

Student Toolkit



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Sign Up and Login

Our recruitment tools powered by 12Twenty make it easy to connect with employers looking to hire students and alumni from our school. We are happy to share that the 12Twenty UI is accessible and compatible with any device: phone, tablet, or computer.

To create an account on our platform, simply follow the steps below.

If you need assistance with 12Twenty, please contact the Office of Career Development at rsphcareerdev@emory.edu or 404-727-9957.

1) Navigate to <https://sph-emory.12twenty.com>

2) First time? Click the “Sign up for an account” button and use your Username (email/school ID) to create a unique password

- Students may only “sign up” through this portal only if their account has been pre-authorized by a school admin.
- For assistance logging in, please review this [article](#).

3) Moving forward, you can simply login using your Username (email/school ID) and unique Password combo

PRESTIGIOUS UNIVERSITY

Login to continue to EARNs

Email Address

Password

[Reset your Password](#) • [Sign up for an account](#)

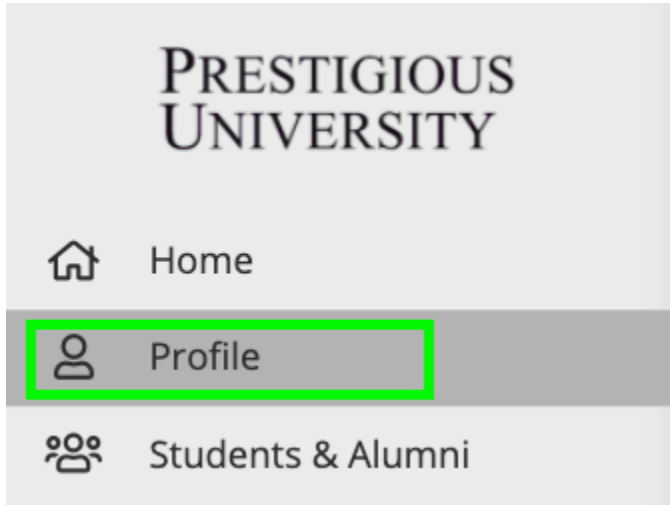
[Need Help?](#) [Privacy](#) [Terms](#)

Profile Set Up

Setting up your student profile is easy and helps the career advising team get to know YOU better and understand your job search preferences so that we can assist you in finding the right opportunities. A complete profile will help the career services team reach out to you if there are job or internship opportunities, interviews, events that match your background, preferences, and skillset.

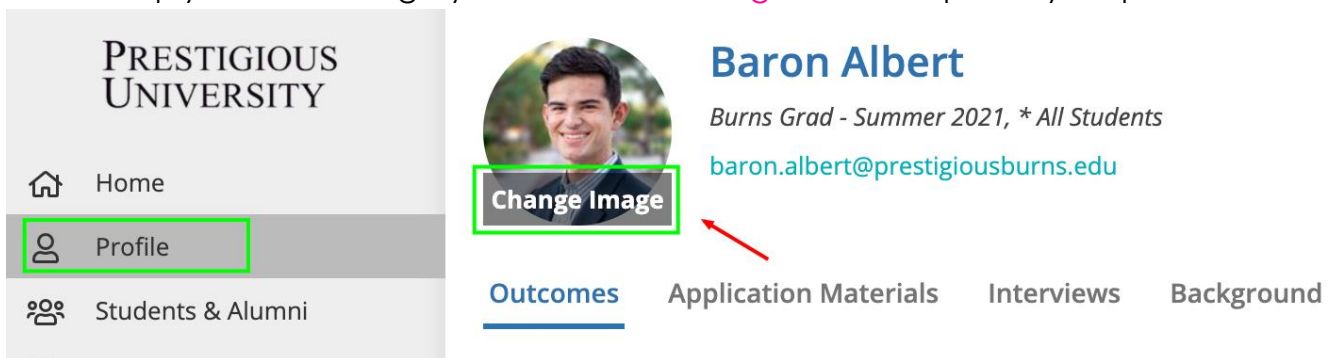
Let's take a look at step-by-step guide below for setting up a student profile:

1) Once logged in, head over to the profile tab from the left side nav bar



2) Let's add a photo of you!

- This is easy and helps your career advising team get to know the real you!
- Ensure the photo is professional.
- Simply click on the grey "Click to add image" box to upload your photo.



3) Update your Headline

- Your 12Twenty headline is visible to fellow students & alumni (and soon employers)
- Let everyone get to know you and create opportunities by sharing what you are seeking for your next career move!
- ProTip: To view what other students, alumni, and employers see, simply click "Public View"



4) Complete your "Background" tab

- This information will help the career services office get to know YOU better and assist you in finding the right job and networking opportunities.

- Some of these fields are searchable via the “Candidate Search” functionality that allows employers and school admins to create dynamic resume books based on your skills.
 - Once you find a job, you will no longer appear in the Employer Candidate Search.
- If your school has the “Student and Alumni Networking” Module you can also opt in to allow your peers (students and alumni) to find you in the Student and Alumni Directory based on these fields.
- *Note: You can opt out of both anytime by updating your Account Settings.*

Jobs and Job Offers Application Materials Interviews **Background**

Personal ✎

Name:	Matthew 12Twenty
Gender:	--
Years of Experience:	0 yr - 7 months
Country of Citizenship:	--
Work Authorization (Detailed):	--
Date of Birth:	--
Language(s) Spoken:	--
Language(s) Written Fluently:	--
LinkedIn URL:	--
Preferred Name:	--

Complete your profile!

Preferences ✎

Desired Industry:	--
Desired Function:	--
Desired City:	--
Post Graduation Intentions:	--

Education ✎

Burns School of Business	
Master's	
Start Date:	--
Graduation Date:	06/14/2021
Section:	--

- Once you click on the pencil icon next to each section on the background tab, a new pop-up will appear.

PRESTIGIOUS UNIVERSITY

- Home
- Profile
- Students & Alumni
- Target Employers
- Employers
- Contacts
- Tasks
- Activity Stream
- Research Tools >
- OCI and Job Listings
- Appointments
- Events
- Resume Books
- Experiential Learning
- Resource Library
- Help & Support >

Edit your background information
✕

Baron Albert

Burns Grad - Summer 2021, * All Students

baron.albert@prestigiousburns.edu

Personal

First Name:

Middle Name:

Last Name *:

Gender:

Country of Citizenship *:

I have a dual citizenship

Work Authorization - Detailed *:

I have work authorization in countries other than United States (USA)

Language(s) Spoken:

[+Add Additional Language](#)

Language(s) Written Fluently:

[+Add Additional Language](#)

Military Service *: Yes No

How many internships did you do? *:

LinkedIn URL *:

Scholarship *:

Favorite Color: Yes No

Student Club *:

Preferred Name:

5) Click the **“Update”** button to save your changes. Your newly created profile is ready to go!

PRESTIGIOUS UNIVERSITY

- Home
- Profile
- Students & Alumni
- Target Employers
- Employers
- Contacts
- Tasks
- Activity Stream
- Research Tools >
- OCI and Job Listings
- Appointments
- Events
- Resume Books
- Experiential Learning
- Resource Library
- Help & Support >

Baron Albert

Burns Grad - Summer 2021, * All Students

baron.albert@prestigiousburns.edu

Outcomes
Application Materials
Interviews
Background

Personal

Name:	Baron Albert
Gender:	Male
Country of Citizenship:	Spain
Work Authorization - Detailed:	F1 Student
Language(s) Spoken:	Spanish
Language(s) Written Fluently:	--
How many internships did you do? :	3
Military Service:	Yes
LinkedIn URL:	barry.a@test.com
Preferred Name:	Barry
Scholarship:	--
Favorite Color:	No
Student Club:	Art Club, Finance Club, Tech Club

Preferences

Desired Industry:	Consulting, Financial Services
Desired Function:	Public Health
Desired City:	Los Angeles - CA (United States (USA)), Dallas - TX (United States (USA)), Vado - NM (United States (USA))

Your profile is now updated!!

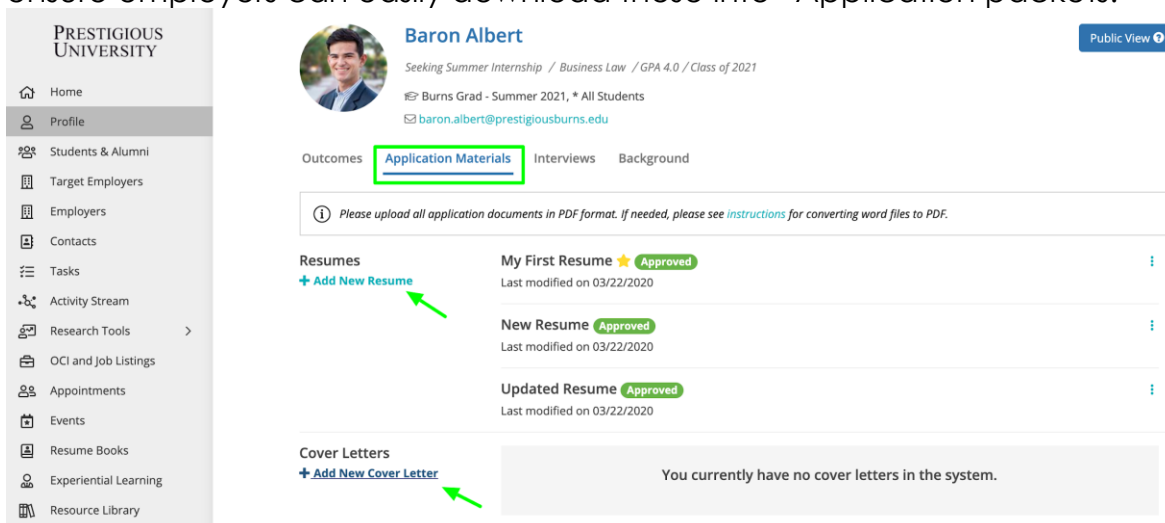
6) Keep your Career “Preferences” section updated

To stay informed with the latest career resources, events, jobs, and interviews that match your unique preferences, please make sure to frequently update the “Preference” section of your profile with industries, functions, practice areas, and geographic locations you are excited about.

Upload Application Materials

1) Head over to the “Application Materials” tab to upload your career search documents

- Under each Application type header, click the “+ Add New Document” button.
- Choose a document from your computer and give it a name.
 - Note: *The document name is not visible to employers and there are no limits - upload as many documents as you need.*
- All Application documents (outside of the URL section) must be uploaded in PDF format to ensure employers can easily download these into “Application packets.”

