



RECRUITING GUIDE

FOR EMPLOYERS

Why Harvard Kennedy School

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OFFICE OF CAREER ADVANCEMENT

Discover | Connect | Make a Difference

Why HARVARD KENNEDY SCHOOL

As our work becomes increasingly interconnected, with local domains being significantly affected by events thousands of miles away, the need becomes ever greater to have leaders, managers, and analysts who have the training, education and experience to solve complex challenges and develop new paradigms of thinking and operating.

Harvard Kennedy School is residence to an outstanding and richly diverse group of students who know how to lead, manage and solve complex problems in the most demanding of situations. They cross national boundaries—more than 80 countries are represented; they come from all sectors—public, private and non-profit; and they are interested in a wide range of policy areas and industries, including human rights, journalism, public consulting, finance, and social enterprise. **Yet Kennedy School students are united in:**

Their fervent commitment to addressing the most difficult of public issues

The impressive talents and skills they offer employers

The results they can bring to your organization

“Nothing is more stirring than the recognition of great public purpose.

Every great age is marked by innovation and daring — by the ability to meet unprecedented problems with intelligent solutions...”

John F. Kennedy, March 1962

Whether you are looking to hire students for full-time, part-time or summer positions, the Office of Career Advancement looks forward to working with you to bring our most valuable resources to you and your organization. Please let us know how we can help.

Best Regards,

Sandy Schultz Hessler
*Assistant Dean
Director of the Office of Career Advancement
Harvard Kennedy School*

HKS STUDENTS + DEGREES

DEGREE PROGRAM	DEFINING CHARACTERISTIC	AVERAGE AGE	AVERAGE TOTAL CLASS SIZE	% NON-U.S. CITIZENS
MPA² Master in Public Administration 2-year program	Flexibility to delve deeply in skill and policy areas of interest; strong percentage of joint degree students	28	125	54%
MPA/ID Master in Public Administration in International Development	Economics-centered, multi-disciplinary curriculum combining rigorous training in analytical and quantitative methods with an emphasis on policy and practice	26	150	67%
MC/MPA Mid Career Master in Public Administration 1-year program	One-year program for senior level managers who want to further hone skill and policy knowledge	39	200	50%
MPP Master in Public Policy	Curriculum grounded by first-year core requirements in analytics, ethics, statistics, and leadership; second-year flexibility to focus on issue interest areas	25	475	23%

HKS CURRICULUM

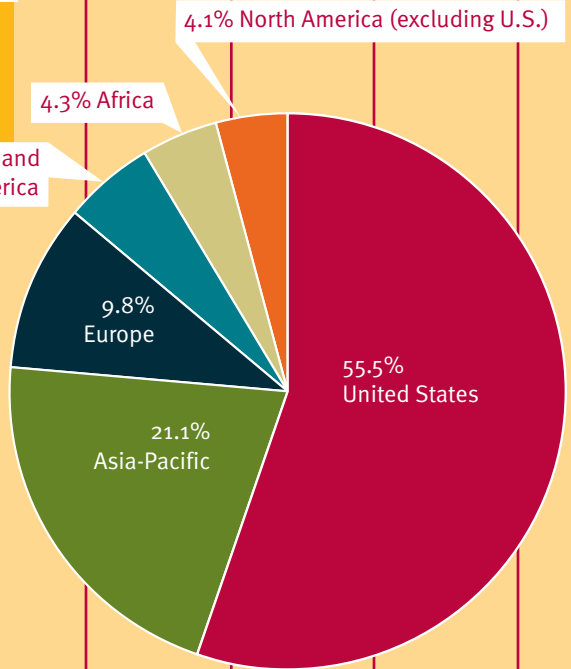
HKS students are trained with a powerful complement of skills to increase their effectiveness in working in their chosen fields. The HKS curriculum is built upon three foundational methodological areas of quantitative analysis, strategic management, and leadership. Classes are also organized around a framework of policy areas, including:

