Office of Career Advancement

EMPLOYER GUIDE

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Harvard Kennedy School is transforming lives—the lives of the leaders we train and the lives of those they go on to serve. As we complete a multi-year transformation of our physical campus, we are prepared with a refreshed curriculum and state-of-the-art learning environment to address the present-day challenges and opportunities facing the world—in security, development, energy, the environment, urban economics, health care, education and so many other areas.

Our students come from all sectors and from around the globe. They leave HKS with skills that position them to make an immediate impact in government, nongovernmental organizations, business and social enterprise. They take leadership roles as public officials, consultants, policymakers, economists, managers, educators and senior executives. Some arrive at HKS early in their professions, while others are returning to school to build on fully established careers.

We invite you to read about our degree programs and explore how your organization can best leverage the professional skills of our students. Are you looking for sophisticated quantitative and analytic skills? Would your organization benefit from experienced business, nonprofit and public sector leaders with deep policy knowledge?

Join us and connect with HKS talent. Post job and internship opportunities; browse our resume books; visit the HKS campus in-person or virtually; engage students as summer interns; become a client for a Policy Analysis Exercise (PAE); hire our graduates.

We invite you to partner with Harvard Kennedy School. Imagine what we can do together.

Best regards,

Employer Relations Team
Office of Career Advancement
Harvard Kennedy School
## HKS Students + Degrees

### HKS CURRICULUM

HKS students develop a powerful complement of skills to enhance their effectiveness in their chosen fields. The HKS curriculum is built upon three foundational methodological areas:

- Economics and Quantitative Analysis
- Management and Leadership
- Political Thought and Institutions

Classes are also organized around a framework of policy areas, including:

- Business and Government Policy
- Democracy, Politics and Institutions
- International and Global Affairs
- Political and Economic Development
- Social and Urban Policy

### Expected Class of 2018

<table>
<thead>
<tr>
<th>DEGREE PROGRAM</th>
<th>DEFINING CHARACTERISTIC</th>
<th>WORK EXP.</th>
<th>CLASS SIZE</th>
<th>% NON-U.S. CITIZENS</th>
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| MPP Master in Public Policy   | 1st year core coursework in leadership, quantitative analysis and strategic management  
   - 2nd year flexibility to focus on issue areas, including a capstone consulting project                                                                                                                                  | 3 yrs     | 223        | 31%                 |
| MPA/ID Master in Public       | Economics-centered, multi-disciplinary program  
   - Training in analytical and quantitative methods  
   - Emphasis on policy and practice designed to prepare leaders in international development                                                                                                                              | 4 yrs     | 72         | 78%                 |
| Administration in International Development |                                                                 | | | |
| MPA Master in Public Policy  | Flexible program designed to enhance the knowledge and skills of established professionals  
   - Preparation to undertake major leadership responsibilities in the public, nonprofit and private sectors                                                                                                           | 4 yrs     | 85         | 54%                 |
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   - Preparation to undertake major leadership responsibilities in the public, nonprofit and private sectors                                                                                                           | 4 yrs     | 85         | 54%                 |
| MC/MPA Mid-Career Master in Public Administration 1-year program | Designed to increase the knowledge and skills of experienced, high-performing professionals  
   - Focus on those pursuing leadership positions in public service across sectors                                                                                                                                 | 13 yrs    | 219        | 56%                 |
2017–2018 A View of Our Student Community

615 will graduate in 2018
380 are seeking summer 2018 internships
285 are seeking PAE clients (see section 3)
300 are dual MBA or JD candidates
47% are international
94 countries are represented
46% are female
24% are U.S. students of color

Where are HKS students from?
2017–2018

54% North America
11% Latin America
16% Asia
7% Western Europe
3% Middle East
3% Oceania
4% Africa
2% Eastern Europe

Where do HKS students go?
Class of 2016 employment reported

41% Private Sector
19% Nonprofit/NGO
25% Federal/National Governments
5% Intergovernmental Organizations (IGOs)
5% State/Provincial Governments
2% Unspecified
3% City/Local Governments
3% Other
5% Federal/National Governments

P: 617-495-1161 | HKS_Career@hks.harvard.edu | www.hks.harvard.edu/employers
Overview Calendar for Employers

Join us for upcoming events or schedule your own company briefing either from September–November or February–April.

September–October
— Employer Connections Event:* Consulting, Operations, Research, and Economics (CORE) (September 8 and 29)
— Students declare 2018 Policy Analysis Exercise (PAE) client (see section 3) by end-September
— 2017–2018 HKS Resume Book available

November–October
— Students start researching summer internship opportunities
— Post a summer internship

January
— Regional Networking in DC (January 16–17) and California (TBD)

February
— Employer Connections Event:* International Development and Human Rights (February 9)
— Employer Connections Event:* Urban Innovations (February 23; March 2)

March
— Regional Networking in New York City (March 12–13)
— HKS Class of 2018 Resume Book available
— HKS summer funding deadlines approaching: students need an offer in hand to apply
— Post full-time openings to hire a Class of 2018 graduate!

