Completing your Quest
Due August 1, 2019

In this module, you will complete your “Statement of Interest,” create your GradLeaders profile, and book your Early Access Appointment. This is an opportunity for you to bring together all of your learning from Compass Quest. The audience for your “Statement of Interest” is your Career Management team. The information included will be used to help us get to know you in preparation for your Early Access Appointment and to better serve your career needs.

This module has two components:
1) Completing and uploading your “Statement of Interest”
2) Creating a GradLeaders profile and booking your Early Access Appointment

Part 1 will be submitted here: https://goo.gl/forms/Z1T24ecrZBDkozXJ3

Part 1: Statement of Interest
Gather your CareerLeader report, your informational conversation notes, and your new resume before beginning this assignment. You will also need to review Willamette University’s available MBA concentrations and their descriptions, here: willamette.edu/mba/programs/eccc/areas.

Prepare a Word document that addresses the six sections below. Your final document should be three pages or less. Your responses to each of the six sections should be separated by topic headings. Your responses to sections 1 & 2 (“About Me” and “CareerLeader”) should be in paragraph form. You have the choice of using paragraph or bullet point form for the remaining four sections of your “Statement of Interest.”

Sections and Guidelines
1. **About Me**: Describe your background and interests including why you decided to pursue an MBA.
2. **CareerLeader**: Review your CareerLeader report, keeping in mind any relevant insights gained from your informational conversations. What did you learn about yourself and potential career trajectories from the Interests, Motivators, Skills, and Career Match sections of your CareerLeader assessment? How will you use these insights to your advantage while progressing your career?
3. **Informational Conversations**: Write about the three (or more) professionals you had informational conversations with, their organizations, jobs, and the most valuable insights gained from each.
4. **Insights from Compass Quest (optional):** Describe the insights you gained throughout the process of completing Compass Quest. What effects will they have on your decision-making in the future? What did you learn about yourself and your career interests?

5. **Areas of Concentration:** List 3 or more Willamette MBA concentrations that you are interested in pursuing or that you would like to learn more about.

6. **What I Need from Career Management:** Briefly describe what you would like us to focus on most during your Early Access Appointment.

Once you have completed your document, upload your “Statement of Interest” here: [https://goo.gl/forms/Z1T24ecrZBDkozXJ3](https://goo.gl/forms/Z1T24ecrZBDkozXJ3)

**Part 2: GradLeaders and your Early Access Appointment**

Congratulations, your quest is complete! You can now book your Early Access Appointment with Career Management. In order to book your appointment, you will first need to create a GradLeaders profile. GradLeaders is a powerful career and professional development resource for you as a Willamette MBA Candidate.

Key GradLeaders features include:

- **Personalized Job/Internship Information:** We use the information you provide in your profile about your interests and job/volunteer history to match you to opportunities that would be a good fit for your skill-set. It is important to update your profile if anything changes so that you continue to get relevant leads for jobs and/or internships.

- **Resume Book:** Recruiters think highly of Willamette MBA candidates and will frequently ask us to provide them with resumes of individuals who would be a good fit for their jobs/internships/projects. We will work closely with you to get your resume MBA recruiter-ready!

- **Event Information and Sign-up:** All Career Management and Student Association event information is posted and updated on GradLeaders regularly. Use the “Events” tab to RSVP for events of interest.

- **Document Library:** All of the latest Career Management resources (including resume/cover letter templates, interview guides, and more!) can be found on Gradleaders under the document library section on your main Dashboard

Access to GradLeaders requires you to have a Willamette email address. By now, you should have received login instructions for your @willamette.edu email account. If you do not have one, email mbbc@willamette.edu

**Creating your GradLeaders Profile**

In order to create your GradLeaders profile:

1) Visit [willamette.edu/mba/careers/jobseekers/gradleaders.html](http://willamette.edu/mba/careers/jobseekers/gradleaders.html) and click on “Current Students login”
2) Log in to GradLeaders using your Willamette username and password. Your username is the part of your Willamette email address before "@willamette.edu." Your password is the password you used to set up your Willamette email account.

3) After you log in to GradLeaders, you will land at the Candidate Registration Screen. Here, you will see several "To Do" items. For now, complete the following:
   a) **Enter Contact Information:** From the Candidate Registration Screen, see "#1 Enter Contact Information," and click the "Go" button on the right-hand side. This takes you to the contact profile information section. Complete all of the red-starred (i.e. required) fields. Some information has been pre-populated for you. You may fill out all remaining fields at your convenience. **When you are finished, go to the bottom of the page and click "save."** This action will save your information and take you back to the Candidate Registration Screen.
   b) **Enter Detailed Profile Information:** From the Candidate Registration Screen, see "#2 Detailed Profile Information," and click the "Go" button on the right-hand side. This takes you to the detailed profile information section. Complete all of the red-starred fields. Some information has been pre-populated for you. You may fill out all remaining fields at your convenience. **When you are finished, go to the bottom of the page and click "save."** This action will save your information and take you to the main GradLeaders Dashboard.

### Booking your Early Access Appointment

If you have logged out since creating your profile, log back in Gradleaders by returning to willamette.edu/mba/careers/jobseekers/gradleaders.html, clicking on “Current Students login,” and entering your Willamette username and password.

In order to book your Early Access Appointment:

1) From the Dashboard landing page, locate “Coaching” in the left-hand navigation panel.
2) Click on “Coaching,” then “Coaching Appointments.”
3) Select one of the available times labeled “Early Access” to book your appointment!