GUIDE TO RECRUITING AT YALE SOM

Inclusive
Informative
Interactive
Interpersonal

Academic year 2022-2023

Career Development Office

Yale SCHOOL OF MANAGEMENT

As you plan your recruiting strategy keep in mind:

Based on feedback from Yale SOM students, recruiting partners and career professionals, **successful recruiting** is:

INCLUSIVE throughout the process - see Yale SOM Employer Guide to Diversity, Equity, and Inclusion for actionable recommendations

INFORMATIVE at every step, leveraging email, web content, and flyers to make processes and contact information accessible and referable

INTERACTIVE to engage with students and avoid talking at students - consider sharing presentations in advance to encourage Q&A during engagements

INTERPERSONAL so both students and employers can get to know each other through breakout rooms, coffee chats, etc.

Students view recruiting as a staged process - they want new information and connections at each stage

Stage	What to share	How to share	
Get to know the organization	- Mission & values - Growth Plans - Diversity representation - Organization Structure - Clients/customers - Locations - Employer Benefits - Recruiter contacts	**Share in advance:** - Web content - Videos - Virtual office tours - .pdfs - Presentations - Other reference materials	
Get to know the role	- Required skills - Responsibilities and tasks - Definition of success - Impact on stakeholders	**Share in advance:** - Video Deep dives into roles - Hiring Manager contacts	**Consider these event formats:** - Coffee chats - Q&A sessions - Cross functional panels
Get to know each other	- How employees succeed - Examples of activating organizational values - Employee Resource Groups - DEI initiatives and goals	**Share in advance:** - Alumni contacts - Affinity group/ERG contacts	**Consider these event formats:** - Small group networking - Senior leadership fireside chat
Get to know how to get hired	- Ideal candidate profile requirements: skills, work authorization, etc. - Application process - Interview format - Evaluation criteria	**Share in advance:** - Prep materials - Recruiter contacts	**Consider these event formats:** - Case interview workshops - IPrepSOM sessions