



OFFICE OF CAREER AND  
PROFESSIONAL DEVELOPMENT  
**ANNUAL REPORT 2022-2023**

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**HARVARD**  
**T.H. CHAN**

**SCHOOL OF PUBLIC HEALTH**

Office of Career and  
Professional Development

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# SUMMARY

The goal of this *Annual Report* is to provide the Harvard Chan community with a summary of the Office of Career and Professional Development's services, activities, and accomplishments for the 2022-2023 academic year.

The report is a demonstration of our commitment to implementing our strategic goals in support of the core functions of our office, which include career coaching and advising, career education, and employer relations and programming.

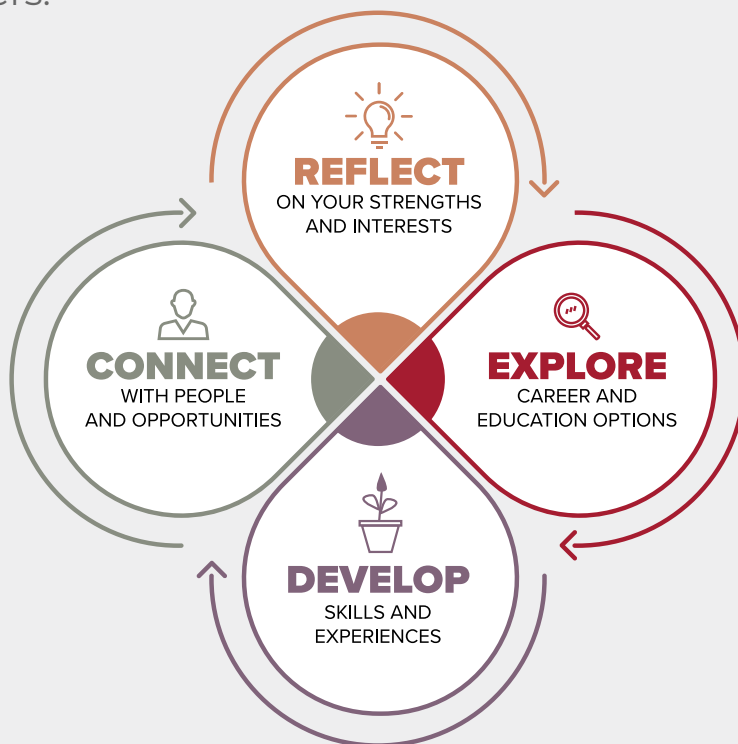
## Key Accomplishments

- Hired an additional Career Coach/Advisor, thereby increasing availability and access to coaching sessions for students and alumni and allowing us to expand our career education programming.
- Increased the number of employer partners engaging with the school and provided more employer events designed to assist students in their exploration of careers and industries.
- Reaffirmed our commitment to diversity, equity, and inclusion by hosting the inaugural DEI Career Summit in partnership with the Office of Diversity and Inclusion.

# MISSION STATEMENT AND CAREER DEVELOPMENT FRAMEWORK

The Office of Career and Professional Development meets Harvard Chan students where they are on their individual career journeys to empower them in building careers that fulfill the greater mission of advancing public health.

We achieve this mission by providing individualized career coaching, professional competency and skill development, network building, and education around career paths, industries, and employers.



## OFFICE OF CAREER AND PROFESSIONAL DEVELOPMENT STAFF

### **Sheila Krishnan**

Director of Career and Professional Development

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Career Coach and Advisor

### **Maria Ramos**

Senior Program Coordinator

# CAREER COACHING AND EDUCATION

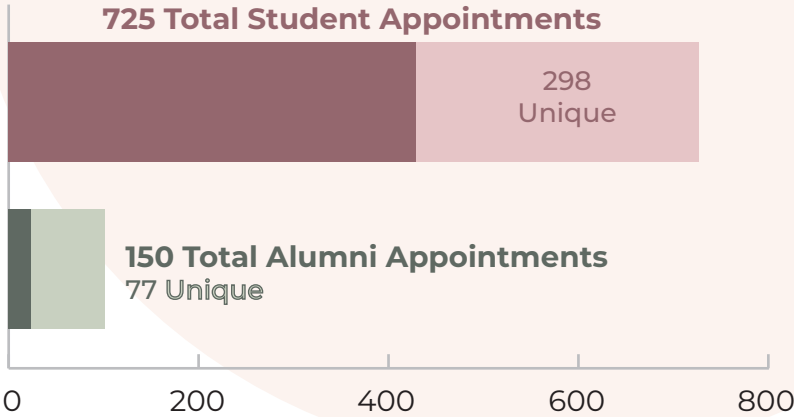
## Coaching

All Harvard Chan master’s and doctoral students and alumni have access to career coaches to support them in their career exploration and job search process. They have the option to schedule in person, phone, or Zoom coaching appointments between the hours of 9:00 am and 5:00 pm, with some early morning and late evening appointments made available throughout the work week. Coaches provide support, guidance, and education around the following topics:

