This guide was designed specifically to help you prepare for your job and internship search.

Each section of this guide is also available for download from the website under www.heinz.cmu.edu/careers.
Welcome to Heinz Career Services

Office location: Suite A002 (on the garden level of Hamburg Hall)
Office email: cs77@andrew.cmu.edu
Office phone: 412-268-2166
Hours of operation: Monday through Friday, 8:30am – 5:00pm

After-hours appointments scheduled by request.

Meet the Staff

Ron Delfine, Director  (rdelfine@andrew.cmu.edu)
Advisor for MPIMs ISPIMs and MSITs
Ron is responsible for providing a comprehensive range of services, programs, and materials focusing on career exploration, skill development and placement services to Heinz students. He is also responsible for expanding the base of organizations interested in offering employment opportunities to students graduating from Heinz. He previously worked as an executive recruiter for Crown Advisor Inc. based in Pittsburgh, and has also worked in the Carnegie Mellon Career Center as a Career Consultant for the College of Business Administration and the Mellon College of Science. Ron holds a Bachelor of Science in Secondary Education and a Master of Arts in Student Affairs in Higher Education, both from Indiana University of Pennsylvania.

Christine Sundry, Career Advisor (cbgregor@andrew.cmu.edu)
Advisor for MISM
Christine assists the students with the various aspects that encompass the internship and job search such as resume and cover letter writing, interview preparation and counseling in all areas of professional etiquette and development. Christine began her career as a Career Services Director for a technical, proprietary school and later transitioned to CMU, as the MISM Career Advisor from 2003-2005. Before returning to Heinz and MISM, Christine served as a Career Counselor and Internship Coordinator for Saint Vincent College (also her alma mater) and assists CMU’s Engineering and Technology Innovation Management program in a similar capacity. She is happy to once again be serving the Heinz and the MISM population, bringing along her 13 years of experience in higher education.

Maureen May, Associate Director  (mm@andrew.cmu.edu)
Advisor for MAMS and MEIMs
Maureen worked for the CMU main Career Center as the Assistant Director for Employer Relations before coming to Heinz, where she specialized in campus events, sponsorship opportunities, connection with key campus contacts and student organizations. Before that, she worked for the University of Pittsburgh in Career Counseling and Employer Relations as well. She obtained her Bachelor’s degree from Saint Vincent College before attending Indiana University of Pennsylvania for her Masters in Student Affairs in Higher Education.

Scott Scheible, Assistant Director  (scotts2@andrew.cmu.edu)
Advisor for HCPMIs and MSBTMs
Scott Scheible has been with Heinz College Career Services since 2011. Scott began his career working in the University of Pittsburgh Office of Career Services, where he administered the non-work study Student Employment program. In that role, Scott helped connect hiring departments across both Pitt and UPMC with qualified students who were seeking meaningful employment while pursuing their degrees. Scott also acquired considerable human resources and staffing experience outside of higher education, working for UPMC as a Corporate Staffing Consultant and for Bank of America as a Loan Servicing Team Manager. Scott holds a Bachelors degree in Employment Relations from SUNY Potsdam, a Masters Degree in Industrial Relations from Indiana University of Pennsylvania, and a Masters Degree in Urban Planning from the University at Buffalo.

Anita Lengvarsky, Associate Director  (anitalen@andrew.cmu.edu)
Advisor for MSPPMs
Anita joined the Heinz College Career Services staff after serving as the Director of Programs for the Local Government Academy. At LGA she was responsible for program coordination, curriculum development, event planning, and the Municipal Intern Program. Anita has also worked as a Community and Economic Development Educator in a joint position with the Penn State Cooperation Extension and Smart Growth Partnership. She graduated from Shippensburg University with a degree in Geography, with concentrations in Regional Planning and Tourism. While at Shippensburg, Anita worked in the Career Education Department advising students on career options.

Jordan Bell, Assistant Director  (jordanb@andrew.cmu.edu)

Advisor for MAMs and MS-DCs
Jordan is the main point of contact for MAM and MS-DC students. He leads skill building workshops, and coordinates programs and events like the Public Service Fair, Career Academy, and Networking Nights. He also oversees the Internship Opportunity Fund, which raises financial aid for students to complete their internships. Jordan joined Career Services in March of 2010. He received his undergraduate degree from Ohio University, majoring in Television Production, and in May of 2011 completed his Master of Education degree in Student Affairs Management from the University of Pittsburgh.

