Below you will find activities and experiences you, as a student, can participate in to help you explore, prepare, experience, and achieve success in your major and career. Choose and participate in as many as interest you.

**Explore**

- Learn how the Pomerantz Career Center can connect you to major and career exploration resources
- Meet with a Career Coach at the Pomerantz Career Center to explore occupations and review the outcomes dashboard
- Learn about the Management Major, management tracks, and connect your UPO Academic Advisor or your Pre-Business Academic Advisor
- Explore management positions in Handshake or view the outcomes dashboard to learn about career options available
- Register for Management Professional Preparation (MGMT:3050) to hear from professionals and learn about management careers
- Fill out the My Preferences tab on My Career Path and explore suggested activities
- Explore management careers using Pomerantz Career Center resources and the management major toolkit
- Set up an informational interview or job shadow with a professional working in management
- Explore student organizations related to management, such as SHRM, Sigma NuTau, Sales & Consulting Club, and Women In Business
- Complete your Handshake profile, explore current management positions available to identify interests
- Meet with faculty and staff at JPEC (John Papajohn Entrepreneurial Center) to learn about services and opportunities

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**Resources to Bookmark**

- Pomerantz Career Center
- Handshake
- University Calendar
- Tippie Calendar
- UPO Office
- Career Coaches
- Tippie Career Services
- Management
- Management Major Toolkit
- Tippie Toolkit
ACTION-ORIENTED MANAGEMENT TIMELINE

Prepare

☐ Volunteer with non-profit organizations where you can use and develop project management, recruiting, and people management skills

☐ Create your resume using Pomerantz Career Center or VMOCK and highlight your management and business courses or projects

☐ Have your resume reviewed by a Career Coach or Peer Career Advisor at the Pomerantz Career Center

☐ Start a LinkedIn account and create a profile; get a professional headshot at Tippie or Pomerantz Career Center, and follow companies and organizations of interest with management and human resources positions

☐ Consider joining a student organizations related to management, such as SHRM, Sigma NuTau, Sales & Consulting Club, and Women In Business

☐ Complete your Handshake profile, upload your resume, and begin applying to jobs or internships related to your management interests

☐ Meet with a Career Coach at Pomerantz Career Center to learn how to conduct a management internship search

☐ Review the management major toolkit to explore and identify opportunities

☐ Update your My Career Path preferences and explore new suggested activities

☐ Attend the Fall and Spring Job and Internship Fairs sponsored by Pomerantz Career Center to learn more about prospective employers

☐ Attend student organization-sponsored job fairs and explore management opportunities

☐ Participate in a Mock Interview, Big Interview, or Case Coach to brush up on your interview skills

☐ Initiate a conversation with your management faculty to expand your knowledge about the major, industry, and careers

☐ Be aware of events offered by the University of Iowa, Tippie College of Business, Pomerantz Career Center, and Handshake
Experience

☐ Complete your TIPPIE RISE REQUIREMENTS

☐ Participate in at least 2 of the following:
  ☐ Business/Management internship
  ☐ Management case study
  ☐ Externship/job shadow/informational interview
  ☐ Alternative spring break
  ☐ Employer-sponsored summer program
  ☐ Part-time/summer job in management
  ☐ Study abroad/international volunteer or internship experience
  ☐ Management research opportunity

Take advantage of additional opportunities to gain experience:

☐ Participate in professional development activities (i.e. Coursera or LinkedIn Learning)

☐ Participate in a career trek offered by the Pomerantz Career Center or your department for exploration and networking opportunities

☐ Work in a Student Employment job on or off campus to gain general work experience related to project management or management

☐ Take on a leadership role or volunteer for project management responsibilities within a student organization

☐ Attend workshops/activities sponsored by the management department

☐ Participate in suggested activities from My Career Path to explore additional opportunities

While you gain experience, continue with the following:

☐ Collect and keep samples of your work from projects or internships to create a management portfolio

☐ Participate in Mock Interviews, Big Interview, or Case Coach to develop your interview skills

☐ Write a sample cover letter focused on your management knowledge, skills, and experiences

☐ Identify and develop your brand through tailoring your resume, cover letter, and portfolio materials

☐ Attend the Fall and Spring Job and Internship Fairs sponsored by Pomerantz Career Center

☐ Attend student organization-sponsored job fairs

☐ View undergraduate career leads to identify opportunities of interest to your career goals

☐ Use Handshake and other management-related sites to search for management internships/jobs
Achieve

☐ Plan to invest at least 10 hours a week toward your job search (average student may apply to 50+ positions)
☐ Apply for full-time management jobs beginning in September – knowing the average search can take 6-9 months
☐ Create an individual job search action plan with clear targets and action steps
☐ Update your Handshake profile and use Handshake to conduct a job search
☐ Create a “saved search” or “search agent” in Handshake, tailored towards your career interest areas in management
☐ View undergraduate career leads to identify opportunities of interest to your career goals
☐ Update and tailor your resume and cover letters to highlight your management experience and knowledge
☐ Prepare a list of references/seek recommendations from professors and other professionals
☐ Attend Fall and Spring Job and Internship Fairs sponsored by Pomerantz Career Center and connect on LinkedIn with recruiters of employers that are of interest to you
☐ Attend student organization-sponsored fairs and networking events
☐ Attend workshops/activities sponsored by the management department and seek contact information from speakers
☐ Revisit the management major toolkit for additional resources and information
☐ Join management or human resources-related professional organizations to make connections
☐ Participate in a Mock Interview, Big Interview, or Case Coach to polish your interview skills
☐ Use Pomerantz Career Center resources to investigate salary ranges for jobs that you are considering
☐ Learn how to use other job search resources, including personal contacts and faculty leads
☐ Use LinkedIn to connect to alumni who work for companies that don’t traditionally recruit through fairs or postings on campus
☐ Once an offer is received, read it carefully, ask questions of the organization’s HR contact, consult with a mentor or Career Coach, negotiate any changes in writing, and respond by the deadline