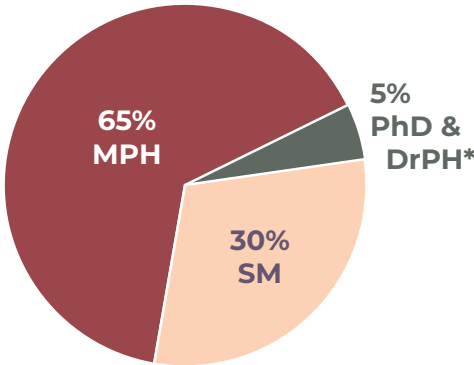
- Writing application materials like resumes, cover letters, personal statements, and more;
- Networking and outreach, including conducting searches to identify network connections, using the alumni directories for outreach, and preparing for conversations;
- Interview preparation including informational interviews, job interviews, and interviews for doctoral programs or medical residency; and
- Evaluating job offers and salary negotiation.

875

In the 2022-2023 academic year, students and alumni scheduled a total of 875 coaching appointments

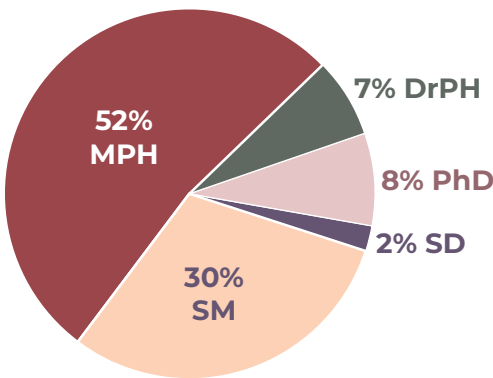


725 Student Appointments by Degree Type



\*36 PhD and 2 DrPH

150 Alumni Appointments by Degree Type

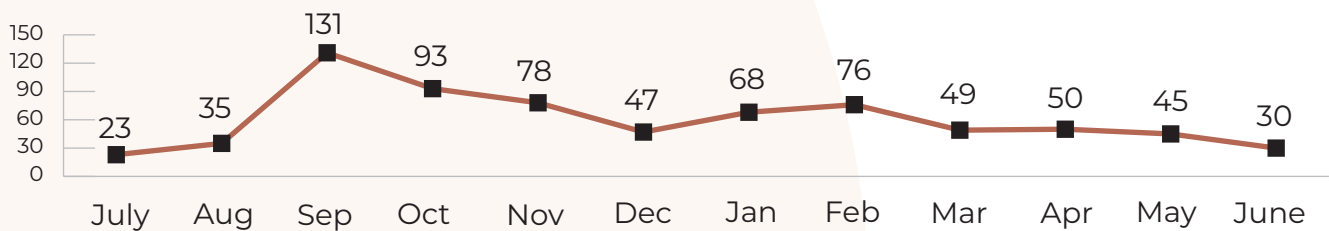


## Coaching *continued*

### Most Common Student Coaching Appointments

- Resume
- Career or industry Exploration
- Interviewing
- Job Search Strategy
- Other

