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WorkmazeAboutUs

Workmaze is a career coaching and information company that has been helping people to find the perfect career since 1999.

We work with private individuals and business schools throughout the world, delivering career services, information products, and recruitment services.

Our coaches have extensive experience in both MBA and executive level recruitment and hold internationally recognised qualifications in career coaching and guidance. We are supported by a team of researchers drawn from blue-chip information management and head-hunting environments.

Workmaze was founded to help people reach their career potential. With the backing of an exceptional team, we have designed, built and delivered tools and services that give people the opportunity to fulfil their career ambitions.

Every day our clients remind us of just how much time, money and effort we all put into that part of our lives called "work". Like our health, it plays a crucial role in how happy and contented we are.

Whatever your career ambition may be, life is too short to settle for second best.

MBA Recruitment Guides

Give your students the best possible start

The Workmaze MBA Recruitment Guides are produced in conjunction with Business Schools worldwide and are an invaluable resource for students about to begin their job search. The guides eliminate time-consuming research by providing comprehensive recruitment information for hundreds of companies around the world.

Each one page company entry gives details of its current MBA recruitment expectations, deadlines for applying and up to date contact information. And for those companies that do not have a formal MBA recruitment scheme, the guide lists that company's preferred method of recruiting. These essential and invaluable guides give you and your school that all-important extra edge in career management awareness - and provide an informed basis for advice, change and action.

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For every company in our guides we aim to provide:

Up-to-date company contact information

Names of the key recruitment contacts

Details of MBA recruitment programmes, competitions and internships

Deadlines and methods of application

Details of international recruitment opportunities

The Guides are published in the Spring and Autumn every year. However, our best selling "Guide to MBA Recruitment in the Top 100 Global MBA Recruitment Companies" is up-dated and sent out every month.

All information is verified by experienced telephone researchers with backgrounds in international recruitment and management consultancy. Each guide can be posted onto your School's intranet, and is provided in an easy to read PDF format with embedded links - so that 'search', 'find' and printing requirements are made easy for the user. And there's no limit to the number of students who can access the information - Alumni too!

Critical information you can't afford to be without

And if that's not enough - often through the research process we uncover recruitment deadlines which fall before our publication dates. Any such information is emailed to our subscribing Schools keeping you and your students aware of ongoing recruitment policies in key companies worldwide. Occasionally we identify a recruitment contact within a company who does not want to be named in the guide. We forward this to you in a separate document specifically for career services personnel.

Choose which MBA Recruitment Guides meet your student's needs

In addition to our standard guides, individual schools have commissioned us to produce exclusive reports on Hedge Funds, Venture Capital Companies, Companies expanding into China and extended EU. Check our website www.workmaze.com for any new standard reports.

Help your student's find their dream role - now!

Helping your students to help themselves saves you time and money. So order your MBA Recruitment Guides now and be as up-to-date and informed as possible in a competitive world.

Examples of individual company entries can be seen on our website: www.workmaze.com

Interview **Practice** Sessions

Mock interviews, including giving students an immediate critique and written feedback

The majority of companies interview against competencies. These soft skills are difficult to assess from looking at a CV, which deals more with hard facts.

In our competency-based interview questions, we measure candidates against competencies such as:

Communicating with impact

Interpersonal effectiveness

Co-operation and teamwork

Motivating/developing others

Flexibility/handling ambiguity

Entrepreneurial spirit

Creativity and innovation

Our interviewers are experienced in both MBA and executive recruiting and have been trained to recruit using these competencies. We give students a 'mock interview' and so recommend that, in addition to their CV, students give us an example of the typical type of job they are targeting. This means we can prepare our interview around these specific competencies. We recommend video recordings of the sessions for future use and feedback. We give the results in a positive and constructive way, which encourages a student to learn and apply our suggestions.

Typically sessions last one hour and include interview, written feedback and CV critique.

MBA&MScWorkshops

A clear understanding of what you bring to an employer is crucial in today's job market. With less employer-based job security and people wanting to find increasing fulfilment through work, we believe it's important to take charge of your own career direction. In addition, a candidate who can demonstrate what they offer and where they want to head professionally is stronger at interview than someone who has not taken the time to do this groundwork.

The workshops provide participants with a structure and systematic approach to career planning.

Who? Jane Barrett is the founder and lead career coach of Workmaze. Jane has a background in MBA and senior recruitment, having worked for executive head-hunters for five years before moving in-house as a MBA recruitment manager for PWC. Jane is also a CCS counsellor and is qualified to administer Myers Briggs Type Indicator (MBTI) personality inventory. She regularly works with the UK and EU leading Business Schools running career development workshops and conducting competency based interview practice. All our associates who deliver workshops and mock interview practice days are also qualified and appointed by Jane Barrett.