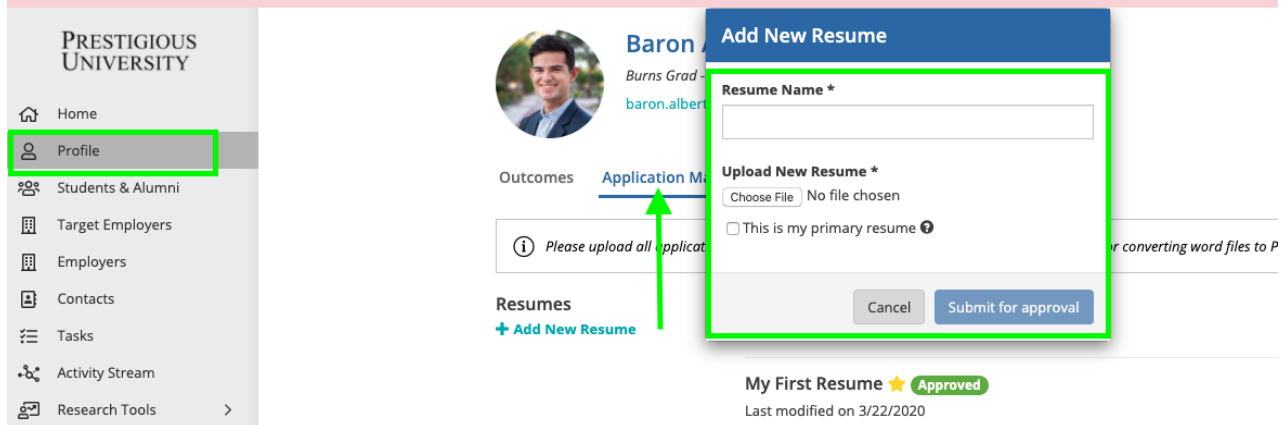


The screenshot shows a user profile for Baron Albert. The 'Application Materials' tab is selected and highlighted with a green box. Below this, there is a message: "Please upload all application documents in PDF format. If needed, please see instructions for converting word files to PDF." Under the 'Resumes' section, there are three entries: "My First Resume" (Approved), "New Resume" (Approved), and "Updated Resume" (Approved). A green arrow points to the "+ Add New Resume" button. Under the 'Cover Letters' section, there is a "+ Add New Cover Letter" button and a message: "You currently have no cover letters in the system." A green arrow points to the "+ Add New Cover Letter" button.

2) In the Resume Section: Check the box called “This is my primary resume” to feature one resume in the Employer Candidate Search module.

- This module allows Employers to filter for candidates who match their hiring criteria.

- If your profile and resume match what the employer is seeking in a candidate, they can reach out to you with the job opportunity.



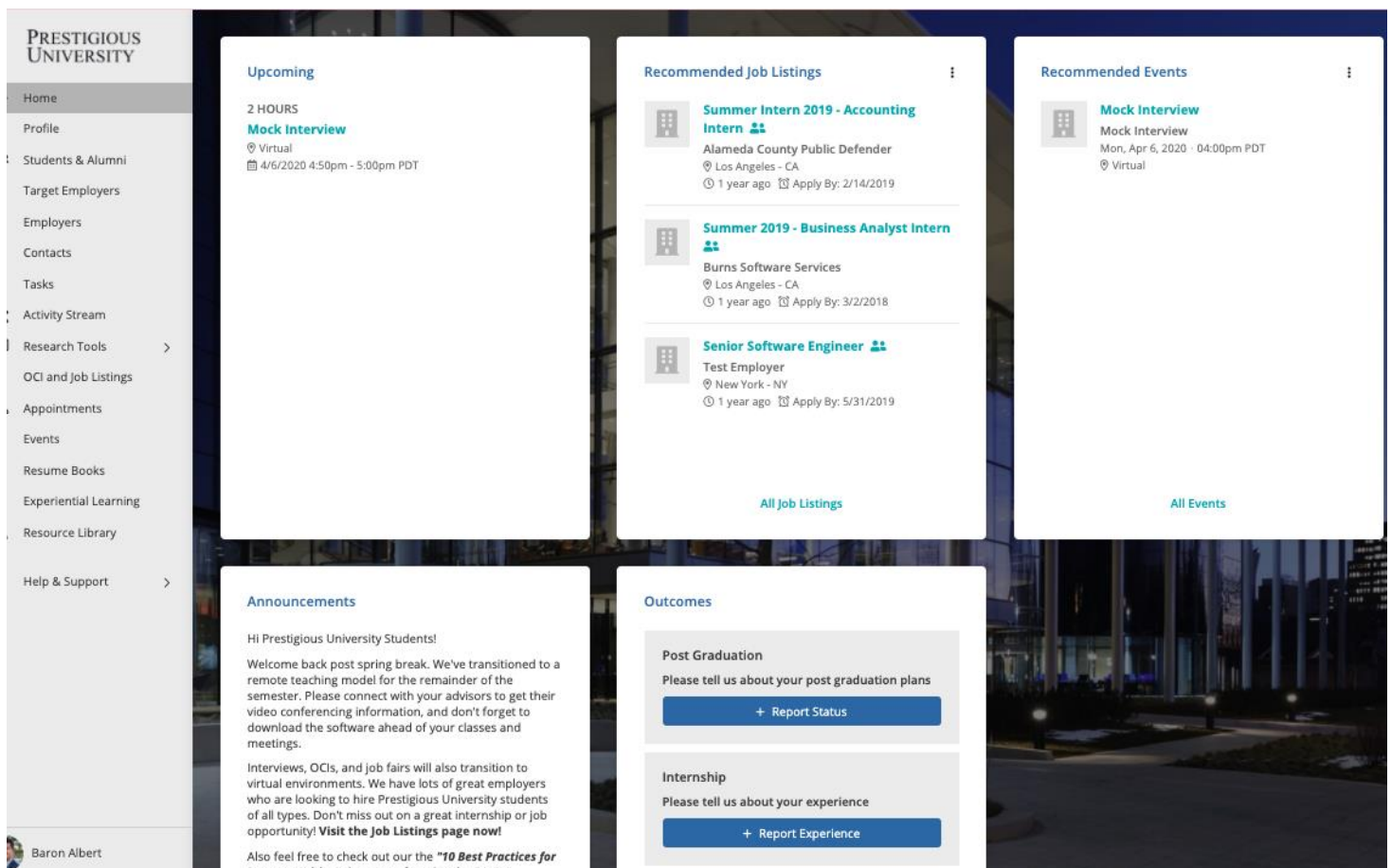
The screenshot shows a user profile for 'Baron' (Burns Grad, baron.alber) on a platform for Prestigious University. The 'Profile' menu item is highlighted in green. An 'Add New Resume' modal is open, also outlined in green, containing a 'Resume Name *' field, an 'Upload New Resume *' section with a 'Choose File' button and 'No file chosen' text, and a checkbox for 'This is my primary resume'. A 'Submit for approval' button is visible. Below the modal, a resume titled 'My First Resume' is shown with a star icon and 'Approved' status, last modified on 3/22/2020. A green arrow points from the 'Add New Resume' button to the modal.

Note: If resume approval is enabled, your resume will go through a “review and approval” process before you can begin to use it as an official document for job postings, interviews, Candidate Search, and event registrations. Click the “Submit for approval” button to initiate the resume approval process with the career services team. We will reach out to you if we have any feedback after reviewing your resume.

Homepage

After setting up your profile, this is what you will see on your homepage for all future logins:

- **Upcoming** - This tile will list any upcoming appointments, events, and interview commitments that you have registered for within the platform.
- **Recommend Job Listing** - This tile will recommend jobs specific to the program you are enrolled in and unique career interests. Keep the "[Preferences](#)" section of your profile up to date, to ensure you see the latest recommendations.
- **Recommended Events** - These events are open for registration and recommended based on your career preferences and program.
- **Announcements** - These announcements come directly from the Career Center team. Check this tile often as it will frequently be updated with new information.
- **Outcome Submission** - Quick access to submit new internship and post-grad outcome data.



The screenshot displays the Prestigious University homepage dashboard. On the left is a navigation menu with options: Home, Profile, Students & Alumni, Target Employers, Employers, Contacts, Tasks, Activity Stream, Research Tools, OCI and Job Listings, Appointments, Events, Resume Books, Experiential Learning, Resource Library, and Help & Support. The main content area is divided into five tiles:

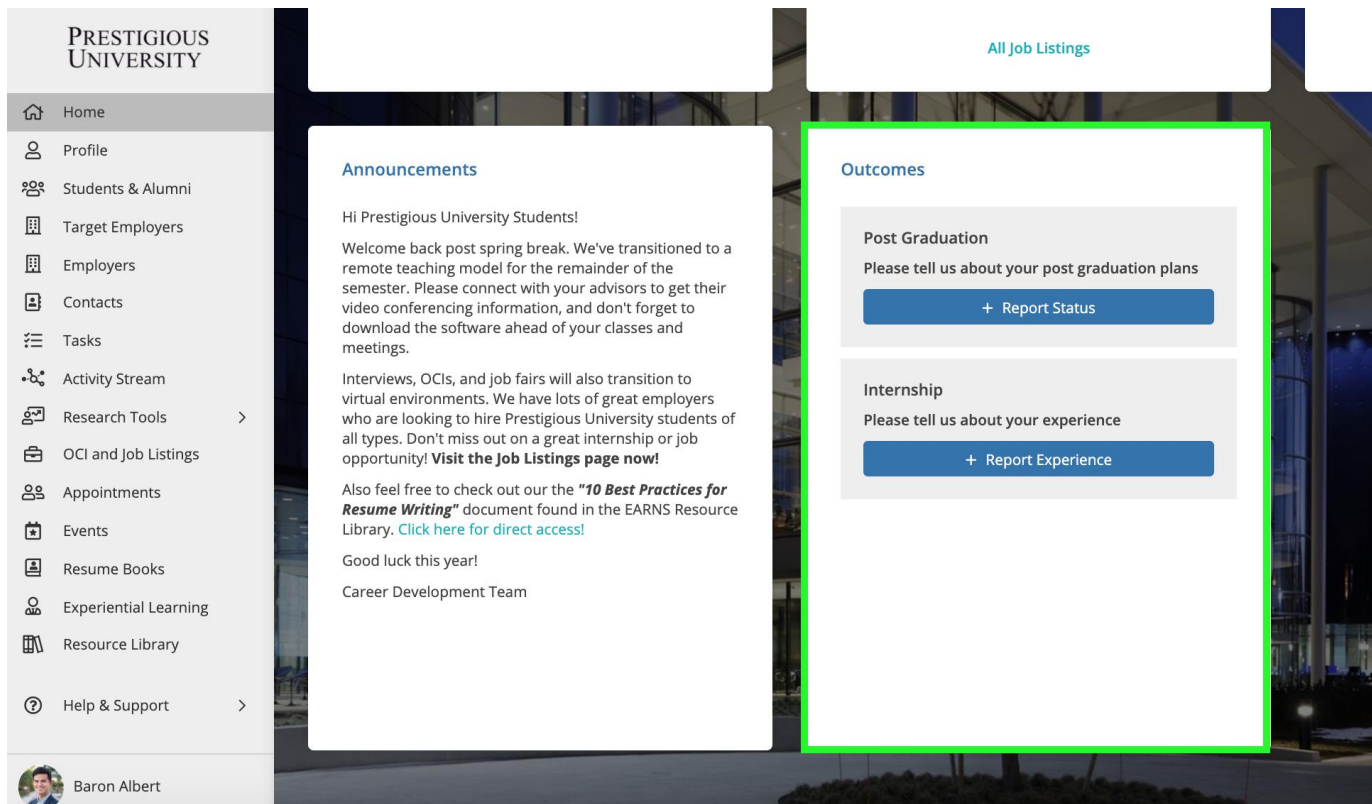
- Upcoming:** Shows a "Mock Interview" event scheduled for 4/6/2020 from 4:50pm to 5:00pm PDT, marked as virtual.
- Recommended Job Listings:** Lists three job opportunities: "Summer Intern 2019 - Accounting Intern" at Alameda County Public Defender, "Summer 2019 - Business Analyst Intern" at Burns Software Services, and "Senior Software Engineer" at Test Employer.
- Recommended Events:** Shows a "Mock Interview" event on Monday, April 6, 2020, at 04:00pm PDT, marked as virtual.
- Announcements:** A text-based announcement from Baron Albert regarding the transition to a remote teaching model and virtual environments for the remainder of the semester.
- Outcomes:** Two sections for reporting: "Post Graduation" with a "Report Status" button, and "Internship" with a "Report Experience" button.

