

DEGREE PROGRAMS AND STUDENT AFFAIRS  
OFFICE OF CAREER ADVANCEMENT

# EMPLOYER GUIDE



**HARVARD** Kennedy School  
JOHN F. KENNEDY SCHOOL OF GOVERNMENT



# Looking for talent? We can help.

At Harvard Kennedy School, our students are being trained in public policy and public leadership to take on the most urgent challenges facing our world and our communities. They make contributions to the world after HKS, working in governments at the federal, state, and local level, serving as heads of state, public officials, and members of civil society, or working in other areas that advance the public interest.

Partnering with Harvard Kennedy School is an opportunity to find smart, actionable answers to your organization's biggest questions. We invite you to read this Employer Guide to discover how you can work with our talented students and graduates who are committed to advancing the public interest, including:

- > Candidates for full-time hire
- > Interns and consultants for short-term projects
- > Skilled professionals early in their careers
- > Accomplished practitioners with years of experience
- > Citizens from more than 90 countries and territories
- > Military officers, veterans, and civilians with security clearance
- > Experts with deep knowledge of policy areas
- > Public servants with quantitative and management skills
- > Leaders with experience in the public, nonprofit, and private sectors
- > Entrepreneurs testing new thinking and breaking new ground

We look forward to working with you.

Employer Relations Team  
Office of Career Advancement  
Harvard Kennedy School

# HKS Students + Degrees

GRADUATING CLASS OF 2019

DEGREE PROGRAM	DEFINING CHARACTERISTIC	AVERAGE WORK EXPERIENCE	CLASS SIZE	% NON-U.S. CITIZEN
<b>MPP</b> Master in Public Policy 2-year program	<ul style="list-style-type: none"> <li>› 1st year core coursework in leadership, quantitative analysis, and strategic management</li> <li>› 2nd year flexibility to focus on issue areas, including a capstone consulting project</li> </ul>	<b>3 years</b>	<b>209</b>	<b>30%</b>
<b>MPA/ID</b> Master in Public Administration in International Development 2-year program	<ul style="list-style-type: none"> <li>› Economics-centered, multi-disciplinary program</li> <li>› Training in analytical and quantitative methods</li> <li>› Emphasis on policy and practice designed to prepare leaders in international development</li> </ul>	<b>4 years</b>	<b>64</b>	<b>81%</b>
<b>MPA</b> Master in Public Administration 2-year program	<ul style="list-style-type: none"> <li>› Flexible program designed to enhance the knowledge and skills of established professionals</li> <li>› Preparation to undertake major leadership responsibilities in the public, nonprofit, and private sectors</li> </ul>	<b>4 years</b>	<b>86</b>	<b>50%</b>
<b>MC/MPA</b> Mid-Career Master in Public Administration 1-year program	<ul style="list-style-type: none"> <li>› Designed to increase the knowledge and skills of experienced, high-performing professionals</li> <li>› Focus on those pursuing leadership positions in public service across sectors</li> </ul>	<b>13 years</b>	<b>219</b>	<b>57%</b>

## HKS CURRICULUM

HKS students develop a powerful complement of skills to enhance their effectiveness in their chosen fields. The HKS curriculum is built upon three foundational methodological areas:

- › Economics and Quantitative Analysis
- › Management and Leadership
- › Political Thought and Institutions

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

## A View of Our Student Community

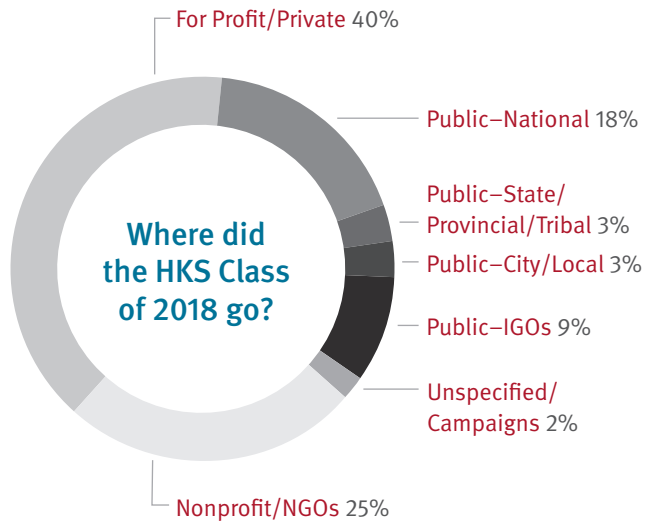
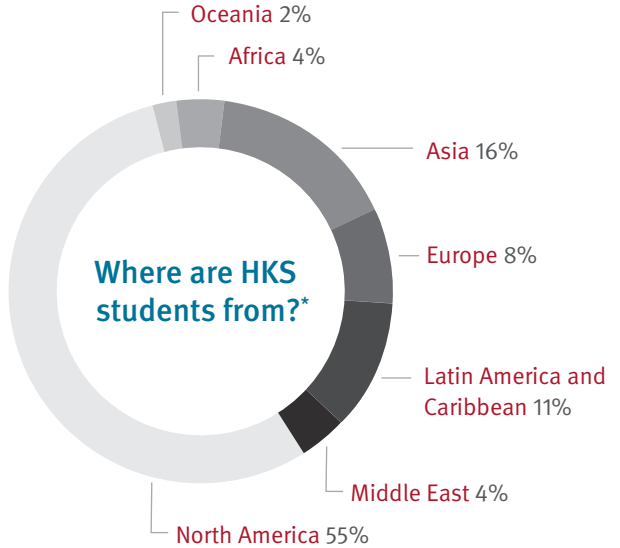
575  
graduating