### Total Student Coaching Appointments by Month – July 2022-June 2023



### Student Coaching Appointments by Department

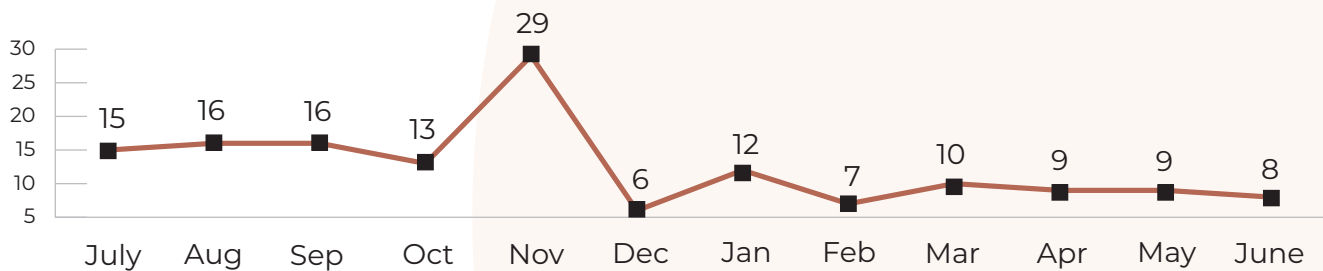
|               |     |     |     |
|---------------|-----|-----|-----|
| Biostatistics | 33  | SBS | 114 |
| CLE           | 19  | HDS | 14  |
| CBQG          | 23  | HPM | 155 |
| EH            | 32  | NUT | 50  |
| OEH           | 2   | QM  | 33  |
| EPI           | 99  | PHS | 17  |
| MPH-GEN       | 13  | BPH | 1   |
| GHP           | 120 |     |     |

## Coaching *continued*

### Most Common Alumni Coaching Appointments

- Resume
- Job Search Strategy
- Interview Preparation
- Other
- Career or Industry Exploration

### Total Alumni Coaching Appointments by Month – July 2022-June 2023



### Student Alumni Appointments by Department

|               |    |     |    |
|---------------|----|-----|----|
| Biostatistics | 3  | SBS | 29 |
| CLE           | 1  | HDS | -  |
| CBQG          | -  | HPM | 28 |
| EH            | 15 | NUT | 14 |
| OEH           | -  | QM  | 8  |
| EPI           | 12 | PHS | 10 |
| MPH-GEN       | -  | BPH | -  |
| GHP           | 30 |     |    |

## Education

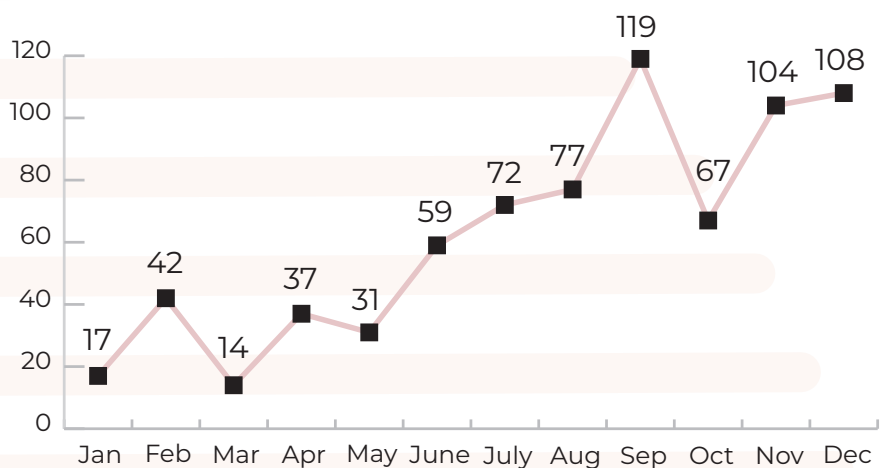
To complement one-on-one coaching, we offered over 25 educational presentations and workshops on key career readiness skills throughout the year. Our career coaches led sessions on topics including developing resumes/CVs and cover letters, conducting outreach and networking, interviewing, job offer and salary negotiation, using LinkedIn, career self-reflection and decision-making, applying to federal government jobs, and more. Guest speakers are brought in to facilitate content on The U.S. Job Search for International Students, Immigration Options Post-Graduation, Using Improv to Improve Communication, Networking with Alumni, Salary Negotiation, Using LinkedIn, and the First 100 Days of a New Position. Specific information on fellowships including Fulbright, Harvard Traveling Fellowships and Hospital Administrative Fellowships in addition to a variety of federal government and CDC-based fellowships are also shared with students through information sessions.

Our office adopted two new assessment tools this year – [Strengths Profile](#) and the [Work-Life Balance and Student Career Values Card Sorts](#) – to aid with self-reflection during the career development process. We increased our programming around the intersection of career development and well-being, expanding the topics we cover in both workshops and one-on-one or small group coaching settings.