Outcome Submission

The Outcome Survey, sometimes referred to as a First Destination Survey or Employment Questionnaire, is a tool schools use for gathering employment experience data from current and graduating students. We collect this information so that you are empowered with market insights, salary data, and employment trends. This data powers the Research Tools in real time, giving you transparency into employment data from our school (in a completely anonymous way.) You will be able to learn about the potential career paths that are available to you based on your program, career preferences, and experience. These can also help you navigate the next steps in your career and negotiate your compensation for both internships and post graduate jobs.

When you complete your Outcome Survey you help our community and your fellow classmates have a competitive advantage in their job and internship search.

1) From your homepage, navigate to the “Outcomes” file and select the options Post Graduation, Internship, Summer Job, During School, or Pre-School.



This will take you to a new screen allowing you to better define which outcome category applies best to your situation.

2) From the next screen, pick the option that matches your internship or employment status

- If you are **"still seeking"** employment or an internship - let us know so we can help you find the right opportunity! Our office is here to help you every step of the way.

Post Graduation Outcome Options

PRESTIGIOUS UNIVERSITY

Home | Profile | Students & Alumni | Target Employers | Employers | Contacts | Tasks | Activity Stream | Research Tools | OCI and Job Listings | Appointments | Events | Resume Books | Experiential Learning | Resource Library | Help & Support

Baron Albert
Burns Graduate
baron.albert

Report Status

Post Graduation
Please tell us about your plans

- Pending Job
- Accepted Job
- Own Venture
- Still Seeking Employment
- Still Seeking Education
- Graduate School
- Fellowship
- Military Service
- Service Organization
- Volunteering
- Other Intentions

3) Once you've made your selection, you will be prompted to complete a quick survey that correlates to your unique outcome

PRESTIGIOUS UNIVERSITY

Job - Offer Accepted
(* indicates a required field.)

Basics

Employer *
Employer

Job Title *
Job Title

Number of Employees
-- Please select a value --

Do you have other post graduation plans? *
-- Please select a value --

Detailed Industry *
-- Please select an Industry --

Detailed Function *
-- Please select a Job Function --

Location

Country *
Country
 Location not yet determined

City *
City
Example: Philadelphia - PA or London - England

When
If you do not know the exact day, please approximate.

Offer Received Date *
MM/DD/YYYY
Format: (MM/DD/YYYY)

Offer Accepted Date *
MM/DD/YYYY
Format: (MM/DD/YYYY)

Start Date *
MM/DD/YYYY
Format: (MM/DD/YYYY)

End Date *
MM/DD/YYYY
Format: (MM/DD/YYYY)
 No end date

Compensation
Currency Receiving

USD

Base Salary *
\$ per year

Expected Commission
\$ per year
 Do not expect to receive Expected Commission

Expected Bonus *
\$ per year
 Did not receive an Expected Bonus

4) After completing the quick survey, the reported Outcome will display in the “Outcomes” tab of your profile

- You can update your outcome at any time by clicking “Report Experience” button within the “Outcomes” tab of your profile

You may also be prompted to report your outcome status the next time you login. Once your outcome is submitted, you will no longer see the popup at login.

Target Employers/Contacts

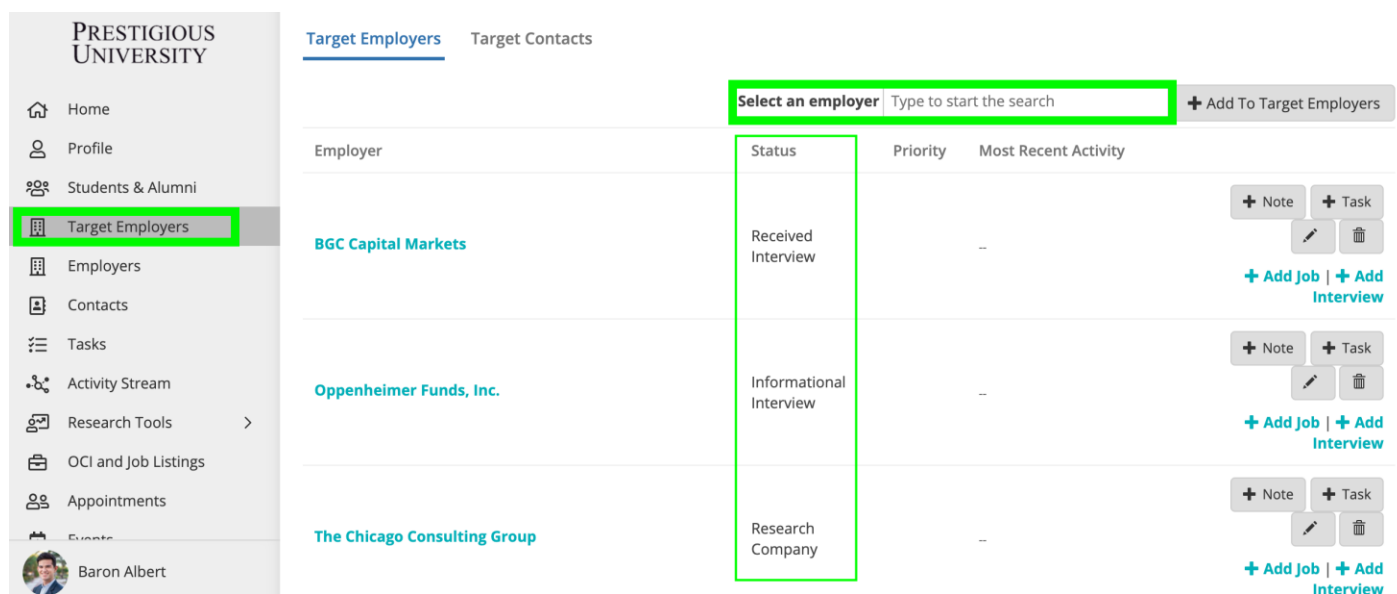
Now let's take a look at how you can build and manage your list of target employers that you are excited about working for. This is a powerful tool for tracking your contact network and excellent for keeping your job search organized. Your very own personal CRM tool built right into 12Twenty!

You can use these tools to track the employers that you are interested in, the jobs you apply for, the status of each application, and any follow-up actions needed. It also lets you track the progress of your professional contacts and networking activities. The effort you put in on the front end will be worthwhile and allow you to stay on top of deadlines so you feel in control of your growing professional network.

1) Let's navigate to "Target Employers" module from the left side nav bar

- From here you can build a list of employers you are actively targeting for jobs & internships
- You can add a Target Employer simply by typing the name into the search bar and clicking the "+Add to Target Employers" button
- You can add any "Notes" and/or follow-up "Tasks" based on your networking conversations or career search updates
- By clicking the "pencil icon" you can track the "Status" and "Priority" of each of these employers (researching employer, interviewing, received offer, etc)

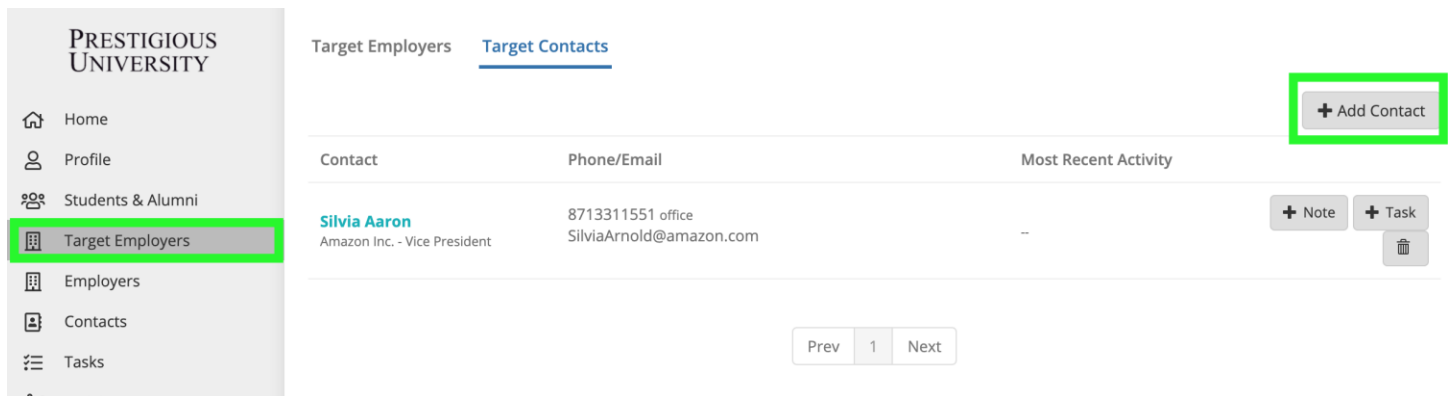
As you go through your job search, re-prioritize each Employer on your list and update your job search status along the way so you never miss a deadline or important task.



