



EMPLOYER GUIDE

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OFFICE OF CAREER ADVANCEMENT

Discover | Connect | Make a Difference

Why HARVARD KENNEDY SCHOOL

Students come to Harvard Kennedy School committed to making a positive impact in the world. Some arrive with several years of professional experience, others with fully established careers. They come from technologically advanced companies and developing communities, some with backgrounds in public service and others who are pivoting from the private sector to help solve pressing public problems.

The diversity of HKS students—paired with their passion for public service—creates a community of learning and innovation that is unparalleled. Our faculty members, research centers, and hands-on, client-focused Policy Analysis Exercise and other projects help shape students to be effective future leaders, managers, communicators, innovators, and analysts in government, business and nonprofit organizations around the world.

We invite you to read about our degree programs and learn how your organization can best leverage the professional skills of our students.

Join us by connecting with HKS talent. Post opportunities, visit the HKS campus, engage students as summer interns, experience our client-based projects firsthand, and hire our students.

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

{ Expected Class of 2017 }

DEGREE PROGRAM	DEFINING CHARACTERISTIC	WORK EXP.	CLASS SIZE	% NON-U.S. CITIZENS
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	241	31%
MPA/ID Master in Public Administration in International Development	→ 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	69	77%
MPA Master in Public Administration 2-year program	→ 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	5 yrs	89	50%
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	203	54%

HKS CURRICULUM

HKS students develop a powerful complement of skills to enhance their effectiveness in their chosen fields of practice. The HKS curriculum is built upon three foundational areas: quantitative analysis, strategic management, and leadership.

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

HKS Students + Degrees

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WHERE ARE HKS STUDENTS FROM?

HKS STUDENTS + DEGREES

2016–2017

A View of Our **STUDENT COMMUNITY**

580 ➡
will be graduating in 2017

400 ➡
are seeking summer
2017 internships

300 ➡
are seeking PAE clients
(see section 3)

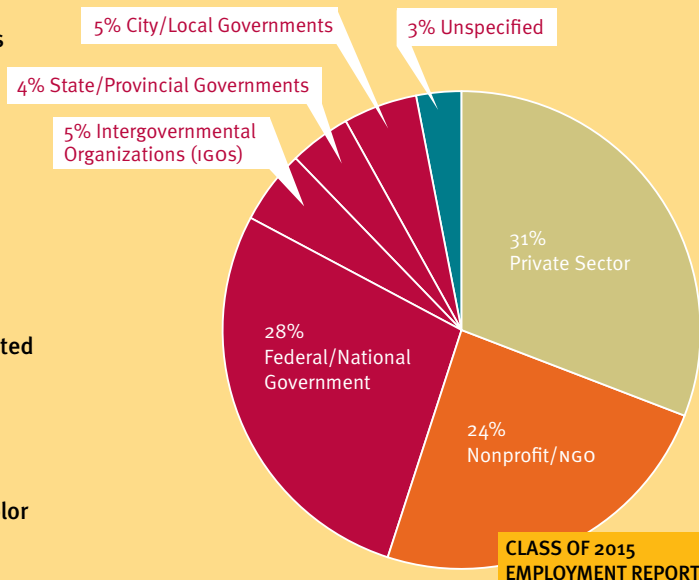
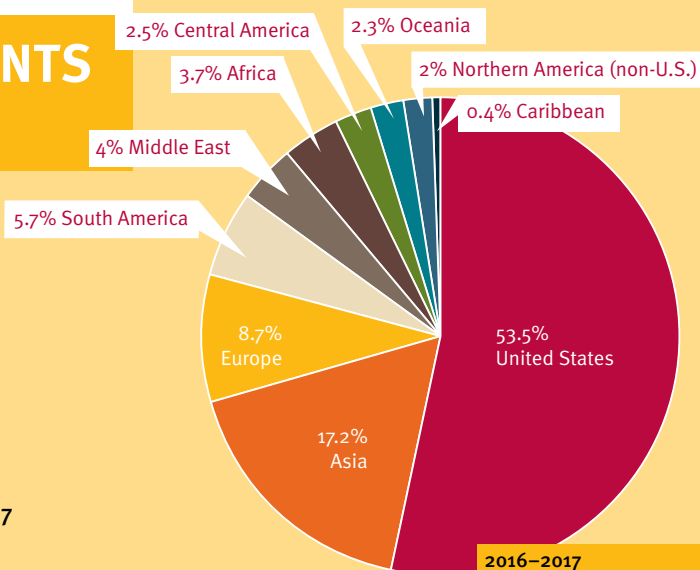
280 ➡
are dual MBA or
JD candidates

44^{0%} ➡
are international

99 ➡
countries are represented

45% ➡
are female

21% ➡
are U.S. students of color



WHERE DO HKS STUDENTS GO?