- Business & Government
- Crime & Criminal Justice
- Democracy, Politics, & Institutions
- Health Care
- International & Global Affairs
- Housing, Urban Development, & Transportation
- Human Resources, Labor, & Education
- International Trade & Finance
- Nonprofit Sector
- Political & Economic Development
- Press, Politics, & Public Policy

HKS STUDENTS + DEGREES

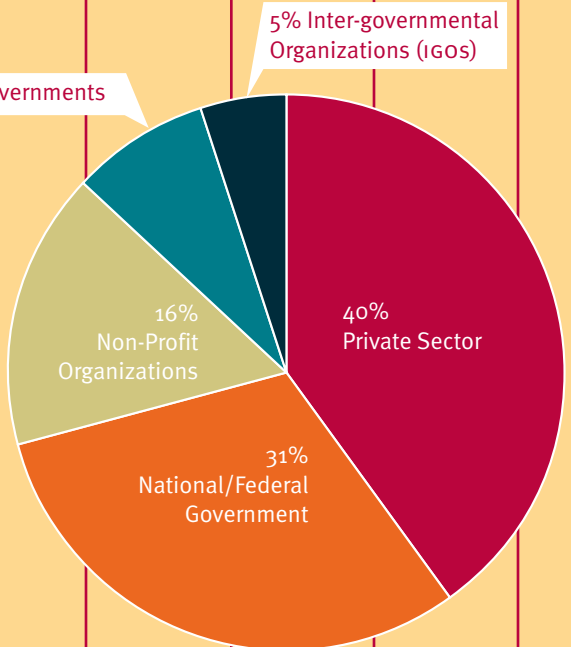
WHERE ARE HARVARD KENNEDY SCHOOL STUDENTS FROM?

Approximately 500 students graduate from Harvard Kennedy School each year. Those students come from over 80 different countries. Students from outside of the U.S. make up approximately 45% of our population.



WHERE DO HARVARD KENNEDY SCHOOL STUDENTS GO?

Innovations and solutions to challenging issues that affect all of us come from every sector—and to every sector do Kennedy School students go, bringing their leadership, analytic and innovative problem solving strengths with them.



JACK
Jobs and Careers
for the Kennedy
School database

BUILDING A PARTNERSHIP

TYPICAL CALENDAR OF EVENTS

September	Consulting Fair Finance Event
October	“Demystifying DC” Week International Security Fair
November	Summer Internship Fair
January	Regional Networking Events (DC, NY, SF)
February	International Development Fair
March	City Fair (Helping Urban Areas Thrive)
April	Social Impact Fair
Year-long	Weekly Career Panel Sessions

INTERNSHIPS

Hire Harvard Kennedy School students for summer internships or in-semester consulting projects known as the Policy Analysis Exercises (PAE) to best get to know our students. PAEs are a mandatory requirement for MPP students in their 2nd year.

Have students **DISCOVER** you and your organization by

- Joining the JACK database {see page 4 for details}
- Participating in Student Professional Interest Council Activities {Contact us for a complete list of student groups and their chairpersons.}
- Participating in our Career & Networking Fairs, Career Panel Discussions, and employer briefings

Have students **CONNECT** with you and your organization by

- Posting your jobs in our JACK database {see page 4 for details}
- Holding employer briefing sessions
- Holding on-campus or off-campus interviews
- Attending one of our career fairs

BUILDING A PARTNERSHIP

Connecting into **JACK** { *Jobs and Careers for the Kennedy School*

JACK is our comprehensive career management system. It provides a one-stop service for students, alumni, and employers to engage in career activities. JACK holds all our employers, contacts, and job openings. It lists and sends out notices to students of all career-related calendar activities.

Students register for JACK by completing a comprehensive career interest profile — allowing us to immediately send out new job postings to students most interested in those areas.

Further, students post their resumes in JACK, allowing us to create Resume Books by area of interest for employers.

JACK
*Jobs and Careers
 for the Kennedy
 School database*

HOW TO REGISTER IN 'JACK' AS AN EMPLOYER AND POST JOB OPENINGS

Employers should access 'JACK for employers' from our website www.hks.harvard.edu/career.