Employer	Status	Priority	Most Recent Activity
BGC Capital Markets	Received Interview	--	
Oppenheimer Funds, Inc.	Informational Interview	--	
The Chicago Consulting Group	Research Company	--	

2) Use the “Target Contacts” tab in the Target Employers module to track the growth of your professional network

The ability to network successfully has emerged as a crucial job-seeking skill that must be cultivated in order to stay competitive and increase your chances of finding a job. Online job postings often receive hundreds or thousands of applications, and networking is often the key to success. Cultivating long-term relationships helps you gather information, gain exposure, and learn about job opportunities through the “hidden market” created by a network of employers, friends, fellow alumni, and professional contacts.



Assemble a Target Contacts List -

Who do you know in your network that is working in your dream job or who in your network can introduce you to someone who is doing the job you want?

- Start writing down names and you’ll be surprised at how quickly the list grows.
- Your network is bigger than you think it is. It includes all of your family members, friends, neighbors, co-workers, former supervisors, alumni, classmates, professors, and more!
- Check LinkedIn to see if you have any connections within the organization to which you are applying.
- Think broadly and continue to add people to this list as you continue your job search.
- When compiling your initial list of contacts, try not to underestimate anyone’s potential to be a knowledgeable resource.
- Do not be discouraged if you have only a few people on your list at first; each contact will direct you to more people and the numbers in your networking circle will soon multiply.

Set Up Informational Interviews -

Once you have developed a list of contacts, start reaching out to your network to set up informational interviews.

- An informational interview is an informal conversation with someone working in an area of interest to you who can give you information and advice. It is an effective research tool and a great way to build professional connections. During the “interview” ask questions about their career path and their recommendation for getting started in the field, ways to gain experience, other people you should talk to, and tips on finding available jobs.

- The people you know and the people you meet won't necessarily get you a job directly, but they may be aware of openings in that hidden job market.

Add Notes & Task to any Employer and Contact Records

Add Note

Cancel Save

Employer: **The Amazing Company**

Note *

After researching on LinkedIn, I found several Alumni who have or are currently working for The Amazing Co.



Note Date *

04/06/2020

You will be able to document all of your relevant notes, job search actions, and track the networking conversations you are having with employers and recruiting contacts allowing you to more easily follow up on the progress of your job applications.

Add Task

Cancel Save

Subject *

Reach out to Awesome Recruiter

Outreach Type

Email

Due Date *

04/10/2020

Status *

Open

Description

Connect with Awesome Recruiter on LinkedIn and send follow up note



Comments

Add comments here

Employer: **The Amazing Company**

Task Contact

Awesome Recruiter [\[Change\]](#)

Employer	The Amazing Company
Email	awesomerecruiter@gmail.com
Phone	

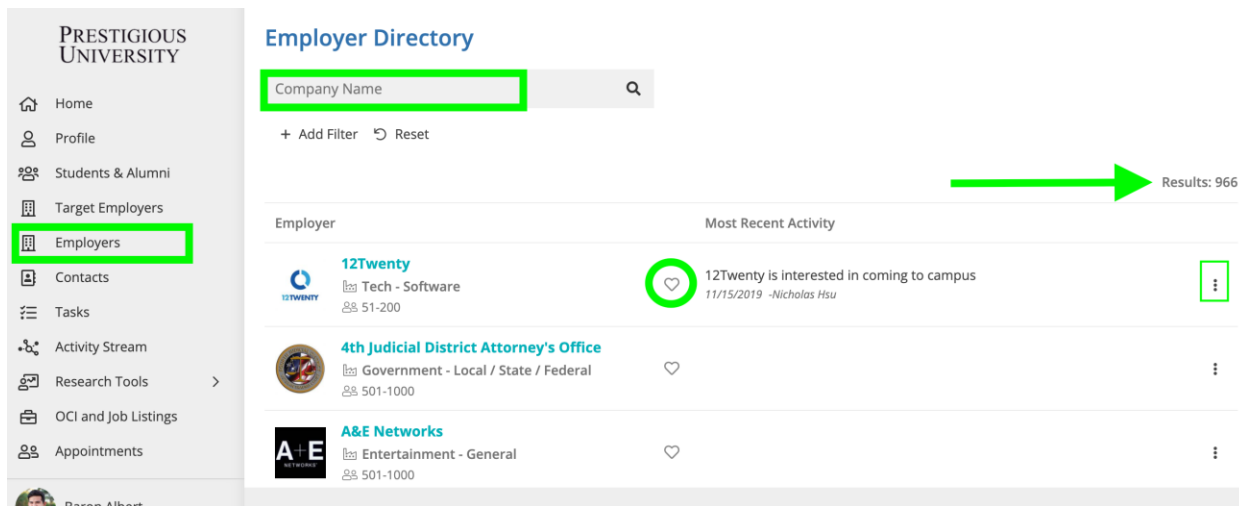
You will be able to track all of your to-do's and next steps using the "Tasks" module. This is where you can set up appointments, events and schedule critical to-do reminders.

Employer and Contact Directory

This tool will help you learn more about the Employers and Contacts that commonly recruit our students and graduates. These Employers and Contacts support our community in many ways. Some are alumni, others participate in our recruiting programs and events, post jobs, hire and supervise interns, and have hired students into full or part time jobs post graduation. The Career Services office keeps this list updated as new employers join the network.

1) Let's navigate over to the Employers Directory from the left side nav bar

- From this tab, you will be able to see all the employers that your career center has relationships with that are available for your networking and job search success.
- Click on the “heart” icon to add the employer to your “[Target Employers](#)” list.
- Click the [three ellipses](#), to add notes and tasks right from the Directory list page.



The screenshot displays the 'Employer Directory' interface. On the left, a navigation menu for 'PRESTIGIOUS UNIVERSITY' includes options like Home, Profile, Students & Alumni, Target Employers, **Employers** (highlighted), Contacts, Tasks, Activity Stream, Research Tools, OCI and Job Listings, and Appointments. The main content area features a search bar labeled 'Company Name' with a magnifying glass icon. Below the search bar are '+ Add Filter' and 'Reset' options. A green arrow points to the 'Results: 966' text on the right. The directory lists employers with columns for 'Employer' and 'Most Recent Activity'. The first entry is '12Twenty' (Tech - Software, 51-200) with a heart icon and a note: '12Twenty is interested in coming to campus 11/15/2019 -Nicholas Hsu'. Other entries include '4th Judicial District Attorney's Office' (Government - Local / State / Federal, 501-1000) and 'A&E Networks' (Entertainment - General, 501-1000).

2) Click on the Employer name in the Directory list to explore their “Employer Profile”

- **Basic Tab:** Shows the basic information about the employer.



The Amazing Company

👤 11-50

🏢 Other

Basics Activities Contacts Locations Events OCI and Job Listings Research

Parent Employer --

Sponsors International Students? No

Significant Social Corporate Responsibility Yes

Offers Diversity Fellowship Yes

- **Activities Tab:** Shows a historical view of all of **your** recruiting activities (notes, tasks, meetings) related to the Employer. You can also see tips and resources shared by your career services employer relations team based on their relationships with that Employer.



The Amazing Company

👤 11-50

🏢 Other

Basics **Activities** Contacts Locations Events OCI and Job Listings Research

Activity Stream [Show Legend](#) 

All Activities ▾

✓ Send Thank you Note
due 4/6/2020
Send an email to Amazing Company thank you note
4/6/2020, 12:00am PDT -Baron Albert
Employer: [The Amazing Company](#)

✓ 🔍 ✎ 🗑️



🗨️ After researching on LinkedIn, I found several Alumni who have or are currently working for The Amazing Co.
4/6/2020 -Baron Albert

🔍 ✎ 🗑️

- **Locations Tab:** Shows all of the locations that the Employer has traditionally hired students into from our school. Even if an Employer is global and has multiple locations around the world, a select few of their offices recruit our students and this tab will give you a better understanding of that hiring data.
- **Research Tab:** This syncs up with the “[Outcome Data](#)” we collect in the system to give you a highlight reel of the employers' hiring trends from our school. This data is anonymized and unique to our school.

Job Phase: Grad year:

Top Job Titles:

1. Business Development Manager (6)
2. Marketing Associate (4)
3. Brand Manager (3)

Top Locations:

1. Seattle - WA (11)
2. Mountain View - CA (7)
3. San Francisco - CA (5)

Top Offer Month:

1. July (9)
2. June (6)
3. August (6)

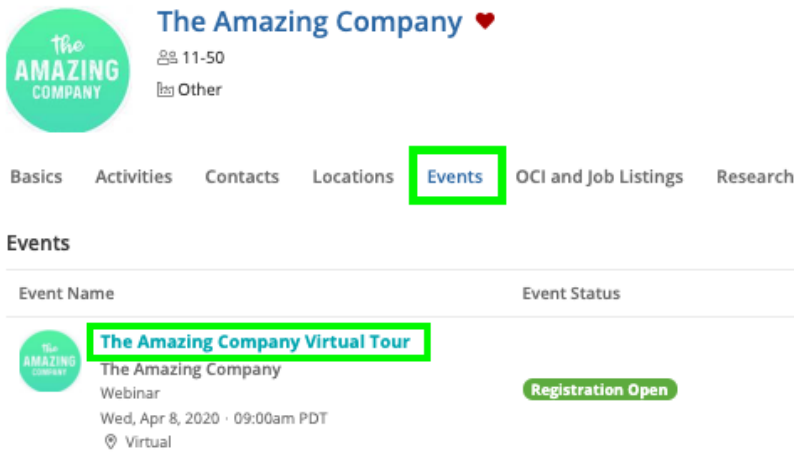
Top Functions:

1. Marketing/Sales - Product Management (5)
2. Marketing/Sales - Brand Management (4)
3. Marketing/Sales - Sales (4)

Top Job Sources:

1. Job fairs (8)
2. Alumni referrals (7)
3. School-Facilitated Internships (7)


- **Events Tab:** Shows if the employer is hosting or attending any networking or professional development events (past and present). Simply click on the "Event Title" to see more info & to RSVP to that event if registration is open.