## Career Development Canvas Site

All students are automatically enrolled in the Career Development Canvas site which gives them access to the *Career Toolkit*, an 80-page comprehensive guide to career exploration and the job search including a resume checklist, cover letter template, and sample email to use for requesting an informational interview. Self-guided activities and quizzes connected to the *Career Toolkit* are available for students to engage in asynchronously. Students are also able to find slides and recordings from previous career workshops or panels making the content accessible if they aren't able to attend live. All Harvard students have access to LinkedIn learning which offers high-quality online courses and instructional videos. We have developed curated lists of courses on career development topics such as being a remote worker, transitioning to leadership, and performance strategies. The Canvas site also includes 12 industry-focused discussion boards that serve as a space to share job boards, articles, and insights about career paths in various sectors.

**Career Toolkit Active Monthly Users for 2022**





## Education *continued*

### Student Feedback on Coaching and Education

Each year we administer the “Hot Cocoa Survey” as a mid-year temperature check to gather feedback from students on our fall programming and communications, which helps us plan for Spring. In exchange for a cup of hot cocoa and cookies, students complete our survey on the spot using their mobile phones to scan a QR code that links directly to the online survey.

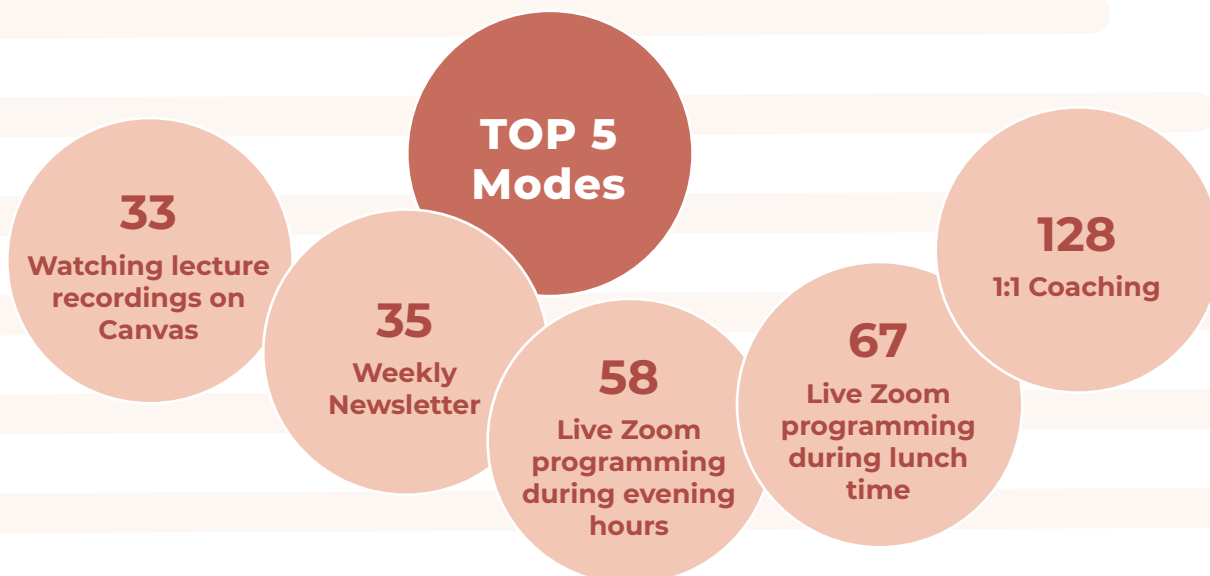
The numbers presented with the Topics and Modes are the number of respondents who gave the corresponding answer.

### Some Feedback from 2022-2023 Hot Cocoa Survey

*What career-related information are you most interested in learning about in the Spring?*



*In what format do you prefer to receive career-related information/education?*



# ALUMNI ENGAGEMENT

Alumni are key to career development and education for current students as they are often our first contact when establishing relationships with employers and can share insights and advice about specific career paths, industries, and organizations. We also know that they have their own career support needs as they move forward on their personal career journeys whether they are recent graduates or mid-career professionals. Therefore, our goals for working with alumni are two-fold: 1) provide lifelong career services to alumni and 2) engage alumni in student programming and facilitating employer connections.

## 77 → 150

**77 alumni scheduled 150 total coaching appointments in the 2022-2023 academic year.**

41 → 72 (2021-2022)

44 → 77 (2020-2021)

**1** Additional Career Coach has allowed us to expand our availability to alumni who want to access our coaching services. Alumni most frequently scheduled appointments related to resume or cover letter review, interview preparation, job offer and salary negotiation, or job search strategies.