May
— Academic year ends May 11; Harvard Commencement on May 24

June–August
— Submit a proposal to become a PAE client (see section 3)

* Employer Connections Events are targeted career fairs for employers interested in hiring HKS students

Connecting with HKS Talent

- Post opportunities in Jack: Jobs and Careers for the Kennedy School, our online career management system and job bank.
- Visit HKS and meet our students.
- View a resume book of HKS students.
- Hire a summer intern and find out what our students can do for you. For those organizations not in a position to pay an intern, HKS does provide funding support for internships in the public and nonprofit sectors.
- Become a Policy Analysis Exercise (PAE) client and benefit from an academic year consulting project undertaken by a student or group of students.
- Hire an HKS graduate; you will be back for more.

<<< Jack >>>

Jobs and Careers for the Kennedy School

Register in Jack: www.hks.harvard.edu/employers

Once registered, you can:
- Review online resume books of our students
- Post opportunities
- Schedule visits to campus

Call us at 617-495-1161 with any questions.

LinkedIn Group

Join the HKS Employers Group to receive event information and announcements.
Experience HKS Talent

Policy Analysis Exercise (PAE)

Do you have a project that could use the analytical skills of an HKS student? Become a PAE client and benefit from an in-semester consulting project.

THE PAE PROCESS

MPP students work with their client organizations, free of charge, to untangle challenges. Using the technical skills and specialized knowledge they’ve acquired at HKS, students will:

→ Define the underlying issues
→ Gather and organize pertinent data
→ Identify and evaluate possible courses of action
→ Propose specific, actionable recommendations

Submit a proposal and leverage the knowledge, skills and enthusiasm of our MPP students to help solve your organization’s challenges. Students must declare a client and project in September and PAEs are due in March.

Samples of past award-winning PAEs:

→ Gender Equality in the Mexican Foreign Service
→ Reducing Pharmaceutical Costs: Opportunities & Challenges
→ Transitional Care Models for the Elderly: Exploring Potential for Pay For Success (PFS) Opportunities
→ Fostering Strategic Business Engagement in Education
→ Scaling Up Post-Harvest Losses Interventions in Uganda Through Market Forces

Read these and additional PAEs at (www.hks.harvard.edu/becomeapaeclient). For more information, contact us at pae@hks.harvard.edu.

Summer Internships

Hire a Harvard Kennedy School student for the summer and discover the skills and passion our students bring to their work. Here are just a few of the ways students have helped organizations across the globe:

→ Collaborated in design of large-scale evaluation of rural sanitation program for an intergovernmental organization
→ Researched economic impact of immigration, the school-to-prison pipeline and trade for U.S. federal government senior economists
→ Worked with U.S. state’s governor’s office and Office of Energy Resources to develop a plan to accelerate grid modernization efforts
→ Drafted a sustainable agricultural development strategy with a cross-ministry team for a country’s national government
→ Analyzed longitudinal data on institutional and grade movement of 12,000 children for an international NGO

Most students are searching for summer opportunities in January and February. Students undertaking unpaid internships in the public or nonprofit sectors can apply for funding support. Funding deadlines begin in February; in many cases, students must have an offer in hand to be eligible to apply.

To advertise your summer internship:

1. Post in the HKS Jack job bank or send to HKS_Career@hks.harvard.edu.
2. Browse our resume book to identify a student with the skills and experience you need.
3. Visit us and meet our talent.
Recruit + Interview

Visit Campus + Meet our Students

We welcome employers to come to the HKS campus to hold briefing sessions, participate in our various Employer Connections Events (career fairs) and schedule on-campus interviews. Call us at 617-495-1162 to schedule all activities and interviews (see overview calendar).

Employers using our services are expected to abide by our Employer Policy, which can be found in JACK. Highlights of this policy include:

- Harvard Kennedy School operates according to the values and principles of non-discrimination in recruiting and hiring of any person on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service or other protected status.

- Students should not be required to accept
  - full-time offers before the beginning of spring term (late January)
  - summer internship offers before spring break (mid-March) or three weeks after an offer is made, whichever date is later.

- Should an employer not be able to abide by the timing above, clear expectations are set during the interview/offer process.

JACK JOBS AND CAREERS FOR THE KENNEDY SCHOOL

Browse our online Book of Student Resumes in JACK

View our resume book in JACK and filter based on graduation date, area of interest, citizenship, geography, veteran status and more. Or request a complete or customized digital book to be sent to you.

We look forward to welcoming you to Harvard Kennedy School
Campus Information

Contact us
P: 617-495-1161 | F: 617-496-4231
HKS_Career@hks.harvard.edu

Address
New Office Location as of Summer 2017:
Harvard Kennedy School Office of Career Advancement
124 Mount Auburn Street
Suite 190-South
Cambridge, MA 02138
United States

Mailing Address:
Harvard Kennedy School Office of Career Advancement
79 John F. Kennedy Street, Box 70
Cambridge, MA 02138
United States

Directions to campus are available at www.hks.harvard.edu/more/about-us/maps-directions

PLANNING YOUR VISIT / HOTELS IN THE AREA
Charles Hotel
next to campus
Harvard Square Hotel
next to campus
DoubleTree Suites, Soldiers Field Road, Boston
5-minute taxi ride or 10–15 minute walk
Sheraton Commander
Garden Street, Cambridge
10–15 minute walk

HKS CAMPUS CONSTRUCTION
The Harvard Kennedy School campus is undergoing an exciting and significant transformation. HKS classes, events and day-to-day operations will continue as usual during the construction. Our new campus is expected to open officially in January 2018.