The Amazing Company ❤️
 11-50
 Other

Basics Activities Contacts Locations **Events** OCI and Job Listings Research

Events Results: 1

Event Name	Event Status	Registration Status	Attended?
 The Amazing Company Virtual Tour The Amazing Company Webinar Wed, Apr 8, 2020 · 09:00am PDT Virtual	Registration Open	Not Registered	<input checked="" type="checkbox"/>

- **OCI and Job Listings Tab:** Shows if the employer has any job postings or OCI interview listings (past and present). Simply click on the "Job Title" to see more info about the job, interview, and if the job is open to see the employer's hiring criteria.





The Amazing Company ♥

👤 11-50
🏠 Other

Basics Activities **Contacts** Locations Events **OCI and Job Listings** Research

Job Listings

Results: 1

Job	OCI Round	Interview Date	Job Status	Application Status	Application Date
 Amazing Job  The Amazing Company Flexible/Negotiable New! Apply By: 4/7/2020	Spring 2020 - March 1-5th	--	Application Open	Not Applied	

- **Contacts Tab:** Shows you all of the contacts that work for this employer. As you start building relationships with new Contacts, simply click the **+Add Contact** button to associate them with the employer and to start tracking your networking.



The Amazing Company ♥

👤 11-50
🏠 Other

Basics Activities **Contacts** Locations Events OCI and Job Listings Research

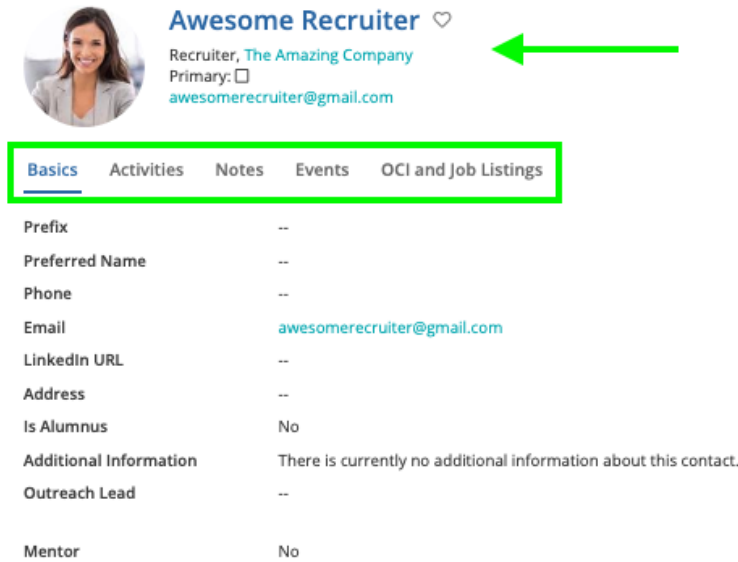
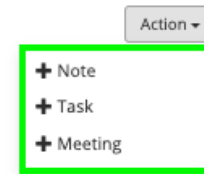
Contact Status: Current Contacts ▾

+ Add Contact

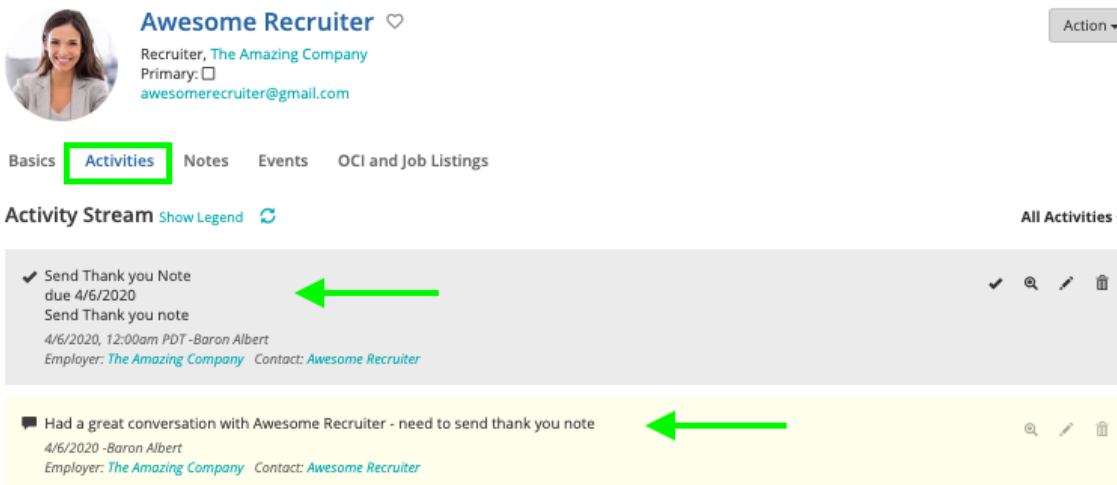
Name	Phone Number	Email	Office Location	Primary
Awesome Recruiter Recruiter		awesomerecruiter@gmail.com		<input type="checkbox"/>

3) Click on the Contact to explore their “Contact Profile”

- Start tracking your networking relationship with the contact through the **Action Button** to document your **notes**, set up follow-up **tasks**, and keep track of **meetings**.
- Click on the **Heart** icon to add this person to your **Target Contacts** list
- **Basics Tab:** Shows you the person's contact information and alumni status.

- **Activities / Notes Tab:** Shows a historical view of all of **your** recruiting activities (notes, tasks, meetings) related to the Contact. You can also see tips and resources shared by your career services employer relations team based on their relationships with this T



- **Events Tab:** Shows if this Contact has attended any recruiting events (past and present).
- **OCI and Job Listings Tab:** Shows if this Contact has posted any job or participated in OCI interviews (past and present).

4) To research more networking contacts, let's navigate to the Contact Directory module

- Here, you will be able to see all the Contacts that your career center has relationships with that are available for you to network with.
- Click on the "heart" icon to add the Contact to your "Target Contacts" list.
- Click the three ellipses, to add notes and tasks right from the Directory list page.
- Click on the Contact's name in the Directory list to explore their "Contact Profile"

PRESTIGIOUS UNIVERSITY

- Home
- Profile
- Students & Alumni
- Target Employers
- Employers
- Contacts**
- Tasks
- Activity Stream
- Research Tools >
- OCI and Job Listings
- Appointments

Contact Directory

Employer Name: All ▾ + Add Filter ↻ Reset

Results: 63

Contact	Most Recent Activity
Silvia Aaron ✓ Amazon Inc. Vice President	--
Cherish Alden ✓ ACME Health Head of HR (16 Alum)	--
Kim Alvarez ✓ Andrews & Bourne Consulting	Will be attending career fair 2017

Tasks

The Tasks module is a virtual to-do list that will help you stay on top of your job search: interviews or employers you have not heard back from, the next steps in the job application process, and contacts you need to follow-up with.

1) Navigate to the “Task” module on your side nav bar

- You can complete an outstanding task by clicking the “Complete” button and later see it when you filter for “Task Status = Complete”

PRESTIGIOUS UNIVERSITY

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- Events
- Resume Books
- Experiential Learning
- Resource Library

Tasks

+ New Task

Task Status: Open ▾
 Employer Name: Enter an employer name here
 Task Timing: All ▾
 Outreach Type: All ▾

Contact Name: Enter a contact name here

✕ Clear Filters 🔍 Get Results

To Do
Overview
Basics

Complete	Due Date	Subject	Contact	Phone	Email
<input checked="" type="checkbox"/> Complete	04/06/2020	Send Thank you Note	Awesome Recruiter <i>The Amazing Company - Recruiter</i>		awesomerecruiter@gmail.com

Results: 1

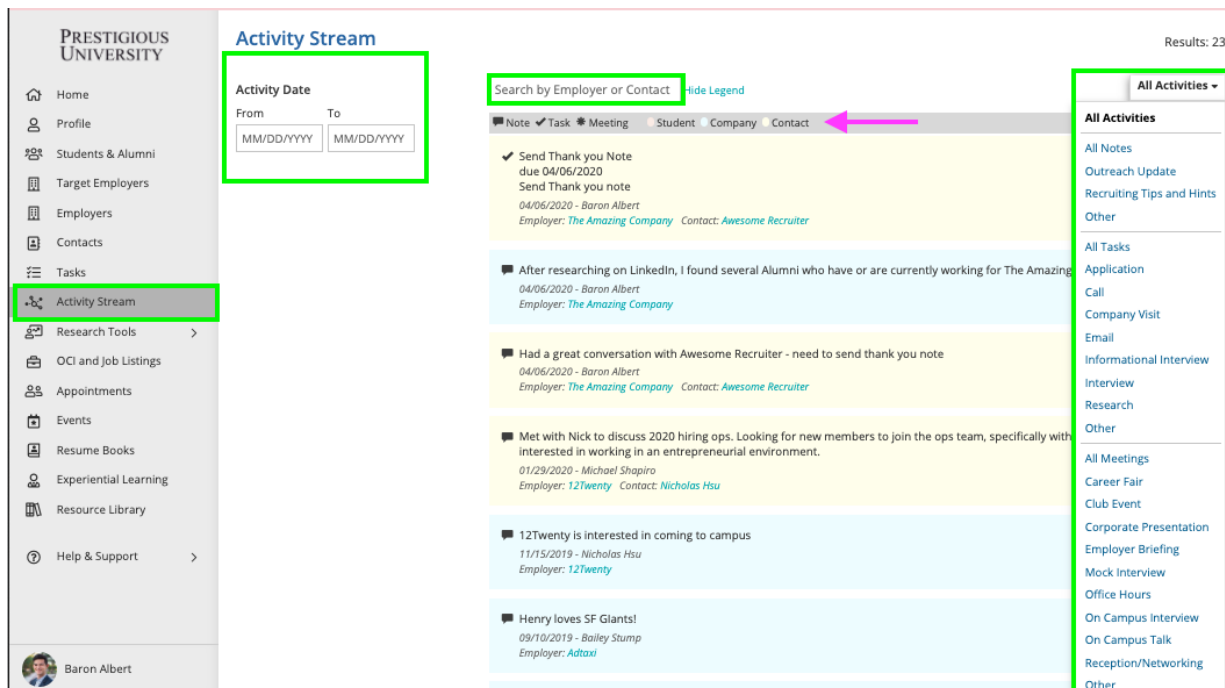
2) Next add a new task to the list by clicking the “+ New Task” button and filling in the pop up form

Activity Stream

The Activity Stream page allows you to see all of your notes, meetings, and follow up tasks for every touchpoint with the employers and contacts you are building relationships in one place.