Lisa Everett, Recruitment & Office Coordinator  (ls2y@andrew.cmu.edu)
Lisa is responsible for coordinating all career services recruitment activities and maintaining the office’s daily operations. She comes to the Heinz College with significant experience in several offices at Carnegie Mellon University, most recently as Program Manager for the Undergraduate Research Office. In this role she developed and implemented programs, advised and counseled students and oversaw all administrative details for the program. She was also responsibilities for budget and financial planning, conducting monthly financial reviews and overseeing the annual Undergraduate Research Symposium with over 400 participants that recognizes student research achievements. Lisa holds a bachelor of Arts degree in Psychology from Chatham College.

HeinzCareerNavigator
Heinz CareerNavigator is the online database for career-related events, on-campus interviews and info sessions, resume drops, and job postings. Below are a few key features it offers; more information about how to use CareerNavigator can be found on the Heinz website.

❖ CREATE AN ACCOUNT
Go to https://heinz-cmu-csm.symplicity.com/students/ and register for a new account. Use your andrew email as your user name. You should receive a confirmation email within 72 hours. Use the same link to log in after you are approved.

❖ UPLOAD YOUR RESUME
Click on the “Documents” tab at the top of the screen. Click the “Add New” button to upload a new document to your personal account. Use this same process to upload cover letters, writing samples, etc., that can then be sent to employers.

❖ SEARCH FOR JOBS/INTERNSHIPS
Go to the “Jobs I Qualify For” link on the Home page under “Shortcuts” to go to the screen where you can enter keywords or Job IDs to search for posted positions. Use the other links on the Home page to view upcoming events such as on-campus interviews, workshops, and employer info sessions.

❖ SEARCH THE DOCUMENT LIBRARY
Go to the “Documents” tab and then select the “Document Library” tab. Many documents and forms are stored here, such as links to think-tank organizations and the Heinz business card template.

PREPARING FOR YOUR JOB SEARCH
Values & Skills Assessments

Before you begin your job or internship search, it is important to identify what your strengths are and what you value in the workplace. One good way to do this is to conduct a personal value and skill assessment. This can be especially important if a) you don’t have much prior work experience or b) you aren’t sure what you are looking for in your next job move.

Know the answer to questions about such as:

1. Do like jobs that require logic rather than creativity?
2. Do you like jobs that involve travelling and outdoors rather than an indoor office?
3. What news topics usually catch your attention?
4. Are you comfortable being the center of attention?
5. Would you want to work in a large corporate business rather than in a small business or alone?
6. Would you prefer a high paying stressful job over a lower paying but less stressful job?
7. Would you like a job where you were held responsible for the overall success of a project?

You can download and complete the Values Inventory and Skills Inventory from the Heinz website at http://www.heinz.cmu.edu/jobs-and-internships/searching-internships/index.aspx

There are many other resources that can be used to get a sense of your own strengths. Examples of these are Myer-Briggs style personality tests, sites like CareerPath.com that have a variety of quizzes and career advice materials, and publications like What Color Is My Parachute?, which is available from the Career Services library.

Once you can articulate to yourself what it is you are looking for in a job or career, then you will be ready to conduct a meaningful job search. Knowing this information will also help you explain to employers why you are interested in a position, or why you would be a good fit with their organization.
MSISPM COMMON JOB ROLES

The first step to a successful job hunt is to do your research. Research the employer, the nature of the work, the career paths available, and what kinds of skills and qualifications are desired. To learn more about a specific type of job or certain employer, see your career advisor and ask for a list of relevant alumni you can contact to ask specific questions.

Information Security Governance/ Risk Management

**Nature of Work:** Information Security Governance, Information Security Governance or ISG, is a subset discipline of Corporate Governance focused on information Security systems and their performance and risk management.

IT security governance is the system by which an organization directs and controls IT security (adapted from ISO 38500). IT security governance should not be confused with IT security management. IT security management is concerned with making decisions to mitigate risks; governance determines who is authorized to make decisions. Governance specifies the accountability framework and provides oversight to ensure that risks are adequately mitigated, while management ensures that controls are implemented to mitigate risks. Management recommends security strategies. Governance ensures that security strategies are aligned with business objectives and consistent with regulations.

NIST describes IT governance as the process of establishing and maintaining a framework to provide assurance that information security strategies are aligned with and support business objectives, are consistent with applicable laws and regulations through adherence to policies and internal controls, and provide assignment of responsibility, all in an effort to manage risk.

