



Leeds School of Business
UNIVERSITY OF COLORADO **BOULDER**



Zoom/Lunch & Learn Guidebook

Office of Diversity Affairs

WELCOME TO LEEDS

Dear Partners,

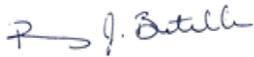
Thank you for your interest in recruiting with the Leeds School of Business Diverse Scholars Program! This Guidebook contains some information about our students and next steps for engagement.

We are dedicated to transforming the future of global business by inspiring and educating the next generation of business leaders. Established in 2001, the Office of Diversity Affairs oversees the Diverse Scholars Program, the BEWiT Program, and the Women's Empowerment Initiative Program. Serving almost 300 students, the Diverse Scholars Program provides resources for academic excellence, peer mentoring, professional networking, and access to community-centric events that foster individual growth and strong community building.

This semester, we are continuing our hybrid- zoom/lunch and learn series. We will be hosting both Zoom/Lunch & Learns. Sessions are defaulted to be held via Zoom, but if you'd like to join us on campus, please email Meagan.Dizon@colorado.edu

As a partner to your organization, we aim to provide an experience that is beneficial to both your organization and our outstanding students. we hope this guide serves as a helpful tool to make your experience more seamless and memorable.

Go Buffs!



Ruby Batalla

Director, Office of Diversity Affairs



NEXT STEPS

Have you engaged with us before? Schedule your Zoom/ Lunch & Learn using this link:

<https://RecruitwithODA.as.me/> Your registration will be immediately added to our calendar and our team will do the outreach for you! To ensure that you receive the most reach, we accommodate up to 1 Zoom/ Lunch & Learn a day and 3 Zoom/Lunch & Learns a week.

New to our office? Schedule a meeting, by emailing Meagan.Dizon@colorado.edu, and learn more about our office, engagement opportunities, and our students.



For Zoom & Learn sessions you will receive our Zoom link once you register.



For Lunch & Learn sessions we ask that your company provides a pre-packaged lunch for those in attendance. An ODA staff member will work with you to review details.

A little about our Diverse Scholars:

- The Diverse Scholars Program has almost **300** participants.
- **96%** of our 2019 graduates found career opportunities within 3 months of graduation
- **94%** of Diverse Scholars complete their first year
- Diverse Scholars are represented in all major areas within Leeds with Finance being the most popular major at **36%**.
- Though it varies by year, about half of our students are interested in staying in Colorado and half are open to moving out of state.



8 – 12
students on
average attend
sessions.

*We will let you know if we anticipate higher attendance.



PRESENTATION PREPARATION

Content

Organizations may choose to present on a topic that aligns with a specific recruitment goal, specialization area, topic-of-interest or they can even choose to Be Boulder with a creative activity! You're the subject area experts, and we're here to consult with you if you have any questions. Remember, we have a lively group of students, and it is okay to add some company personality to your sessions.



How to have difficult conversations at work.



Maximizing prof. dev. & continuing education.



Advocating for yourself and others in the workplace



Creating and sticking to a budget.



Defining culture fit and finding the right company.



Help! I've hit burnout: how to get back on track



What to do before graduation to prepare for a career.



Finding a job or internship outside your major.



Tips and tricks for efficiency



How to succeed in your internship.



How to share new ideas in a hierarchy.



How to talk about diversity in an interview and at work



Navigating post-grad life (Or as our students like to say, "Adulting 101").



Interview Prep: Case Interviews and company specific advice.



Why mentors and sponsors are important and how to find them.

Tip for First Time Presenters:

We recommend doing an informational session to introduce our students to your organization. After our students gain familiarity with your company and its opportunities, we recommend running a session on a topic of interest. In addition to reaching a wider net of students, offering expertise on career related topics builds trust between our students and your company.





Leeds School of Business
UNIVERSITY OF COLORADO **BOULDER**

From everyone in the Office of Diversity Affairs:

Thank you!