1) Navigate to the “Activity Stream” module from your left side nav bar

- Easily search through all of the active and historical actions taken on employer and contacts using the “All Activities” filter panel on the left
 - This leads to an easy to drop-down read legend that indicates what action was taken and color coded for quick viewing
- Search for specific activities by time frame using the “Activity Date” function
- You may also see tips and resources shared by your career services employer relations team based on their relationships with Employer and Contacts in the system.



The screenshot displays the 'Activity Stream' page for 'PRESTIGIOUS UNIVERSITY'. The left sidebar contains navigation options such as Home, Profile, Students & Alumni, Target Employers, Employers, Contacts, Tasks, and Activity Stream (highlighted). The main content area shows a list of activities with details like dates, users, and employers. The right sidebar features a filter panel for 'All Activities' with various categories like All Notes, Outreach Update, Recruiting Tips and Hints, etc. The 'Activity Date' filter is set to 'From' and 'To' with date input fields. The 'Search by Employer or Contact' field is also visible, along with a legend for activity types (Note, Task, Meeting, Student, Company, Contact).

Research Tools

The Research Tools module allows you to have transparency into the employment data collected via the Outcome Surveys. We hope that this provides you with valuable insights into market trends, salary data, and employment opportunities in real time (and in a completely anonymous way.) You will be able to learn about the potential career paths that are available to you based on your program, career preferences, and experience. These can also help you navigate the next steps in your career and negotiate your compensation for both internships and post graduate jobs.

Steps for navigating the Research Tools:

1. Select the "Research Tools" module from the left side nav bar.
2. Navigate to the each sub tool within the "Research Tools" module.
3. From here, select the "attribute" filter you want to investigate by clicking on the "change" button next to the standard attribute on the page.
4. This will enable you to see "Recommended Attributes" or to click the "See Complete List" button to enable a pop-up of all the attribute options:
 - o This allows you to search using a variety of Job/Location, Education and Background based attributes such as Degree Sought, College/University, Gender, World Region, Graduation Class, and more.

Choose an Attribute
X

Outcome/Location Attributes
Job Phase Post Graduation

General

Employer

Job Title

Industry: Consolidated | Detailed

Job Function: Consolidated | Detailed

Location

City

Metro Area

US State/Canada

Province

Country

North America Region

World Region

Other

Job source: Consolidated |

Was this your summer internship?

Is this company a startup?

Education Attributes

Graduation Year

Undergraduate Major: |

College/School

Degree Level

5. Add and layer additional "attributes" to further target your search.
6. Click the "Get Results" button to see the updated data populate on your screen.
7. Click "Drill Down/Expanded Results" to drill down further on the selected attribute.

Let's explore each of the Research Tools available....

Outcomes Index

The Outcomes Index provides a high level overview of the employment data collected by Compensation and Total Number of Offers for any given attribute selected (employer, industries, practice areas, geographic location, etc).

- Example: Select the “Industry” attribute and “Sort by” Average Base Salary to view which Industry has the highest Average Base Salary.

Outcomes Index
See how different employers, industries, functions, and more compare when it comes to compensation and number of offers accepted at Burns.

Industry: Industry change

College/School: All | Program: Burns Grad | Degree Level: All | Job Phase: Post Graduation | Pay Type: Base Salary | Pay Period: per year | Graduation Year: All | Currency: USD | Offer Status: Accepted Offers

Sort By: Avg. Base Salary

Industry	Avg. Base Salary ¹	Total Number of Offers ¹ (% of All Offers)
1 Media/Entertainment Drill Down Expanded Results	\$66,333 per year	3 (2.4%)
2 Hospitality Drill Down Expanded Results	\$64,800 per year	3 (2.4%)

Salary Database

The Salary Database is a powerful research tool that leverages historical salary data collected to provide current students with information about realistic salary statistics and trends. Students that have access to and analyze salary information during their career search can compare job offers based on salary, benefits, and other compensation to confidently negotiate an employment offer.

- Example: A student receives a job offer in the “Technology Industry” and uses the Salary Database to understand how the salary offered to them, compares to other salaries offered in their selected industry.

Salary Database
Select attributes to see aggregate salary information from a set of the Burns population.

Industry: Technology

College/School: All | Major/Academic Program: All | Program: Burns Grad | Degree Level: All | Job Phase: Post Graduation | Graduation Year: All | Pay Type: Base Salary | Pay Period: per year | Offer Status: Accepted Offers | Currency: USD

Years	Max	Average	Median	Min	offers ²
2014 - 2022	\$67,000	\$63,000	\$65,000	\$55,000	6

Base Salary Data By Graduation Year (per year)

Year	Max	Average	Median	Min	Offers ²
2022	I/D	I/D	I/D	I/D	0
2021	I/D	I/D	I/D	I/D	0

The Salary Database can answer common questions about post graduation jobs and internships such as:

- “What did previous graduates who went on to work for Company X, get paid?”
- “What was the average salary of the previous graduation class that worked in X Industry?”
- “How much experience do I need to ask for X compensation?”

- “What is the salary range in X geographic location?”
- “What is the average bonus for someone working in X function?”

From the results, you can scroll down to the “Job Details” tabs to display more information on the selected attribute. For example, Employers that hire students in this industry, common job titles and functions, years of experience historically needed for these types of salaries, and locations.



Offer Timeline

The Offer Timeline is a tool that depicts a bar graph by month of when diverse employers, industries, practice areas, functions, etc (based on the attribute you select) extend job offers.

Example: A student that wants to pursue a career in the Technology industry wants to understand the time of year that hiring for this industry is concentrated in so that they can focus their job search efforts.

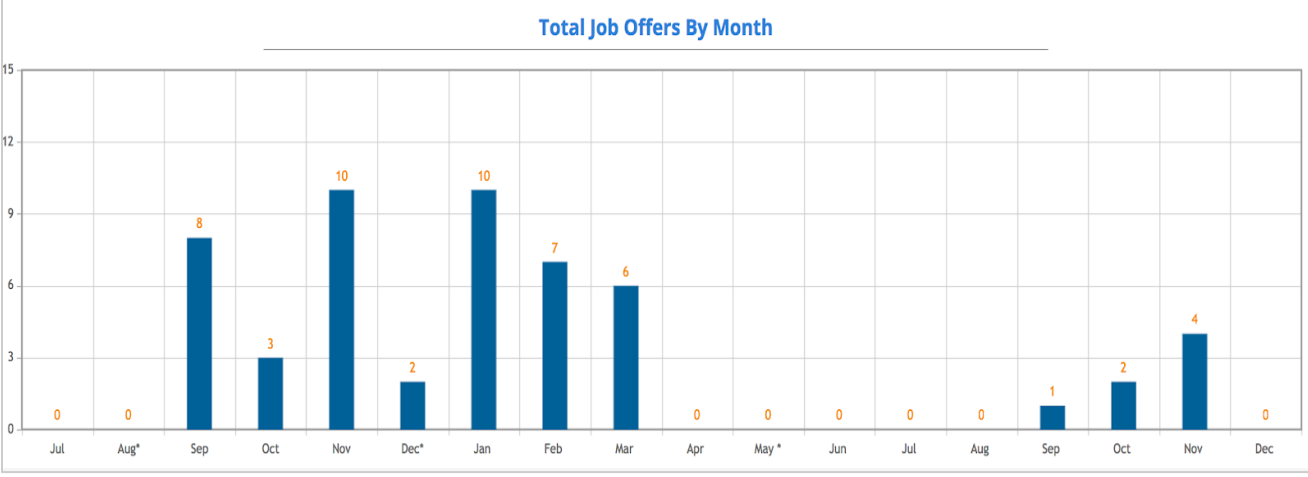
The data displayed will be the total number of job offers extended each month.

Show Timeline For:

Industry change

Filters:

School/Network Burns School of Business	Program All	Job Phase Post MBA	Graduation Year All
Industry Technology	Offer Status Received Offers	Exclude Sponsored Jobs Yes	Get Results

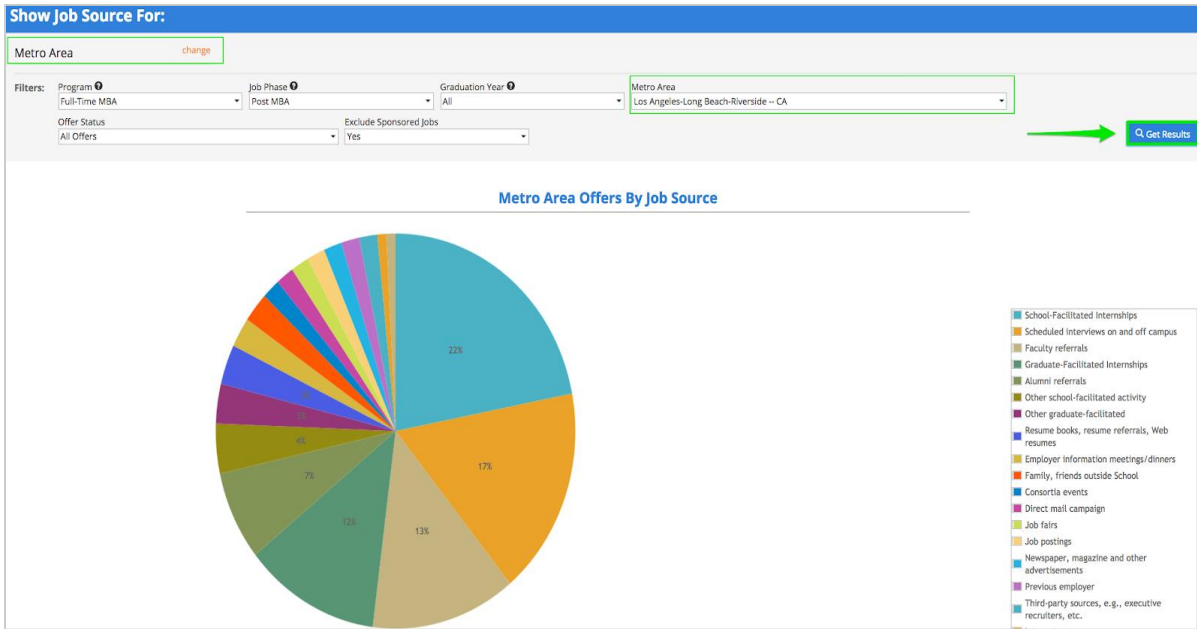


Offer Job Source

Offer Job Source is a tool that allows you to identify which job search efforts lead to the best ROI for the type of internship or job a student is seeking so that you can focus your time on the right job search initiatives.

- Example: A student wants to know the best way to find employment in the Los Angeles metro area.