## 62

alumni participated in panels, employer information sessions, or our Alumni Office Hours program in the 2022-2023 academic year.

**We are here to guide and support students and alumni throughout their career.**

# EMPLOYER ENGAGEMENT

The Office of Career and Professional Development is dedicated to fostering strong employer partnerships and engagement activities, reinforcing the bridge between our students and the professional world. This year we organized or co-hosted around 40 events including networking events, information sessions, career fairs, and industry-specific workshops that brought together students, alumni, and employers. These activities offered invaluable opportunities for students to interact with potential employers and gain insights into current trends and challenges within their fields of interest.

Harvard Chan students are in high demand. The knowledge, skills, and training they gain through the School and the prior education and experience they bring with them, are highly valued and sought after by employers. Students go on to work in both the public and private sectors across industries:

- Academia and research organizations
- Hospitals, healthcare, and health insurers
- Management or healthcare consulting
- Local, state and federal government
- Nonprofits and NGOs
- Life sciences including biotechnology and pharmaceuticals
- Technology

In 2022-2023, over 250+ employers posted close to 1000 opportunities in CareerConnect, our job board and employer portal, including full-time, part-time, internships, fellowships, and field practice. New employer relationships were established with organizations like ICF, Bain Consulting, Triumvirate Environmental, Klick Health, S2N Health, Project Bread, and Flagship Pioneering.



# 1000

opportunities posted on  
CareerConnect, by 250+  
employers during the  
2022-2023 academic year

## Employer Engagement *continued*

### Number and Types of Employer Events

**2** Harvard Chan-specific Career Fairs, plus 5 Harvard University-wide or external career fairs

**6** Industry Weeks: Global Health, Consulting, Governmental Public Health, Biotech and Pharma, Science and Health Communications, and Environmental Health, Climate Change, and Nutrition Week.

**27** Employer Information Sessions

### Harvard Chan-Specific Career Fairs by the Numbers

**Fall 2022  
Virtual  
Career Fair**

**815**

Conversations completed between students and employers (up from 749 in Fall 2021)

**46**

Employers attended (up from 44 in Fall 2021), including new employers like Takeda, Moderna, Greater Boston Food Bank, CIC Health

**70%**

Student attendance rate (up from 63% in Fall 2021)

## Employer Engagement *continued*



## Creating Opportunities to Connect

In addition to career fairs, we offer a variety of in-person and virtual options to help students and employers connect. In fall 2022, Deloitte opened their Boston office to us to provide a highly successful Information Session and Networking Event for students and staff. With more organizations reopening after the pandemic, we plan to offer similar events in the future with our Boston-based employer partners. In-person career fairs will resume in fall 2023.

Jobvite published [\*Why Your Company Should Double Down on Diversity, Equity, and Inclusion \(DEI\) Initiatives This Year\*](#) (February 2023), and their research is notable:

- 81% of job candidates checked a company's website for their stance on DEI before applying
- 71% reviewed job postings to ensure inclusive language was used
- 65% also researched a company's stance on social issues
- 64% checked a company's website for diversity stats
- 57% of all job seekers asked their employer about the culture DEI at the company in the interview process

## Employer Engagement *continued*

We understand that students are interested in learning more from potential employers about their organizational cultures and structures. Employers have been invited to curate presentations that address important topics for students including: their commitment to diversity and inclusion initiatives; insights into company culture, values and work/life balance; and opportunities for growth and mentorship, to name a few. Our employer relations team will continue to incorporate these topics into our annual employer check-in calls, conversations with new employers, and content requests as employers develop presentations to share with students.

### Symplicity Job-sharing

We successfully implemented the Symplicity “push to” feature, which allows for more seamless job-sharing among the other Harvard University schools currently using Symplicity as their job board platform. This feature benefits students by giving them easier access to jobs posted with other Harvard career services offices and helps employers disseminate their opportunities in a more efficient way.

### International Student Employment

In response to requests from international students, we made employer hiring policies more transparent by including the employer’s work authorization policy on event and information session promotional material so students can be informed prior to attending events. In Symplicity, the language on the employer registration form related to work visas and

sponsorship was updated to collect more accurate information about employer hiring policies.

We are testing a weekly job alert through the system specifically for international students to share postings from employers who have indicated they accept OPT or are willing to sponsor and will pilot this new job alert in the 2023-2024 academic year.

