

## **HBS HEALTHCARE CLUB RECRUITING GUIDE**

Thank you very much for your interest in recruiting with the HBS Healthcare Club. Listed below are some general recruiting guidelines and commonly-requested information that you may find useful in planning your recruiting activities with the Club. Please visit the HBS Career Services website ([www.hbs.edu/mba/recruiting](http://www.hbs.edu/mba/recruiting)) for complete MBA recruiting policies, calendars and Career Services contact information. For further information on Healthcare Club-related matters, please contact the club's Vice Presidents of Careers:

Andrew Matzkin ([amatzkin@mba2008.hbs.edu](mailto:amatzkin@mba2008.hbs.edu))

Carolyn Clark ([cclark@mba2008.hbs.edu](mailto:cclark@mba2008.hbs.edu))

### **The HBS Job Bank**

The HBS Career Services Job Bank is the central online resource for job postings. All MBA students at HBS have exclusive 24-hour access to the MBA Job Bank. Recruiters may post job descriptions to the Web site any time of year free of charge. HBS students can search postings by industry, function, and location preferences.

For most students, the Job Bank is the first stop in the career search process. Students frequently revisit the Job Bank to review newly posted opportunities, making the Job Bank the most effective and efficient to make an opportunity available to HBS students.

To post a position in the job bank, visit: <http://redwood.hbs.edu/recruiterServices/postAJob.do>

### **Healthcare Club Listserv**

The Healthcare Club maintains an email listserv for active members. Recruiters may request that job descriptions, company presentation notices and other recruiting-related events be circulated to Healthcare Club members via the listserv by the officers of the Healthcare Club. The listserv is an effective way to reach a targeted audience of students who have expressed an interest in healthcare.

When posting a job description or recruiting event, please indicate whether the opportunity applies to second-year students (full-time positions) or first-year students (summer internships), and clearly describe how interested students should follow-up with the recruiter (e.g., direct the student to the HBS Job Bank, to the Company's recruiting website, to the recruiter's contact information, etc.). Please include as much information in the body of the email as possible, as email attachments are sometimes difficult to forward through the listserv.

### **Company Presentations**

Company presentations offer employers an opportunity to inform interested students about their business, their company's culture and mission, and the career opportunities that are available for MBA students. These forums enable recruiters to generate excitement among interested students and to begin communicating with potential candidates.

MBA Career Services offers on-campus presentations on a rolling basis throughout the year. While companies are encouraged to hold their events on-campus, companies may host off-campus presentations provided that they obtain date approval from the MBA Career Services

office. All company presentations open to an entire class will be posted on the MBA Event Calendar.

Tips and tricks for effective company presentations [*make a hyperlink – content to follow*]

To schedule an on- or off-campus event, please visit the MBA Career Services website to fill out the online events form: [www.hbs.edu/mba/recruiting/event/other](http://www.hbs.edu/mba/recruiting/event/other).

### **On-Campus Presentations for First Year Students**

- Dedicated first-year presentation period runs from **November 13 through December 6**
- Catering will be permitted at the expense of the company and can be arranged through MBA Career Services; additional information will be provided when the date is confirmed
- Take place in classrooms, which seat 80-100 people
- Approximately 45 minute presentation, followed by 15 minutes for Q&A and 30 minutes for networking
- Audiovisual equipment and IT support is provided by HBS

### **On-Campus Presentations for Second Year Students**

- Dedicated second-year presentation period runs from **September 25 through October 2**
- Catering is not permitted before October 4 for second-year presentations
- Approximately 45 minute presentation, followed by 15 minutes for Q&A before October 4th (may have additional 30 minutes for networking after this date)
- Audiovisual equipment and IT support is provided by HBS

### **On-Campus Presentations for Combined Audience (First and Second Year Students)**

When developing a presentation for a combined audience, MBA Career Services would encourage companies to focus more on first-year opportunities since they will comprise the majority of the audience.

- Allowed beginning November 13th, when first-year events begin
- Catering will be permitted at the expense of the company and can be arranged through MBA Career Services; additional information will be provided when the date is confirmed
- Take place in classrooms, which seat 80-100 people
- Approximately 45 minute presentation, followed by 15 minutes for Q&A and 30 minutes for networking
- Audiovisual equipment and IT support is provided by HBS

The Healthcare Club would be happy to assist your organization in advertising your Company's presentation via Club listserv (see above), hanging Company-provided posters around campus, and noting the date and location on our Club website. Please note, however, that due to the large number of companies that schedule presentations during the dedicated presentation periods, students' schedules can fill quickly and attendance at information sessions can not be guaranteed.

### **Other Events (On and Off-Campus)**

The Healthcare Club offers employers a number of additional opportunities to interact with students interested in healthcare, including

- Industry Networking Night for second year students: September 24<sup>th</sup>  
<http://www.hbs.edu/mba/recruiting/event/oncampus-reception.html>
- Health Industry Week: October 15<sup>th</sup> – 19<sup>th</sup>

- Speaker events and panel discussions
- The HBS Healthcare Conference [ADD LINK]
- Informal networking events

Please note that all event dates, regardless of location and sponsor, must be approved by MBA Career Services.

If you are interested in participating in any of the above activities, please contact the Vice Presidents of Careers.