To establish an account:

1. Use your email address to create an account and get a password.
2. Register for access to services, including targeted information on events of interest to you and your organization. *(Your name and contact information will be viewable by Career Advancement Staff only.)*
3. Refer to the 'JACK User Guide for Employers' in the OCA Document Library or the video tutorials located throughout for tips on navigating the system.

Once the account is approved, you can:

- Post jobs, internships, and in-semester consulting opportunities
- Review resume books of students
- Get system reminders as jobs are close to expiration
- Collect applications on-line if you so desire
- Schedule briefings and interviews.

Call us at the Office of Career Advancement 617-495-1162 if you ever have questions.

RECRUITING + INTERVIEWING

On Campus **RECRUITING + INTERVIEWING**

We welcome employers to come to our campus to hold briefing sessions, participate in our various career fairs, and schedule on-campus interviews. Please call our Recruiting Director at 617-495-1162 to schedule all activities and interviews. Briefing sessions and interviews are held throughout the academic year between September and May.

Employers coming to HKS to hold interviews are asked to sign a policy statement (which can be found in JACK). Highlights of our policies include:

- ...✦ The principle of non-discrimination in recruiting and hiring of any person on the basis of race, color, sex, sexual orientation, religion, age, national or ethnic origin, political beliefs, veteran status or handicap.
- ...✦ The request that employers not require students to accept job offers prior to the beginning of Spring semester (early February) or three weeks after the offer is made, whichever date is later.
- ...✦ The expectation that should an employer not be able to abide by the timing above, clear expectations need to be set during the interview/offer process.

JACK ...✦
Jobs and Careers
for the Kennedy
School database



*We look forward
to welcoming you to
Harvard Kennedy School.*



CAMPUS INFORMATION

CONTACT US

79 JFK Street Box 70
Cambridge, MA 02138

PHONE 617-495-1161

FAX 617-496-4231

HKS_Career@hks.harvard.edu

PHYSICAL ADDRESS

**Corner of JFK
and Eliot Streets,
Rubenstein Building, 1st Floor**

→ If you take a taxi, just tell the taxi driver to take you to the corner of JFK and Eliot Streets in Cambridge.

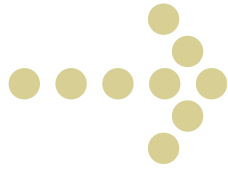
Driving Directions from Logan Airport

- Exit Logan Airport and follow the signs to I-90 West.
- Take exit 20, Brighton/Cambridge. Stay right after the toll and follow Cambridge signs for Storrow Drive West.
- At the traffic light (Doubletree Guest Suites Hotel will be on your right) take a left onto Soldiers Field Road. Follow for approximately one-half mile.
- Take Harvard Square/Cambridge exit and follow it across the Charles River. Continue straight through the first traffic light.
- You will now be on JFK Street; the first building on your left is the Kennedy School.
- At the next light, take a left onto Eliot Street. Eliot Street Garage will be on your right. The Kennedy School is across the street from the garage. Our office is in the Rubenstein Building; Career Fairs are held in the Taubman Building.

Directions Via

Public Transportation

- You can take the Red Line to the Harvard Square stop. Take a left out of the station and walk straight down JFK Street for about 5 minutes until you reach Eliot Street. You will see the Kennedy School up ahead.
- There are also several bus lines that run near the Kennedy School. For more information on public transportation please visit www.mbta.com.



Planning Your Visit

HOTELS IN THE AREA

Charles Hotel
right next to campus

Harvard Square Hotel
right next to campus

The Inn at Harvard
5–10 minute walk

The Double Tree
(Storrow Drive)
*5 minute taxi ride
(10–15 minute walk)*

Sheraton Commander
10–15 minute walk



Mixed Sources

Product group from well-managed forests and other controlled sources
www.fsc.org Cert. no. SIF-COC-003135
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