Lastly, we are providing more education to employers on what is required to hire a student on OPT or Stem-OPT status and are collaborating with the Harvard International Office on sharing this information more broadly.

### Employer Newsletter and Surveys

Our employers receive a bi-annual newsletter that includes information about upcoming career fairs and other opportunities to engage with and recruit talent at Harvard Chan. We use the newsletter as a platform to share information about the wide range of Harvard Chan degree programs and to highlight student stories to help employers get a better sense for the great diversity and talent of our students and alumni. In addition, we inform employers of best practices in hiring, retention, and organizational culture through a DEI lens.

Each newsletter includes a survey to assess the recruiting needs and skillsets in demand for employers interested in engaging with the School, which better informs career program development and coaching sessions offered to students and alumni throughout the year.

# GRADUATE OUTCOMES

The Office of Career and Professional Development is responsible for reporting post-graduate outcomes up to 12 months after graduation. One of our strategic goals has been to improve how graduate outcome data is communicated to current and prospective students, departments, faculty members, employers, and other School stakeholders.



View the Graduate Outcomes reports in their entirety at <https://www.hsph.harvard.edu/career-services/graduate-employment-outcomes/>

## A Few Key Highlights from Our 2021 Graduating Class

# 96

percent of 2021 Harvard Chan graduates were employed or continued their education within **12 months** of graduation with a median salary reported of **\$96K**.

# 40

percent of our graduates go on to positions in Hospitals or Healthcare, followed by **23** percent in Academic Institutions, and **21** percent in For-Profit Companies – primarily consulting, pharma, or biotech

## Graduate Outcomes *continued*

# 52

percent of respondents indicated their jobs are either fully remote or hybrid, while **48** percent are working in person.

# 41

percent of 2022 respondents utilized the services provided through the Office of Career and Professional Development, **59** percent did not. The most common reasons provided for not using our services were: not needing them, finding help elsewhere, not having enough time, or not being aware of services.

In the 2023-2024 academic year, the office will implement **12Twenty's** Outcome Data & Analytics module and public dashboard. This platform will improve the data collection process for the post-graduate outcomes survey, increase transparency and access to data for students and the School community, create public dashboards for prospective students and other stakeholders, and eventually help students connect with alumni working in their areas of interest.



# COLLABORATIONS

Our Office is dedicated to the spirit of collaboration and actively seeks out opportunities to collaborate across the School community. Our most frequent partnerships include working with the Student Advisory Committee (SAC), Office of Diversity and Inclusion (ODI), Office for Alumni Relations (ORA), Office for Student Affairs (OSA), Harvard International Office (HIO), Harvard Chan Academic Departments, and other Harvard University career services teams. Each year we seek new partnerships or ways to collaborate that will enhance the student experience.

## 2022-2023 Collaboration Highlights

### **Refresh and Reconnect: A Fall Mixer for Harvard Chan Students, Alumni, and Employer Partners Annual Networking Event at Trillium Brewery (September 2022)**

The first large-scale, in-person, networking event hosted by the Office of Career and Professional Development post pandemic with **over 180 attendees**. The inaugural event provided an informal and fun opportunity for students to connect with each other and network with alumni, employer partners, staff, and School leaders. Our Office collaborated with the [Office for Alumni Relations](#), and the [Office of Diversity and Inclusion](#) to produce the event.

### **International Student Networking Dinner (February 2023)**

We designed this round-robin style event specifically for international students to practice their networking skills and receive advice about the US job search from Harvard Chan alumni. **Eleven alumni** attended along with senior leaders and staff from the **Office of Diversity and Inclusion** and the **Office of Alumni Relations**. Students rotated tables, connecting with different peers and alumni throughout the event.

### **DEI Career Summit (March 2023)**

The inaugural [Harvard Chan DEI Career Summit](#) brought together **students, employers, alumni, and others from across the Harvard Chan community** to discuss the importance of diversity, equity, and inclusion in public health and health care organizations. The opening keynote featured Harvard Chan alumna **Dr. Monica Wang**, Chair of Narrative for the Boston University Center for Antiracist Research, who shared her journey to public health and how it was shaped by her understanding of the social determinants of health. **Representatives from employers included the Boston Public Health Commission, International Organization of Migration, Analysis Group, GlaxoSmithKline, Harvard Chan Human Resources** and many more.