Enterprise security governance results from the duty of care owed by leadership towards fiduciary requirements. This position is based on judicial rationale and reasonable standards of care [1]. The five general governance areas are:

1. Govern the operations of the organization and protect its critical assets
2. Protect the organization's market share and stock price (perhaps not appropriate for education)
3. Govern the conduct of employees (educational AUP and other policies that may apply to use of technology resources, data handling, etc.)
4. Protect the reputation of the organization
5. Ensure compliance requirements are met

"Govern for enterprise security means viewing adequate security as a non-negotiable requirement of being in business."

**Earnings:** The median annual wage of US IT Security Governance/ IT Risk Management Leads was $110,000 in January, 2012.

*The above information is excerpted from the Wiki Internet and Indeed.com:*
Information Security Analyst

Nature of Work: Information security analysts, web developers, and computer network architects all use information technology (IT) to advance their organization’s goals. Security analysts ensure a firm’s information stays safe from cyberattacks. Web developers create websites to help firms have a public face. Computer network architects create the internal networks all workers within organizations use. Information security analysts plan and carry out security measures to protect an organization’s computer networks and systems. Their responsibilities are continually expanding as the number of cyberattacks increase.

Information security analysts typically do the following: research the latest information technology security trends; monitor their organization’s networks for security breaches and investigate a violation when one occurs; help plan and carry out an organization’s way of handling security; develop security standards and best practices for their organization; install and use software, such as firewalls and data encryption programs, to protect sensitive information; recommend security enhancements to management or senior IT staff; and help computer users when they need to install or learn about new security products and procedures. Information security analysts must continually adapt to stay a step ahead of cyberattackers. They must stay up to date on the latest methods attackers are using to infiltrate computer systems and on IT security. Analysts need to research new security technology to decide what will most effectively protect their organization.

IT security analysts create their organization’s disaster recovery plan, a procedure that IT employees follow in case of emergency. The plan lets an organization’s IT department continue functioning. It includes preventative measures such as regularly copying and transferring data to an offsite location. It also involves plans to restore proper IT functioning after a disaster. Analysts continually test the steps in their recovery plans. Many information security analysts work with an organization’s Chief Technology Officer (CTO) to design security or disaster recovery systems.

Qualifications: Most of these workers have a bachelor’s degree in a computer-related field. Information security analysts and network architects usually need experience in a related occupation, and additional knowledge of web programming languages can be helpful for web developers.

Locations/Industries: Information security analysts, web developers, and computer network architects held about 302,300 jobs in 2010. The industries that employed the most information security analysts, web developers and computer network architects in 2010 were computer systems design and related services (27%), telecommunications (8%), finance and insurance (7%), and management of companies and enterprises (5%). About 17 percent of information security analysts, web developers, and computer network architects were self-employed in 2010. Most information security analysts, web developers, and computer network architects work full time.

Employment Change: Employment of information security analysts, web developers, and computer network architects is projected to grow 22 percent from 2010 to 2020, faster than the average for all occupations.

Earnings: The median annual wage of information security analysts, web developers, and computer network architects was $75,660 in May 2010. The lowest 10 percent earned less than $43,190, and the top 10 percent earned more than $119,940.

**Information Security Architect**

**Nature of Work:** A security architect is the individual who is responsible for maintaining the security of a company’s computer system. They must think like a hacker would, because they must anticipate all of the moves and tactics that hackers will use to try and gain unauthorized access to the computer system. They sometimes have to work odd hours, and they must constantly stay current on the latest developments both on the security end and the attacking end. Many information technology experts feel that the best security architect’s are former hackers, making them very adept at understanding how the hackers will operate.

A security architect’s first duty when beginning a new job is to gain a thorough understanding of the company’s systems. They must learn who has access and where the weak points of the systems are. They then must recommend ways to improve and update the security of the company’s computers. They must be able to recommend ways to improve a system’s security through both hardware and software. The next duty of a security architect is to set user policies and protocols, monitor them, and enforce them. They must also set up countermeasures that protect the system when an unauthorized user attempts to gain access to the system.

**Employment Change:** The job outlook for security architects, like almost every position in the information technology realm, is quite good. The number of computers worldwide is constantly increasing, and with more users comes more opportunities for IT professionals. As well as the increase in computers, there is also an increase in the number of hackers trying to obtain illicit access to companies’ computer systems. This will allow security architects to prove their worth to companies by stopping these attacks before they gain access to valuable company information. The future is very bright for security architects.

