services

- **Career Advising & Walk-in Hours**
- **Practice Interviews & Resume Reviews**
- **Daily career advice via social media**
- **Alumni-in-Residence (Guest speakers)**

Who is **Rutgers University Career Services**?

A large team of career services professionals

Your point of contact: Tamara Peters, RBS Liaison

How to Contact **Rutgers University Career Services**

Email: careerservices@echo.rutgers.edu

In-person: College Ave Campus (106 Somerset St)

Busch Campus (604 Bartholomew Rd)

Phone: **848-932-0144**

Services

- Access to Career Knight and Job Postings
- Access to Employers & On-Campus Interviews
- Access to Career Events and Job Fairs

WE WORK TOGETHER *TO HELP YOU* FIND A JOB



About

[Mission & Values](#)[Locations & Hours](#)[Publications & Research Findings](#)[Events Calendar](#)[Contact Us](#)

Upcoming Events

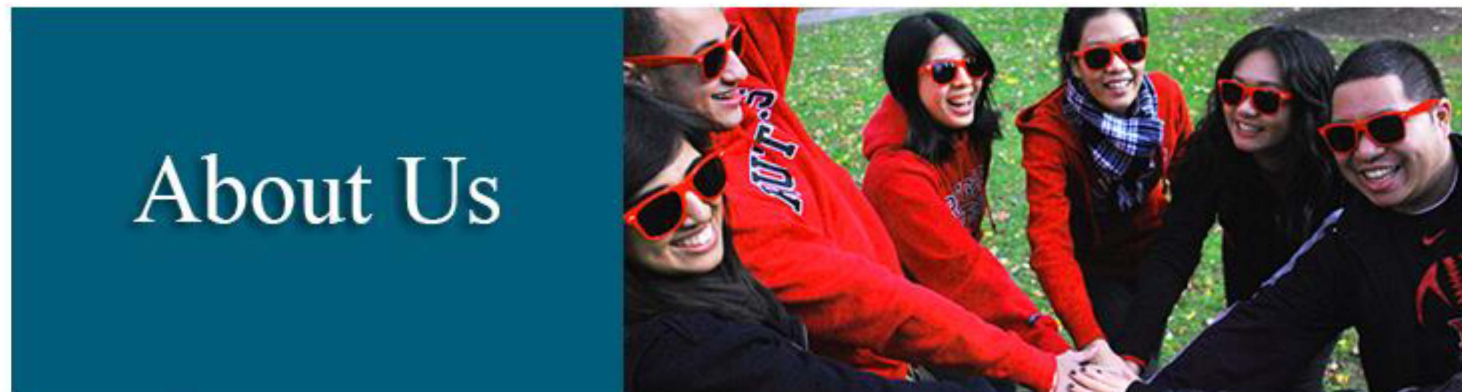
60 Minute Job Search Boot Camp
Thursday, September 08, 2016

Finding a Part-Time Job On & Off Campus
Thursday, September 08, 2016

University Career Services Open House
Friday, September 09, 2016

How to Write a Resume & Cover Letter for Int'l Students
Monday, September 12, 2016

How to Build Professional Relationships for the Job Search (Int'l Students)
Wednesday, September 14, 2016



[Home](#) » [About](#) » [CareerKnight System](#)

CareerKnight System

Online career management system

CareerKnight is an online career management system developed specifically for Rutgers students, alumni, and employers. All eligible students automatically have CareerKnight accounts. CareerKnight allows employers and students to connect for jobs and internships while also providing a platform to help students navigate each step of their career development plans.

Utilize the system to:

- Schedule career counseling appointments
- Register for upcoming workshops and events
- Develop resumes and cover letters
- View and apply for internship and job listings ([read our fraudulent posting warning](#))
- Participate in the On-Campus Interviewing Program

To access the system:

- Log in to the CareerKnight System:
 - **Eligible Current Students:** <https://rutgers-csm.symplicity.com/sso/students/>
 - **Alumni:** <https://rutgers-csm.symplicity.com/sso/students/> (alumni who graduated in May 2014 or later) <https://rutgers-csm.symplicity.com/students/> (alumni who graduated before May 2014). You will need your RUID to access an existing account or create a new CareerKnight account. Please see the [Rutgers ID Query web page](#) if you do not know your RUID. Alumni who graduated May 2011 and after have an existing CareerKnight account.