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 9 and 23)
— Career Connections:** Advancing Policy Priorities in the U.S. Federal Government (September 30, October 7)
— Students declare 2017 Policy Analysis Exercise (PAE) client (section 3) by end-September
— **2016–2017 HKS Resume Book available**

November–December — Students start researching summer internship opportunities
— **Post a summer internship**

January — Regional Networking in DC (January 17–18) and California (TBD)

February — Employer Connections Event:* International Development and Human Rights (February 3)
— Employer Connections Event:* Urban Innovation (February 24, March 3)

March — Regional Networking in New York City (March 13–14)
— **HKS summer funding deadlines approaching; students need an offer in hand to apply**
— **Post full-time openings to hire a Class of 2017 graduate!**

April — **HKS Class of 2017 Resume Book available**

May — Academic year ends May 12; Harvard Commencement on May 25

June–August — **Submit a proposal to become a PAE client**

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

** This event will introduce students to practitioners with professional experience in the U.S. Federal Government.

<<< JACK >>> JOBS AND CAREERS FOR THE KENNEDY SCHOOL

Register in JACK:

www.hks.harvard.edu/oca/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.

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BUILD A PARTNERSHIP

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.

EXPERIENCE HKS TALENT

POLICY ANALYSIS EXERCISE (PAE)

Do you have a project that could use the analytical skills of a Harvard Kennedy School student? Become a PAE client and benefit from an in-semester consulting project. Sample projects:

- ✦ Delivered to a ministry of foreign service an assessment and recommendations for improving gender equality in a country's diplomatic corps
- ✦ Issued recommendations to a U.S. state agency for reducing pharmaceutical costs
- ✦ Provided recommendations to a U.S. mayor for reorganizing the city's overall management of transportation
- ✦ Conducted an analysis of an international agricultural social enterprise and advised how to scale up the business model
- ✦ Delivered recommendations to a U.S. think tank on military strategy and conflict mitigation
- ✦ Analyzed the exploitation of children for labor and provided best practices for intervention

Students must declare a client and project in September and submit their completed PAE in late March. For more information about becoming a client, contact us at paehks@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:

- ✦ Evaluated for an international NGO the effectiveness of an academic program for refugee children by creating an assessment structure and collecting and analyzing data
- ✦ Provided strategic and marketing plans for new Latin American investment initiative to engage Hispanic Americans in impact investing domestically and abroad
- ✦ Analyzed, researched, and authored draft report for multilateral organization on impact of labor and economic development policies on migrant domestic workers
- ✦ Used data analytics to advise U.S. Department of Defense on countering terrorist recruitment practices
- ✦ Provided research support to senior staff in the mayor's office of a major U.S. city on issues such as public safety, flood policy and insurance, and clean energy vehicles

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).



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.

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

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



CAMPUS INFORMATION

CONTACT US

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Cambridge, MA 02138

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FAX 617-496-4231

HKS_Career@hks.harvard.edu

ADDRESS

Harvard Kennedy School
Office of Career Advancement
Rubenstein Building, 1st Floor
79 John F. Kennedy Street
Cambridge, MA 02138

→ Directions to campus are
available at www.hks.harvard.edu

PLANNING YOUR VISIT / HOTELS IN THE AREA

Charles Hotel
next to campus

Harvard Square Hotel
next to campus

DoubleTree Suites,
Soldiers Field Road
*5-minute taxi ride or
10–15 minute walk*

Sheraton Commander
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.



Front cover:

HKS students and Senior Lecturer in Public Policy Linda Bilmes with Somerville Mayor Joseph Curtatone MC/MPA 2011 in Somerville City Hall. More than a decade of work by students in Bilmes' strategic budget courses has boosted the quality of life and delivery of city services in Somerville, Massachusetts. Read more: www.hks.harvard.edu/news-events/news/articles/beyond-the-classroom.

PHOTO CREDIT: MARTHA STEWART

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Mixed Sources
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