**Earnings:** Becoming a security architect is not the highest paying job in the information technology field, but it does pay quite well. The vast majority of security architects earn in the neighborhood of $50,000 TO $90,000 a year, depending on their experience level and amount of responsibility. Obviously, the bigger the company, the more computers and systems that the security architect will have to protect. Larger companies will usually pay well over six figure salaries to their security architects. The most common salary level for security architects is in the neighborhood of $65,000.

*The above information is excerpted from the INFOSEC Institute: http://www.infosecinstitute.com/jobs/security-architect.html*
Security Engineer

**Nature of Work:** An information systems security engineer (ISSE) helps businesses safeguard sensitive data including confidential client data, trade secrets and financial records. These engineers belong to an evolving profession, since hackers and cyber criminals are constantly coming up with new ways to infiltrate protected databases. Education and experience are the two most valuable commodities for an aspiring ISSE.

In their work ISSEs are generally responsible for updating information systems, implementing security features, researching security breaches and matching technological capabilities to a company’s current needs.

Other responsibilities that the Security Engineer is responsible for are planning, coordinating, and implementing security measures for information systems to regulate access to computer data files and prevent unauthorized modification, destruction, or disclosure of information. They also encrypt data transmissions and erect firewalls to conceal confidential information as it is being transmitted and to keep out tainted digital transfers. Developing plans to safeguard computer files against accidental or unauthorized modification, destruction, or disclosure and meeting emergency data processing needs are also common.

Other responsibilities of security engineers could include reviewing violations of computer security procedures and discussing procedures with violators to ensure violations are not repeated; monitor use of data files and regulating access to safeguard information in computer files; monitoring current reports of computer viruses to determine when to update virus protection systems; modifying computer security files to incorporate new software, correct errors, or change individual access status; performing risk assessments and execute tests of data processing system to ensure functioning of data processing activities and security measures; and conferring with users to discuss issues such as computer data access needs, security violations, and programming changes. Training users and promoting security awareness to ensure system security and to improve server and network efficiency; as well as coordinating implementation of computer system plan with establishment personnel and outside vendors may also be included.

**Employment Change:** According to the U.S. Bureau of Labor Statistics (BLS), network systems analysts (a group that includes IT engineers) will see a 53% increase in employment growth from 2008-2018, making this occupational group one of the fastest-growing during that time ([www.bls.gov](http://www.bls.gov)). Individuals with computer security knowledge, such as ISSEs, will be in especially high demand.

**Earnings:** The mean annual wage of Security Engineers is $103,210.

Product manager

**Nature of Work:** People in product management are marketing employees who make strategic decisions on developing, pricing, promoting and distributing a particular product or line of products. Product management is on par with brand management in consumer products companies, but people in product management tend to deal with more technical products such as software and industrial goods; or books and other products that fall under one particular name.

The **job** description for product management mainly entails managing the product life cycle of a particular product and making necessary changes to extend the life of that particular product. A product goes through introductory, growth, maturity and decline stages. Product management’s job is to tweak the product, find new uses for it or create additional products to maintain or increase sales and profit margins.

The job description of product **management** also entails working with the marketing research department in doing-in-depth studies of the competition, determining the strengths and weaknesses of the company's products versus the competition and developing strategies that will provide the company with a competitive edge, according to the Association of International Product Marketing and Management.

The job description of product management also includes working with the sales team and developing visual aids and training programs that can help them increase their sales. Product management should design sales collateral materials that stress how the company's products can best benefit the customer or end user. A mandatory aspect of product management’s job description should include supplying sales with the most up-to-date secondary research and market data available.

Another key facet of product management's job description is writing the business plan. The business plan should include every detail about each of the products, including all price points, sales forecasts, special features of new and existing products, all existing and new channels of distribution and all of the sales promotions and advertising that will be used to market the product line.

**Earnings:** Salary expectations for product management positions average about $95,900 per year in 2010. A person can make more money as they advance into more senior product management or director positions. According to State University.com, the outlook for careers in product management are very good in companies that keep up with technology and stress sales and marketing as cornerstones for the organization.

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IT Security Consultant

**Nature of Work:** Just how susceptible is a company's computer system to an attack? IT security consultants assess the vulnerability of systems by performing penetration tests. You'll also work with clients and technically manage security projects. The IT security consultant also helps with risk analysis and mitigation techniques and provides incident response and forensics.

Sometimes referred to as Computer/Network Security Consultants, they protect computer systems and networks against hackers, spyware, and viruses. No company or government agency can afford to have a serious breach in the security of its computer system. New technologies and an unending supply of creative hackers around the world keep the field challenging.