What? A standard workshop would include the following subject matter:

Career Assessment Process

What recruiter's want

How to get interviews

Networking - How to use networking tools

Use of the career development workbook

The workshops draw on Jane's experience both as a recruiter and as a career coach, with insights and examples. Following positive feedback we include interactive exercises to reinforce learning time.

Content Part-time, MSc and EMBA students, often attend as the workshop can be adapted to include them and provides great networking opportunities. We are pleased to offer the workshops in the evening if required.

The workshop is supported by one of our Career Development Workbooks. These include the content from the workshop and research resources. We recommend the workbook exercises are completed before the workshop but this not compulsory. The workbooks and PowerPoint slides will be made available to the school on-line.

Outcome Students have a clear process to work through enabling them to consider their career. They have the view point of an 'in-house' MBA recruiter and a search and selection consultant. There is an opportunity to practice networking and marketing themselves in a safe environment.

CareerDevelopmentWorkbooks

Why? Drawing on our experience of working directly with MBA and MSc students and alumni, we have put together these workbooks to guide them through the process of fulfilling their career goals.

Who? The workbooks are aimed at people starting an MBA or MSc. From experience we have found those students who are focused on their career goals before or early on in the course are more likely to secure the job they want post-graduation. Also from our recruitment experience, having clarity on what they have to offer, makes a stronger candidate at interview.

What? Available to Business Schools in either a spiral bound hard copy or as an on-line 12 month subscription.

CareerManagementProgrammes

A complete student career leadership programme which normally includes:

Workshops - providing students with a structure and planned approach to career planning

60-page Career Development Workbook

Mock Interviews - One to One sessions with critique, video and written feedback

Career Assessment - including CV preparation

Follow-up career coaching for up to 6 months after graduation

Contact us for a detailed proposal based on the number of MBA or MSc full-time students at your school.

Talent Management Recruitment

Workmaze have introduced a new service to help make the recruitment process as seamless as possible. Having worked with MBA and MSc students as well as Alumni in over 45 Schools around the world, our career consultants have studied the needs of the job seeker, the potential employer and the Career Services of the Business Schools.

The benefits of using our Talent Management Recruitment service are:

Executive Recruiting for Companies

Workmaze have established links with Business Schools in Europe, the Far East and the USA. Our consultants have extensive experience in recruiting for companies such as:

Accenture	Mars
AstraZeneca	Mouchel Plc
Barclays Bank Plc	PWC
Diageo	Salomon Smith Barney
Dell-Ireland	Sequa Corporation
Exxon Mobil	Shell
Financial Services Authority	Tate & Lyle Plc
GF International	UBS Warburg-USA
Heinz	Vodafone
HSBC	Whitbread Plc

We offer a full recruitment service in advertised selection and headhunting.

Workmaze Praise Indeed

Bath “The University of Bath School of Management has worked with Jane Barrett and Workmaze for almost six years, purchasing a range of services including one to one career coaching, group work and information products.

Throughout this time I have found Jane to be a valuable associate, always providing us with a highly responsive and professional service. In addition, I appreciate Jane’s creative approach, actively seeking new ideas from us as her client and proposing new developments.

Workmaze has an excellent understanding of the needs of our MBA students who are consistently bright and challenging, and this is demonstrated by ongoing positive feedback.”

Clare B Stott
MBA Career Development Manager
University of Bath School of Management

Edinburgh “The University of Edinburgh Management School has subscribed to a range of Workmaze MBA recruitment guides for the past three years and our MBA students find them to be an invaluable source of MBA specific recruitment information and key personnel contacts.

It is the only product on the market that provides such targeted MBA recruitment information.

It is a pleasure to work with Mike who has always provided a very efficient and prompt service. I was particularly impressed when he responded to some feedback of mine to create a new product - the Workmaze Guide to the Top 100 Global MBA Recruiting Companies - that we now find to be one of the most useful guides in the Workmaze portfolio.”

Aidan Hetherington
Careers & Corporate Relations Manager
University of Edinburgh Management School

Vlerick - Belgium “The competency based interview days are a very useful investment for two reasons:

1. Students gain practical experience in interviewing for real jobs.
2. Students receive valuable feedback to help them refine their interviewing skills.

The Workmaze trainers are dedicated professionals who are fantastic to work with from both a participant and organiser point of view.”

Mary Roll
Career Services Manager
Vlerick Leuven Gent
Management School - Belgium

Cass - City University - London

“Workmaze created a tailored recruitment report for us that our MBA students found really helpful. It is an excellent resource for candidates hoping to break into marketing, advertising and media.”

Leena Dattani-Demirci, MSc Careers Manager
Cass Business School, City University, London

Our Clients Include



www.workmaze.com

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