

Alumni FAQ's

1. I'm a current EMP or TMP student. Am I eligible for alumni career services?

- a. As a current student, PTMBA, or EMBA you are not eligible for Alumni Career Service, however you do have access to career counselors specifically for you through your program. For career coaching, current students should contact their Career Services departments.

Kellogg offers free and unlimited career coaching to alumni of all Kellogg School degree programs (full-time, part-time and executive MBA programs).

2. I completed the KMI certificate program. Am I eligible for career services?

- a. No, KMI certificate participants are not eligible for alumni career services.

3. I'm an alumnus of Kellogg. Is my spouse (or other family member) eligible?

- a. No, alumni career services are only available for Kellogg School degree recipients (FT, PT, and EMBA programs). Many other schools have services available for their alumni; please have your family member contact their alma mater to see what services are available to them.

4. How do I choose the right coach?

- a. The best way to choose a coach is to read through the profiles on the website and select the coach whose profile matches your interests. Each coach has years of experience in career coaching and have worked with alumni from a variety of backgrounds.

5. When trying to find the coach whose background and style best suits me, may I contact and schedule a preliminary session with more than one coach?

- a. We ask that alumni email only one of the alumni career coaches at a time to schedule an appointment. Please contact the coaches via email and attach a copy of your resume or C.V. Their emails are listed at the end of each coach's biography. After your appointment, if you would like to schedule an appointment with a different coach, you may do so by emailing your resume to another coach.

6. What do I need to do to prepare for a coaching appointment?

- a. To prepare for your first appointment, please send email a copy of your resume to the coach you are working with. Other helpful tips include: prepare a list of questions/topics that you wish to discuss with your coach, and be prepared to discuss your search thus far.

7. How long do coaching sessions typically last?

- a. Coaching sessions typically last from a half hour to an hour. It can vary by appointment depending on the alumni and the coach.

8. May I ask a coach to review my resume only, or must I also participate in one-on-one coaching?

- a. Alumni coaches are more than happy to review your resume; you do not need to schedule multiple appointments with a coach.

9. May I pick and choose other services/resources -- like interview practice only, or negotiation help only?

- a. Yes, the alumni career coaches are there to offer their help and support with all aspects of your career search.

10. How do I update my information on the Alumni database?

- a. To update your information in the Alumni database, please login to the Alumni website. In the top left hand corner of the Alumni homepage, there is a link called "Update Profile." Please click this link and update your information accordingly.

11. As an alumnus, do I have access to the list of company recruiters who visit campus?

- a. Yes, you do have access to the list of company recruiters who visit campus. This information can be downloaded as a PDF from the [Career Management Center's website for Recruiters](#). Alumni in the Chicago area also have access to the On-Campus Interviewing binders.

13. What on-campus services/resources are available to me as an alumni living in the Chicago area?

- a. As a local alumnus, you have access to the Career Resource Center in Evanston located in the Jacobs Center at the Northwestern campus. Visiting the CRC provides alumni with access to the Northwestern Library databases. These are just a few of the great databases for company research:
 - Hoovers
 - Factiva
 - Capital IQ
 - Mintel Market Research
 - Thomson 1 Banker
 - Business Source Premier's Datamonitor Reports with SWOT analysis.

If you are interested in visiting the CRC, please contact Marti Wilimzig at cmc-alumni@kellogg.northwestern.edu or call 847-491-3168 to schedule an appointment.

14. Where do I park when I visit the NU campus?

- a. Visitor parking is available on the side streets throughout the campus. There is a two hour time limit on the side streets. Please do not park in the lots adjacent to the Jacobs Center, as these lots are not open to the public and you will be ticketed.

15. What off-campus /resources are available to me as an alumnus who is not in the Chicago area or living abroad?

- a. If you are an alumnus who cannot make it to campus, the alumni website is a great tool to aid you in your job search. The Alumni website offers great access to resources such as:
 - Kellogg Career Network and other job boards
 - Alumni Resume Database and Directory

- Self-assessment tools such as CareerLeader (offered at a discount for Kellogg Alumni)
- Resource guides by industry, geography (US and International) and research matrices.
- Resumes and Cover Letter Information (templates and examples)
- Interviewing tips and resources such as InterviewStream
- Research tools through CareerBeam
- Networking information
- Executive Recruiter information
- Negotiation information

Don't forget about your local public libraries! Most local public libraries have subscriptions to many of the databases listed above and allow members to access these databases from home. For information on what resources your local public library offers, please refer to the geographic guide in your area.