The data will display in a pie chart with the correlating key to the right of the chart. In this case, we can see the number one job source is to work in a school facilitated internship in Los Angeles.



Offer Trends

The Offer Trends tool allows you to visualize how job offers from various employers, industries, practice areas, functions, etc (based on the attribute you select) have trended over time.

- Example: A student wants to see how job offers in the Technology Industry have trended over the last few years.



Judicial Clerkship Placement Tool *For Law Students Only*

The Judicial Clerkship Placement tool allows law students to better understand where their fellow students have clerked in the past at both the post graduate level and over the summer.

Students may search using a variety of attributes including Court, Judge, City, Metro area and these attributes can then be combined with various filters to make searches more specific. Results of your search are displayed in a list format.

Prestigious University | BURNS School of Law

- Home
- Students & Alumni
- Employers
- Contacts
- Tasks
- Activity Stream
- Reports
- Research Tools
 - Outcomes Index
 - Salary Database
 - Interview Database
 - Offer Timeline
 - Offer Job Source
 - Offer Trends
 - Class Overview
 - Judicial Clerkships

Judicial Clerkship Placements

Determine which judicial clerkships your classmates have held in the past.

Metro Area change

Filters:

Job Phase
Post Graduation

Survey Period
10 Months

Graduation Year
All

Get Results

	Metro Area	Total Placements
1	Washington-Baltimore-Northern Virginia -- DC-MD-VA-WV	30
2	No Defined Metro Area	6
3	Pittsburgh-New Castle -- PA	5
4	New York-Newark-Bridgeport -- NY-NJ-CT-PA	4

Graduate School Placement *For Undergraduate Schools Only*

The Graduate School Placements tool allows Undergraduate students to search the database to better understand where their classmates who continue on to graduate school go after receiving their degrees.

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 - Salary Database
 - Interview Database
 - Offer Timeline
 - Offer Job Source
 - Offer Trends
 - Class Overview
 - Graduate School

Graduate School Placements

Determine which graduate schools your classmates are choosing.

Degree Level change

Filters:

Graduation Class
All

College/School
All

Major/Academic Program
All

Degree Level
All

Get Results

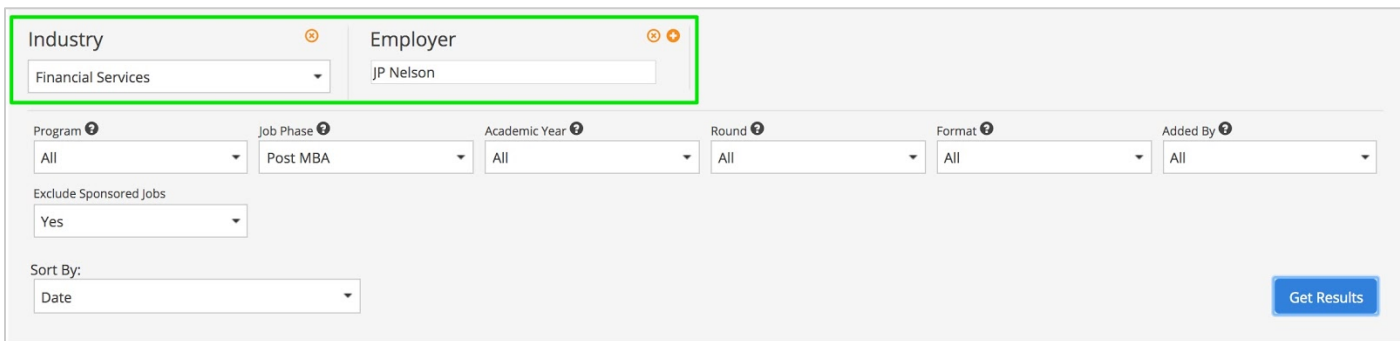
	Degree Level	Total Placements
1	Bachelor's	387
2	Master's	83
3	Doctorate	56
4	Certificate	44

Interview Question Database

The Interview Question Database stores interview data and insights from past graduates. While national tools like Glassdoor.com are great, the Interview Database has data unique to the types of employers that commonly interview and hire students/graduates from our school. This is a great place to start to understand the common questions and interview experiences our community has. Use this tool as a starting point to prepare for your upcoming interviews.

- Example: A student is seeking insight on the interview style and questions asked by employers in the Financial Services industry and specifically their dream employer “JP Nelson”.

1) First select the “Industry” attribute and then layer an additional “Employer” attribute to further target your results by clicking the “+” button.



2) Click the “Get Results” button to see the interview data populate below the search box.

- **Interviews Tab** - Allows you to see the interview details submitted by your peers in an anonymized way. The reported experience populates via an insights box to the right of the selected interview.
- **Interview Questions Tab** - Focuses in on the most commonly asked interview questions for the attributes selected with additional data on when these questions come up.
- **Interview Insights Tab** - Focuses in on the insights students have shared about their interviews for the attributes selected.

Interviews		Interview Questions	Interview Insight	Export to Excel
Date	Interview	Interview Details		
03/15/2016	JP Nelson Sales Manager	Post Graduation	JP Nelson Sales Manager Basics Industry: Financial Services Function: Finance/Accounting Source: Job fairs Details Length: 60 Minutes Format: In Person Interview Round: First Round Questions Question 1: Tell me a little bit about yourself? Here's the deal: Don't give your complete employment (or personal) history. Instead give a pitch—one that's concise and compelling and that shows exactly why you're the right fit for the job. Start off with the 2-3 specific accomplishments or experiences that you most want the interviewer to know about, then wrap up talking about how that prior experience has positioned you for this specific role.	
03/15/2016	JP Nelson Senior Financial Analyst	Post Graduation		

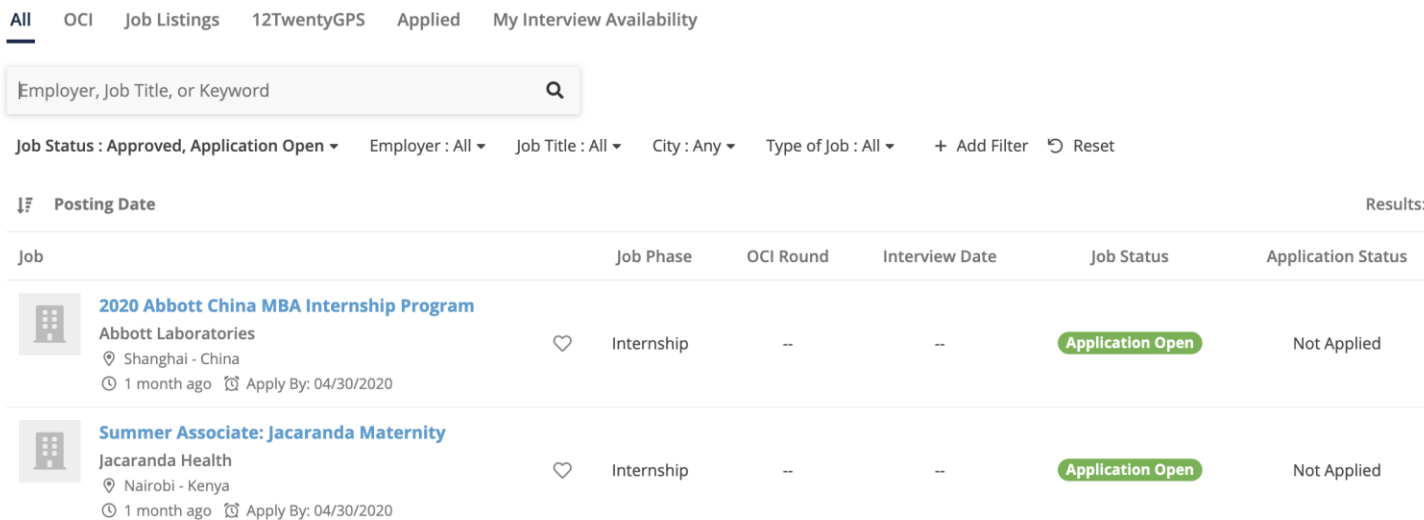
Applying for Jobs

Once your profile is set up, application documents have been uploaded, and you have used the employer/contact directory and research tools to prioritize your job search you can begin to apply to the active job, internship, full time, part time, etc opportunities.





1) Click on the “OCI and Job Listing” module from the left side nav bar

- **All Tab** - Shows you every type of opportunity you can apply for. If the listing has an “Interview Date” or “OCI Round” the employer is looking to host Interviews for the listing they have open (these can take place On/Off-Campus and virtually).
- **Job Listing Tab** - Click on this tab if would like to sort for just the job listings.
- **OCI Tab** - Click on this tab if would like to sort for Employers who are partnering with the Career Services team to host Interviews for the listing they have open (these can take place On/Off-Campus and virtually).
- **12Twenty GPS Tab** - The job listings on this tab allow you to see job opportunities from diverse nation wide and global employers. These are sourced and provided by our technology partner, 12Twenty, and usually require you to apply via the employers preferred portal.
- **Applied Tab** - This tracks your applications for listings within the career system.
- **My Interview Availability Tab**- Here you can block off any times you are not available for interviews with employers so that the careers office does not book you for that time.