## Collaborations *continued*

### **Student Advisory Committee (Sept 2022 – May 2023)**

Each year we engage students from across departments to be members of our **Student Advisory Committee (SAC)**. The SAC allows us to receive ongoing student input and feedback to help improve our programs and services. In 2022-2023, we had **11 committee members** representing several degree programs: four SM, five MPH-45, one MPH-65, one DrPH; in the areas of Clinical Effectiveness, Environmental Health, Global Health and Population, Health Data Science, Health Policy and Management, and Social and Behavioral Science. Beyond providing us with regular feedback, their main activities included: communicating about and promoting our events through student social media channels, administering the Hot Cocoa Survey, facilitating panels, and assisting with the DEI Career Summit.

### **Greater Boston Summer Internship Fund (Summer 2023)**

Together, the **Offices of Career and Professional Development** and **Diversity and Inclusion** offer funding to support Harvard T.H. Chan students who will participate in unpaid summer internships with community-based public health organizations in the Greater Boston area. A community-based public health organization may be a non-profit organization, a community health center or coalition, or other local entity that serves a specific target population in the Greater Boston area.

The goals of the fund are two-fold: 1) provide financial support to students who are interested in contributing their skills and exploring career options in community-based public health and 2) support community-based public health organizations who may have limited resources to host interns to assist them with accomplishing organizational or project goals. Successful student applications clearly outline benefits to the community they plan to serve.

For summer 2023, **four students received \$5000 each** to work with the following community organizations: **MassHealth** (hired two students), **East Boston Social Centers**, **Boston Children's Hospital**.

# STRATEGIC PLANNING AND GOALS FOR 2023-2024

In the 2021-2022 academic year, our Team developed a strategic plan to help us identify goals to improve and expand our services. The following is a snapshot of our goals that includes some highlights/ accomplishments from 2022-2023 and next steps we aim to incorporate in 2023-2024.

| GOAL                          | 2022-2023 Selected Accomplishments  | 2023-2024 Selected Next Steps  |
|-------------------------------|---|--|
| <b>G1: Career Coaching</b>    | <ul style="list-style-type: none"> <li>Created content describing differences between coaching and advising to educate students</li> <li>Coaches trained on Strengths Profile assessment tool</li> <li>Added career reflection workshop and more reflection and wellness perspectives to presentations, workshops, and materials</li> </ul>                         | <ul style="list-style-type: none"> <li>Employ resume builder and mock interview tools in Symplicity</li> <li>Add self-reflection and assessment tool as 1:1 coaching appointment category</li> <li>Add bi-weekly or monthly small group coaching sessions with career reflection theme</li> <li>Add wellness coaching initiatives</li> </ul>   |
| <b>G2: Employer Relations</b> | <ul style="list-style-type: none"> <li>Created employer newsletter</li> <li>Added employer visa/OPT req's to employer event promo to better inform students</li> <li>Better utilized available features in Symplicity: job alerts, newsletters, employer notes, job pushes</li> </ul>   | <ul style="list-style-type: none"> <li>Employ international student job alerts through Symplicity</li> <li>Employ Interstride – additional job board for international students seeking US jobs</li> </ul>   |
| <b>G3: DEI</b>                | <ul style="list-style-type: none"> <li>Hosted International Student Networking Dinner</li> <li>Connected with OCS around Interstride platform</li> <li>Hosted inaugural DEI Career Summit</li> <li>Add Harvard Chan DEI info and language to Employer Newsletters to inform employers of best practices in hiring, retention, and organizational culture</li> </ul> | <ul style="list-style-type: none"> <li>Employ Interstride – online tool for international students to help them manage the US job search and access employers who hire OPT/visa</li> <li>Improve on DEI Career Summit promo</li> <li>Provide special programming/ support to students who identify as First/Next Gen and Low Income</li> </ul> |
| <b>G4: Data</b>               | <ul style="list-style-type: none"> <li>Maximized technology platforms to increase efficiency, identify communication and promotion channels</li> <li>Developed degree-specific graduate outcome data info sheets for website</li> <li>Used QR codes to track sign-ins for metrics on engagement</li> <li>Added grad outcomes data to website</li> </ul>             | <ul style="list-style-type: none"> <li>Implement 12Twenty's Outcome Data &amp; Analytics module + public dashboard to capture and share data on graduate outcomes with School community</li> <li>Support data gathering and analysis for upcoming School accreditation</li> <li>Employ additional employer relations metrics</li> </ul>        |



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