Increasing security threats, such as computer hackers, are causing business to move towards hiring security consultants to prevent these events from occurring. High-paying salaries in a quickly growing field can await security consultant professionals. A security consultant uses his or her subject-matter expertise to advise companies in securing and protecting information capital, such as computer systems or other items. Specializations for security consultants exist in areas such as building security, computer security or natural/manmade disaster security. Security consultants may work for consulting firms or as self-employed contractors.

Security consultants may advise that companies perform more rigorous background checks prior to hiring new people or train employees on measures to improve the security of property or information. Security consultants may assess existing IT systems and infrastructures for weaknesses and then develop and implement IT security solutions to prevent unauthorized access, data modification or data loss. They could also determine physical security risks, such as threats of violence in the workplace, and then implement solutions to lessen those risks.

**Locations/Industries:** Security Consultants can often work from home, and top-level pros command big paychecks.

**Employment Change:** Security Consultant positions are expected to group 23 percent over the next ten years.

**Earnings:** The median annual wage of Security Consultants is $99,300.

Internships

A full-time internship will provide you with the opportunity to apply the management and technical skills learned during the first year of the program, gain further professional experience and develop a strong context for the second-year concentration coursework.

As a MSSPM student, you’ll have to complete an internship in the summer between your first and second years to gain first-hand, real-world experience. Students may conduct internships in many different industries, including finance, consulting, technology, and government agencies. You will not receive academic credit for your internship, but it will be reflected on your transcript as a course with a Pass/Fail grade.

NOTE: You are personally responsible for securing a suitable internship. Career Services will assist you in your search through counseling, workshops, and internship opportunity listings in CareerNavigator and TartanTRAK.

Internship Requirements

- Complete the Internship Reporting Form online at the Career Services website.
- The internship should be for a minimum of ten weeks full-time (400 hours).
- The internship should allow you to apply skills you have acquired in your first year of study.
- We will send an internship evaluation that is expected to be reviewed by either your supervisor or career advisor.

Students should view the Student Internship Guidelines for more information, and provide the employers with the Guidelines for Internship Supervisors so they’re fully aware of their roles and responsibilities.

For International F1 Visa Students: You must apply for Curricular Practical Training (CPT) employment authorization for your summer internship. CPT authorization is required regardless of the internship being paid or unpaid. If your degree program requires you to do a summer internship, you can qualify for CPT. Processing CPT may take up to 1 week and you cannot begin employment until you receive authorization. CPT guidelines, forms and instructions can be found at the CMU Office of International Education’s website.

MSISPM Internship Timeline

We strongly encourage you to begin your research and prepare for your internship search in the fall of your first year. By starting your search early, you won’t miss out on potential opportunities. Career Services will assist you with your internship search, but please remember we do not match students with employers; obtaining an internship is your responsibility. We encourage you to take the following steps to ensure a successful internship outcome.

AUGUST

- Update your resume
- Gather your interview clothes from home for the fall job fairs
- Research your chosen industry

SEPTEMBER

- Have your resume reviewed by your career advisor
- Participate in a mock interview
- Upload your resume into CareerNavigator/TartanTRAK
- Attend the Business Opportunities Conference (BOC) and Technical Opportunities Conference (TOC)

**October and November**
- Follow-up on leads from the BOC and TOC
- Attend Network New York over Fall Break in October
- Attend relevant Information Sessions, which can be found in CareerNavigator/TartanTRAK
- Attend relevant workshops, Convocations and Vistas

**December and January**
- Update your resume with your new GPA, relevant academic projects, coursework, etc.
- Have your resume reviewed by your career advisor
- Upload your revised resume in CareerNavigator/TartanTRAK
- Start to look closely in CareerNavigator/TartanTRAK for internship posting and begin applying
- Being utilizing your personal network for internship leads as well as checking company websites

**February**
- Continue to apply to internships through CareerNavigator/TartanTRAK, company websites and personal network
- Continue to interview for internships
- Attend Network Pittsburgh
- Attend the Employment Opportunity Conference (EOC)
- Attend relevant Information Sessions, which can be found in CareerNavigator/TartanTRAK

**March**
- Continue to apply to internships through CareerNavigator/TartanTRAK, company websites and personal network
- Continue to interview for internships
- Attend Network Washington, DC
- If you are ready to make a decision on your offers, don’t forget to utilize your career advisor
- If you have accepted your offer, please professionally decline your other offers

**April**
- Continue to apply to internships through CareerNavigator/TartanTRAK, company websites and personal network
- Continue to interview for internships
- If you are ready to make a decision on your offers, don’t forget to utilize your career advisor
- If you have accepted your offer, please professionally decline your other offers
- Connect with other interns relocating to your new city to share housing

**May**
- If you are seeking CPT, your paperwork will be due
- Report your internship to Career Services

**June – August**
- Look for Heinz and Carnegie Mellon events your city and attend to network with other interns
APPLYING FOR JOBS

MSISPM Employers

MSISPM placement with employers is tracked twice a year in December and May. Details including employer name, job title, and location as well as salary and sector statistics are posted to the website.