375  
seeking summer internships

200  
seeking clients for in-term projects

300  
dual MBA or JD candidates

91  
countries and territories represented\*



\*All numbers are approximate based upon 2018–2019 enrollment and are subject to change.

# Build a Partnership

## REGISTER WITH US

Create an account in our career management system:

### JACK: JOBS AND CAREERS FOR THE KENNEDY SCHOOL

Post a job, request a student resume book, or schedule a visit.

Register at [www.hks.harvard.edu/employers](http://www.hks.harvard.edu/employers).



## DISCOVER OUR TALENT

- › **Request an HKS Resume Book.** Let us know what you are looking for and we can customize a book of student resumes to meet your hiring needs.
- › **Engage a student for a short-term project** during the summer or during the academic year
- › **Recruit and interview** in-person or virtually
- › **Hire a graduate.** You will be back for more!

## VISIT CAMPUS

### ATTEND A CAREER FAIR

Join us at a scheduled, interest-targeted career fair open to employers interested in full-time or summer hiring.

<b>September</b>	CORE: Consulting, Operations, Research, and Economics (two Fridays)
<b>February</b>	International Development and Human Rights (Friday)
<b>February/March</b>	Urban Innovations (Friday)

### DESIGN YOUR OWN EVENT

Schedule your own on-campus or virtual information session, individual or small group career chat, etc. at a time that works for you.

## JOIN OUR LINKEDIN GROUP

Join the Harvard Kennedy School Employer Group on LinkedIn to receive our event information and announcements.

## CONTACT US

[HKS\\_Career@hks.harvard.edu](mailto:HKS_Career@hks.harvard.edu)  
[www.hks.harvard.edu/employers](http://www.hks.harvard.edu/employers)  
617-495-1161

# Experience HKS Talent

## POST-GRADUATION EMPLOYMENT

New graduates and alumni are reviewing our job bank throughout the year.

See a sampling of where our students land post-HKS at [www.hks.harvard.edu/employers](http://www.hks.harvard.edu/employers).

### Register in our career management system to:

- › Request a student resume book
- › Post an opportunity
- › Schedule a visit to recruit and interview

Contact us at 617-495-1161 or [HKS\\_Career@hks.harvard.edu](mailto:HKS_Career@hks.harvard.edu).

## SUMMER INTERNSHIPS

Engage an HKS student for the summer and discover the skills and passion our students bring to their work. Here are a few of the ways students have helped organizations across the globe:

- › Helped design infrastructure projects for an intergovernmental organization, for cities around the world to improve their climate resilience and develop local economies
- › Prepared a strategic plan for a U.S. federal agency to ensure that national elections are free from foreign interference
- › Worked with a mayor in a major West African city to transform its municipal education system, focusing on creating child-safe environments and improving learning outcomes
- › Researched and wrote case studies about electric vehicle policy for a bipartisan coalition of U.S. governors

Most students are looking for summer internships in January and February. Students can apply for HKS funding for unpaid internships in the public or nonprofit sectors. Funding deadlines begin in February. Students may need an offer in hand to be eligible to apply for funding.

### To advertise your summer internship:

1. Post in the HKS JACK job bank or send to [HKS\\_Career@hks.harvard.edu](mailto: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



## POLICY ANALYSIS EXERCISE (PAE)

Do you have a project that could use the analytical skills of an HKS student? Become a PAE client and benefit from an in-semester consulting project. Our second-year Master in Public Policy (MPP) students are trained in economics, quantitative analysis, strategic and financial management, political advocacy, leadership, and in different policy areas, and welcome the opportunity to work with your organization to assess your stated challenges and find creative and workable solutions.