FREQUENTLY ASKED...

- Do I need experience on my resume before getting my first job?
- What are the timelines & how far in advance do I need to apply for jobs?
- What about my work visa? Am I limited in what I can apply for?
- How many jobs should I apply for?
- How do I know if I am dressed professionally? What is “Business Casual dress?”
- Will I get a job in the US?

*ANSWERS TO THESE AND MANY MORE QUESTIONS CAN BE FOUND...
IN THE 6-CHAPTER GUIDE PROVIDED BY UNIVERSITY CAREER SERVICES!*



PREPARE FOR THE JOB SEARCH

Update your resume

Create your list of skills and strengths

Identify potential mentors & join a professional organization (TCFA)

View email and letter samples on pages 24-27

Send your emails to Ying Ni for edits before applying

NETWORKING

FIND MENTORS & ALUMNI:

Give basic information about yourself and that you want to learn about the industry from people working in the field

Explain you are not job seeking yet, but rather conducting research to help you make better career decisions

Remember, people like talking about their own career path, so do not be afraid to ask the things you most want to know

Practice your pitch, see page 33 for sample

Use social media, see page 35 for advice

NETWORKING

ASK:

How did you get started in this industry/company?

What personality traits do employers value in this industry?

What professional associations are connected to this industry?

What is an average week/day on the job like?

What is required (such as: degree, skills, or experience) to start working in this industry?

What advice can you give me about my resume?

PERSONAL STATEMENT

As you can see from my resume, I have internship (LIST ONE PRIOR JOB, MOST RECENT OR MOST RELEVANT ONLY- DON'T SUMMARIZE ENTIRE RESUME) experience where I developed skills in (list skills). In addition, I have developed skills through my coursework and have particular interest in (list a course you enjoyed). I have demonstrated leadership potential through my involvement in (provide examples from accomplishments you highlighted on your resume either in the leadership/service/accomplishments category). I am interested in this company because (give a reason based on your research).

JOB SEARCHING — START EARLY!

- Review resources in the guide, page 38, for International Students & Job searching
- Create a professional online presence: Create a Linked In account, use a professional photo & be consistent across all social media platforms
- Attend career fairs, information sessions, and networking events, in both the Fall and the Spring (most of your applying will take place in the Spring)
- Block time each week for applying to jobs
 - Apply weekly for at least 8-10 weeks
- Follow employer application instructions carefully as they vary by organization
- Use a variety of methods to apply for jobs including: Rutgers Career Knight, industry-specific job boards, TCFA resources, and individual company websites

INTERVIEWING

Practice behavioral interview questions with a mentor

- Questions are asked to assess your POTENTIAL, your past behavior predicts your future behavior

Practice technical questions with recent alumni currently working in finance

- Questions are asked to assess your knowledge of basic financial principles
- Questions are asked to assess your knowledge of current events

Review typically asked questions on page 42- prepare your questions to ask

Prepare for “Tell me About Yourself” on page 43

Review professional dress guidelines on page 28

RESOURCES

University Career Services

<http://careers.rutgers.edu/>

CFA Institute, Career Resources

<http://cfa.is/241hH3h>

Rutgers Center for Global Services

<http://bit.ly/2b8jz3V>

International Friendship Program

<http://bit.ly/2b8fvAS>

The Chinese Finance Association

<http://bit.ly/2b8jDk9>

International Hiring Assistance Program

<http://bit.ly/2b8jfSF>

Student Leadership/How to Get Involved

<http://bit.ly/29ZVr2E>

THE CHINESE FINANCE ASSOCIATION

The screenshot shows a web browser window with the URL www.tcfaglobal.org/index.php/en/member-resources/join-our-membership/membership/4.html?layout=membership. The page features a dark blue header with the TCFA logo and navigation menu. The main content area is divided into three columns: a login sidebar, a central membership detail section, and a right-hand sidebar with sponsor logos.