You can view previous employer information here:


Heinz Job Search Assistance Fund

The Heinz College will provide each Master’s student with up to $300 in assistance for reasonable costs of travel associated with job interviews and/or conference attendance with public sector or non-profit organizations.

This fund is to assist you with your job search; expenses will not be reimbursed if you have accepted a job offer and receipts must be submitted within 21 days of the interview. In order to qualify, you must first inquire with the interviewing organization whether they have funds available to assist you with interview-related travel expenses and document their response.

Please view the guidelines and application on the website or in the CareerNavigator Document Library for details and instructions.

Suggested Job Search Timeline

AUGUST
- Update your resume including GPA, new relevant courses and experiences
- Upload your revised resume in CareerNavigator/TartanTRAK
- Start to look closely in CareerNavigator/TartanTRAK for posting and begin applying
- Being utilizing your personal network for leads as well as checking company websites
- Gather your interview clothes from home for the fall job fairs
- Continue to research your chosen industry

SEPTEMBER
- Have your resume reviewed by your career advisor
- Participate in a mock interview
- Attend the Business Opportunities Conference (BOC) and Technical Opportunities Conference (TOC)
- Follow-up on leads from the BOC and TOC
- Continue to apply for positions through CareerNavigator/TartanTRAK, company websites and personal network
- Attend relevant workshops
OCTOBER AND NOVEMBER

- Attend Network New York over Fall Break in October
- Continue to apply to positions through CareerNavigator/TartanTRAK, company websites and personal network
- Interview for those positions and companies which interest you
- Attend relevant Information Sessions, which can be found in CareerNavigator/TartanTRAK
- Attend relevant workshops, Convocations and Vistas
- Participate in relevant case challenges
- If you are ready to make a decision on your offers, don’t forget to utilize your career advisor for negotiating advice
- If you have accepted your offer, please professionally decline your other offers
- Connect with other new graduates relocating to your new city to share housing

DECEMBER

- Continue to apply for positions through CareerNavigator/TartanTRAK, company websites and personal network
- Interview for those positions and companies which interest you
- Attend relevant Information Sessions, which can be found in CareerNavigator/TartanTRAK
- If you are ready to make a decision on your offers, don’t forget to utilize your career advisor for negotiating advice
- If you have accepted your offer, please professionally decline your other offers
- If you are seeking OPT, paperwork will be due
- Congratulations if you are graduating! Don’t forget to report your success to the Career Services

JANUARY

- Update your resume with your new GPA, relevant academic projects, coursework, etc...
- Have your resume reviewed by your career advisor
- Upload your revised resume in CareerNavigator/TartanTRAK
- Start to look closely in CareerNavigator/TartanTRAK for posting and begin applying
- Being utilizing your personal network for leads as well as checking company websites
- Attend relevant workshops, Convocations and Vistas

FEBRUARY

- Continue to apply for positions through CareerNavigator/TartanTRAK, company websites and personal network
- Continue to interview
- Attend Network Pittsburgh and the Employment Opportunity Conference (EOC)
- Attend relevant Information Sessions, which can be found in CareerNavigator/TartanTRAK
- Attend relevant workshops, Convocations and Vistas
MARCH
- Continue to apply for positions through CareerNavigator/TartanTRAK, company websites and personal network
- Continue to interview
- Attend Network Washington, DC
- If you are ready to make a decision on your offers, don’t forget to utilize your career advisor for negotiating advice
- If you have accepted your offer, please professionally decline your other offers

APRIL
- Continue to apply for positions through CareerNavigator/TartanTRAK, company websites and personal network
- Continue to interview
- If you are ready to make a decision on your offers, don’t forget to utilize your career advisor for negotiating advice
- If you have accepted your offer, please professionally decline your other offers
- Connect with other new graduates relocating to your new city to share housing

MAY
- If you are seeking OPT, paperwork will be due
- Report your success to the Career Center and congratulation on your graduation!

JUNE – AUGUST
- Look for Heinz and Carnegie Mellon events your city and attend to network with other alumni