### The PAE process

MPP students work with their client organizations, free of charge, to untangle challenges. Using the technical skills and specialized knowledge they've acquired at HKS, students will:

- › Define the underlying issues
- › Gather and organize pertinent data
- › Identify and evaluate possible courses of action
- › Propose specific, actionable recommendations

### PAE timeline

June–August	Submit a PAE proposal
September–March	Projects in process
March/April	PAEs delivered

### Samples of award-winning PAEs

- › Massachusetts' Remaining Uninsured: Who They Are and How to Cover Them
- › Realizing the Value of Bonneville Power Administration's Flexible Hydroelectric Assets
- › Scaling the Field Program in Modern Political Campaigns: Investigating Determinants of Capacity in Mobilizing and Organizing
- › Scaling Up Post-Harvest Losses Interventions in Uganda Through Market Forces

Visit [www.hks.harvard.edu/more/employers/become-pae-client](http://www.hks.harvard.edu/more/employers/become-pae-client) to read these and additional PAEs and to submit a proposal. For more information, contact [pae@hks.harvard.edu](mailto:pae@hks.harvard.edu).

## EMPLOYER RECRUITING POLICY

Employers using our services are expected to abide by our Employer Recruiting Policy. Please refer to the full policy at [www.hks.harvard.edu/employers](http://www.hks.harvard.edu/employers).

### Highlights include:

- › Harvard Kennedy School does not discriminate against any person on the basis of race, color, creed, national or ethnic origin, age, sex, gender identity, sexual orientation, marital or parental status, disability, political belief, source of income, or status as a veteran in admission to, access to, treatment in, or employment in its programs and activities
- › Students seeking full-time employment should have a minimum of two weeks following a written offer to come to a decision
- › Students with a paid summer internship offer should have a minimum of three weeks to come to a decision
- › Students with an unpaid summer internship offer should have until Summer Funding decisions are released in April to come to a decision

# Campus Information

## Office Address:

OFFICE OF CAREER ADVANCEMENT  
Degree Programs and Student Affairs  
124 Mount Auburn Street, Suite 190-South  
Cambridge, MA 02138  
United States

## Mailing Address:

HARVARD KENNEDY SCHOOL  
Office of Career Advancement  
Degree Programs and Student Affairs  
79 John F. Kennedy Street, Box 70  
Cambridge, MA 02138  
United States

## PLANNING YOUR VISIT

**Charles Hotel**  
next to campus

**Harvard Square Hotel**  
next to campus

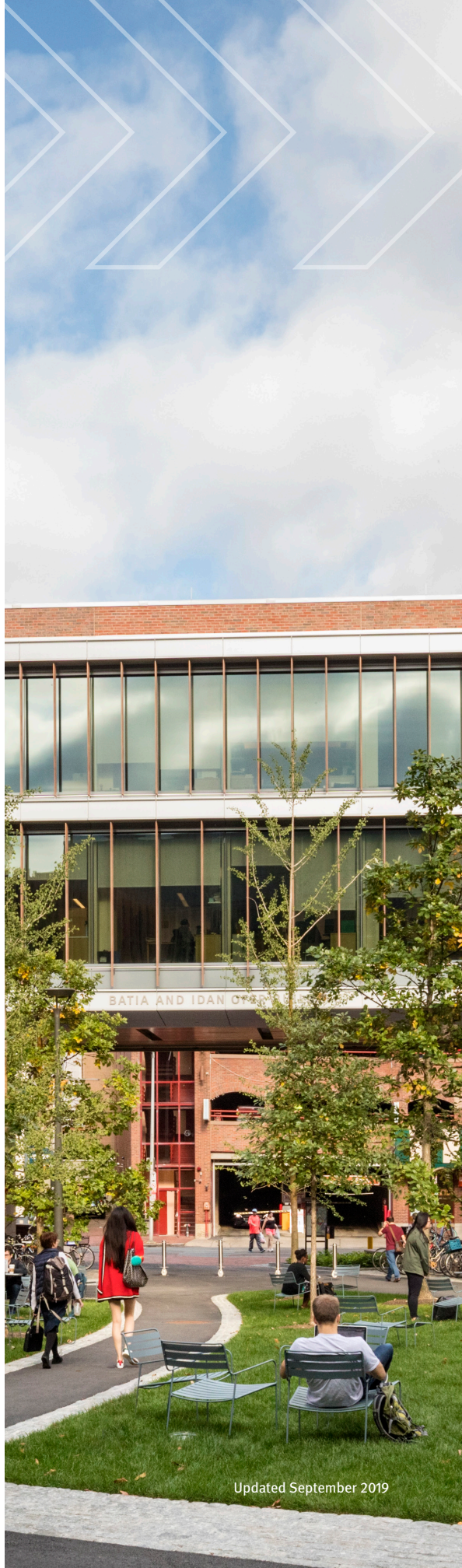
**DoubleTree Suites**  
Soldiers Field Road, Boston  
5-minute taxi ride or 10–15 minute walk

**Sheraton Commander**  
Garden Street, Cambridge  
10–15 minute walk

Directions to campus are available at  
[www.hks.harvard.edu/more/contact-us](http://www.hks.harvard.edu/more/contact-us)

## CONTACT US

P: 617-495-1161 | F: 617-496-4231  
[HKS\\_Career@hks.harvard.edu](mailto:HKS_Career@hks.harvard.edu)



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