TCFA Logo: THE CHINESE FINANCE ASSOCIATION 全美华人金融协会

Navigation Menu: Home About Us News Events Board Sponsors Chapters Members Annual Conference

Breadcrumbs: Home > Members > Join Our Membership

Login Sidebar:

- Username or email: kim_molee
- Password: [masked]
- Remember me
- Login
- Forgot login? No account yet? Register

Membership Detail Section:

- Members**
- Price: USD 40 for life
- Subscribe Now
- 
- Product Description**
- As a TCFA member, you will receive TCFA newsletters about the events of the organization, get price discounts and registration priority in most events. TCFA will post job information provided by our members and sponsors (our sponsors include some top headhunter firms in the US and leading financial institutions in China and the US). You can search and make online application to the jobs. Besides, members can post hiring information for their organizations. To apply, please create an online account and pay the membership fee of \$40 (in the "Join Our Membership" section)

TCFA Sponsors:

- 中国工商银行 纽约分行 (INDUSTRIAL AND COMMERCIAL BANK OF CHINA NEW YORK BRANCH)
- Fore (Forensic & Analytics)
- Wind 資訊 (Wind Information)
- 中信证券 (CITIC SECURITIES)
- 宜信 (CreditEase)
- 中国建设银行 (CHINA CONSTRUCTION BANK)
- 华夏基金 (ChinaAMC)
- 博时基金 (BOSTON FUNDS)
- Moody's ANALYTICS
- 广发证券 (GFA SECURITIES)
- DYMON ASIA
- 海通国际 (HAITONG)
- 中信银行 (国际) (CITIC BANK INTERNATIONAL)
- 中国银行 (BANK OF CHINA)
- 交通银行 (BANK OF COMMUNICATIONS)
- 平安证券 (PING AN SECURITIES)
- 中金控股 (CHINA GOLDEN FINANCIAL)
- ROBECO (The Investor Engineers)

WHERE DO MFINA GRADUATES WORK?



AVAYA



Bayer HealthCare

sakar



海通國際
HAITONG



somfy.



SAVE THE DATES! *SERIOUSLY, WRITE THESE DOWN

9/09 – Rutgers University Career Services OPEN HOUSE

9/14 – Mandatory Meeting with Jeannie Wang

9/16 – Perfecting your Resume and using LinkedIn

9/20 – Successful Career Fair Tips

9/21 – RU CAREER FAIR @ Werblin Rec Center

9/22 – RBS BUSINESS EXPO & BBQ @ Livingston Campus

9/23 – RBS CAREER FAIR @ The Heldrich Hotel

9/23 – The Chinese Finance Association -Information session & Networking

9/27 – Student Officer Elections –We need your leadership

9/30 – RU Zone @ Livingston Student Center –Let's Have FUN!

**Times, locations and details will be emailed to you – check your RU email every day*

HOW DO I GET INFORMATION?

Find all **MFINA** programs on your “**Spring 2018 Schedule of Events**” Find **career events** on **Career Knight**

Find **event reminders & advice** on

WE CHAT, Facebook and Linked In pages:

[MFinA Facebook Page](#) & [MFinA LinkedIn Group](#)



NEXT STEPS

STEP ONE: Visit Ying! (she's nice)

STEP TWO: Email your resume to Ying

YingNi@business.Rutgers.edu

Come to walk-in hours when you have **quick questions** (no appointment needed)

Make an appointment when you need to **discuss a decision** or want a **resume reviewed**

- Email or call Ying to set an appointment time

Finally, if it's an urgent question and you can't wait for walk-in hours...

Contact Ying on WeChat

FINAL WORD

Always, always, ALWAYS

READ YOUR EMAILS FROM
CHERYL DANIELS,
DAN WEAVER,
& YING NI

QUESTIONS?