OCI and Job Listings



The screenshot shows the OCI and Job Listings interface. At the top, there are navigation tabs: All, OCI, Job Listings, 12TwentyGPS, Applied, and My Interview Availability. Below the tabs is a search bar with the placeholder text "Employer, Job Title, or Keyword" and a magnifying glass icon. Under the search bar, there are filter options: Job Status: Approved, Application Open; Employer: All; Job Title: All; City: Any; Type of Job: All; + Add Filter; and a Reset button. Below the filters, there is a section for "Posting Date" with a sort icon and the text "Results:". The main content area is a table with columns: Job, Job Phase, OCI Round, Interview Date, Job Status, and Application Status. Two job listings are visible:

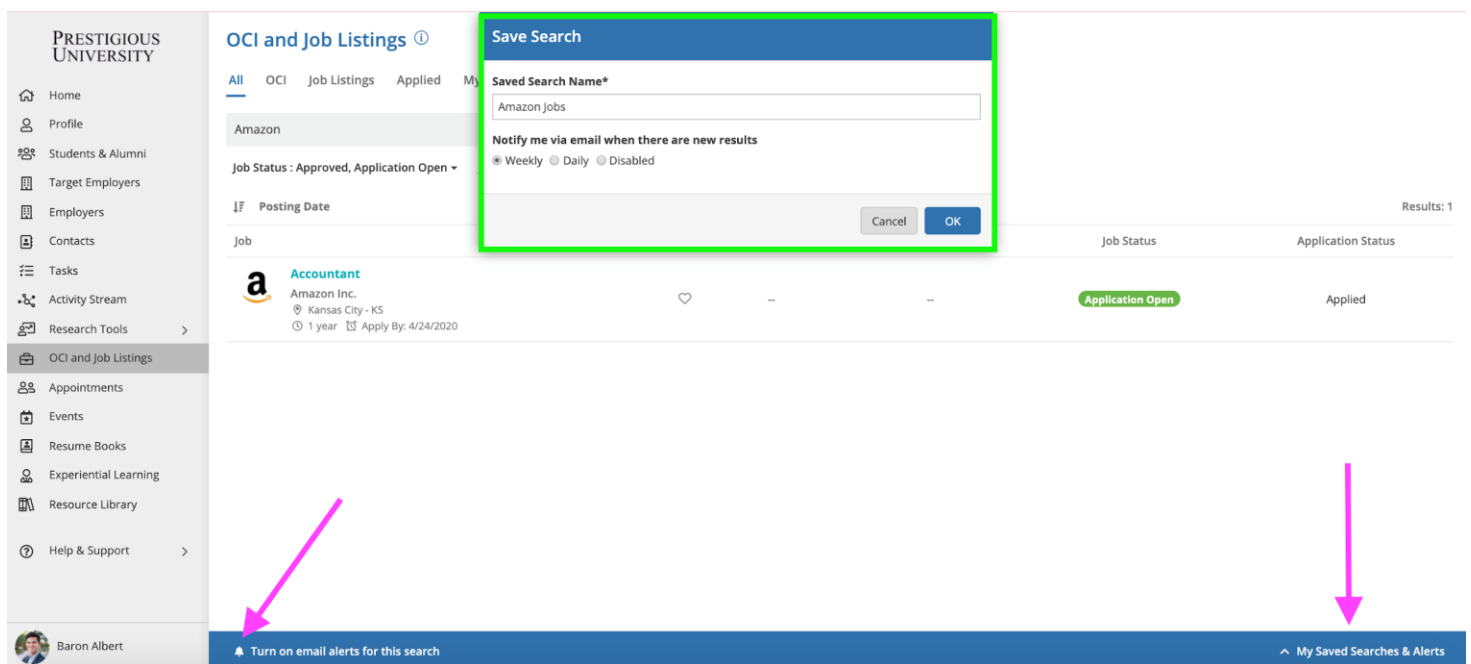
Job	Job Phase	OCI Round	Interview Date	Job Status	Application Status
 2020 Abbott China MBA Internship Program Abbott Laboratories Shanghai - China 1 month ago Apply By: 04/30/2020	 Internship	--	--	Application Open	Not Applied
 Summer Associate: Jacaranda Maternity Jacaranda Health Nairobi - Kenya 1 month ago Apply By: 04/30/2020	 Internship	--	--	Application Open	Not Applied

2) Use the “Filters” at the top of the page to search for jobs that match your criteria

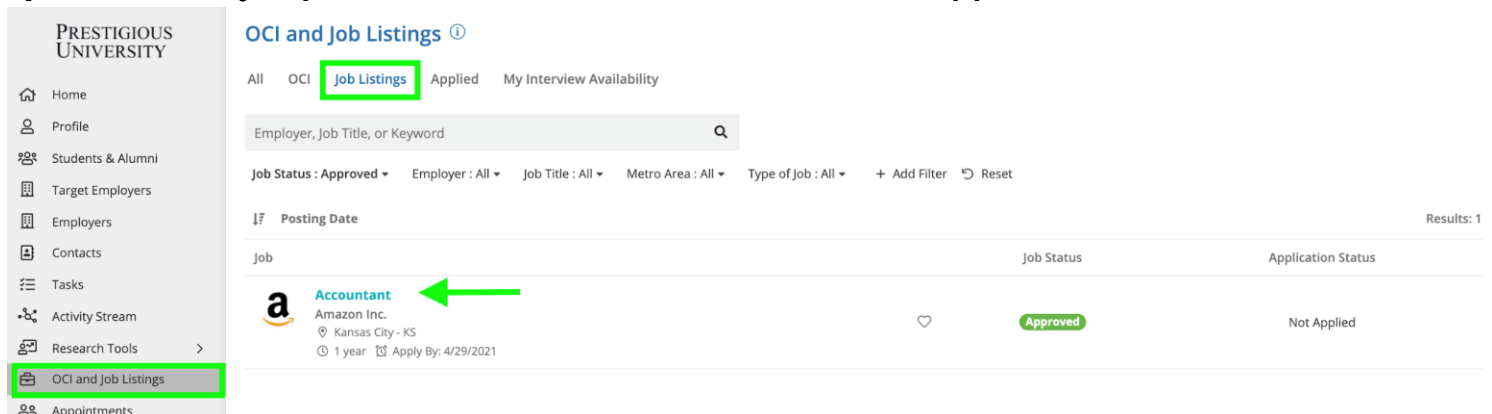
- Searching is really robust and allows you to find your target opportunities quickly.
- Target your job search by location, type of job, application deadline, industry or practice area preferences.
- Click on the “heart” icon to favorite job posting you want to come back to later.

3) Set up “**Saved Search Notifications**” to get notified via email when new opportunities are available that match your criteria

- You can easily save any search results by clicking the bar at the bottom of the page that says “**Turn on email alerts for the search.**”
- Click the “**My Saved Searches & Alerts**” button from the bottom right hand corner to give your saved search a name and to let us know how often you want to be alerted of new opportunities that match your search.
- Easily access your saved searches in the lower right corner via the “**My Saved Searches & Alerts**” button to update your frequency of delivery and/or delete the saved search.



4) Click on the job you want to learn more about to see the application criteria



5) Once you click into a listing you will see all the pertinent information, job description, application deadlines, and application instructions.

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- Events
- Resume Books
- Experiential Learning
- Resource Library

Accountant

Amazon Inc.

Kansas City - KS (United States)

Job

1 year Apply by: 4/24/2020, 5:00am PDT

Test

Job Details

Interview Format	At Company Interview
US Work Auth Requirement	All Work Authorizations Accepted
Type of Job	Job
Industry	Accounting
Job Function	Finance/Accounting - Accounting/Auditing

Job Dates

Application Begins On	4/2/2020, 5:00am PDT
Application Deadline	4/24/2020, 5:00am PDT
Anticipated Job Start Date	Apr 30, 2021

[Apply](#)

6) Click the **“Apply”** button in the top right hand corner of the page to submit your application documents.

When the employer is posting the job, they can select from multiple application methods: collect applications via the system or applications by email, fax, external website.

External Application:

- If the employer has requested to receive the applications by email, fax, or an external website you will see this noted in the pop up window along with the required documents.
- These applications will not be automatically tracked in the careers portal. However, using the **“Target Employers”** module, you can track every step of this application by adding this employer to your Target list.

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- Experiential Learning

Accountant

Amazon Inc.

Application Deadline: 4/24/2020, 5:00am PDT

Please upload all application documents in

Resume (required)

My First Resume

Cover Letter (optional)

Upload New

Please name the file

Transcript (optional)

Upload New

Please name the file

Apply to this Job

The employer requests that you apply to this job via the following external link.

Please include the following document(s):

- Resume
- Cover Letter
- Transcript

External Link

amazon.com/careers

External Job ID

act132343

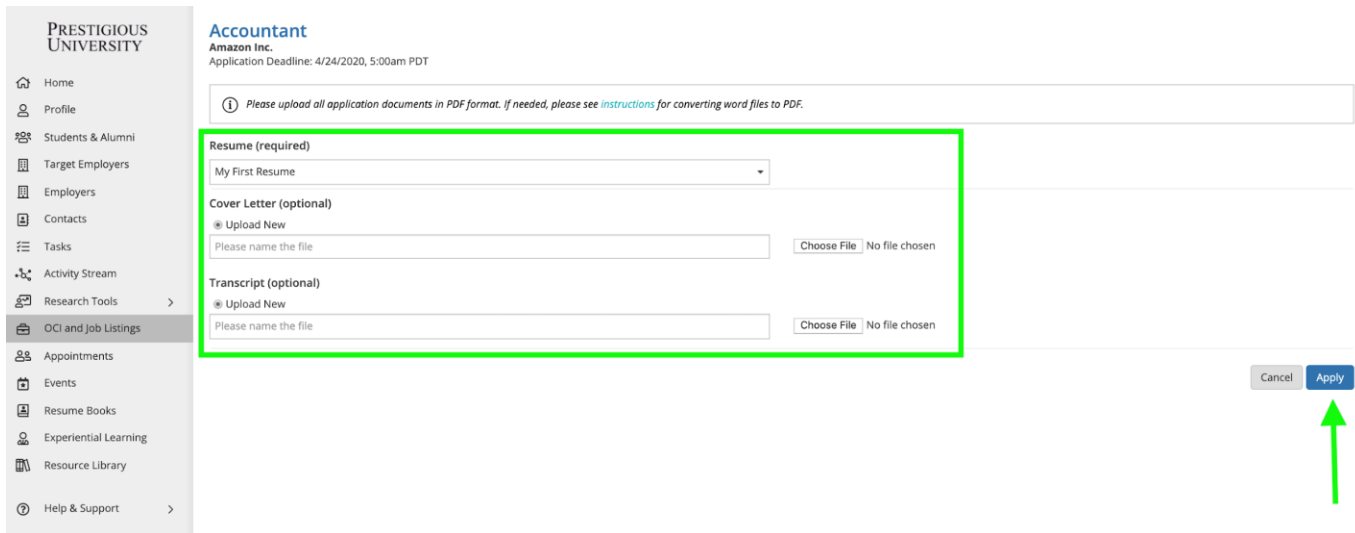
[OK](#)

Choose File | No file chosen

[Cancel](#) [Apply](#)

Career System Application:

- If the employer has requested that you submit applications through the system, you will be prompted and able to submit the requested documents on the next screen.
- All required documents must be submitted in order to successfully apply
- You can choose from your existing /pre-saved documents or choose a new file from your computer.
 - *Note: Please upload all documents in PDF format to ensure employers can easily download these into an "Application packet."*



Don't forget to click the "Apply" button on the bottom of the page to complete your application.

7) Confirmation of Application

- Once you have officially submitted your application documents and clicked the final "Apply" button at the bottom of the screen, you will see a "Congratulations" page confirming your application.
- You will also receive a confirmation email with a direct link back to this job listing so you can continue to edit your application before the application deadline.

Congratulations!

You have successfully applied to Accountant at Amazon Inc.!

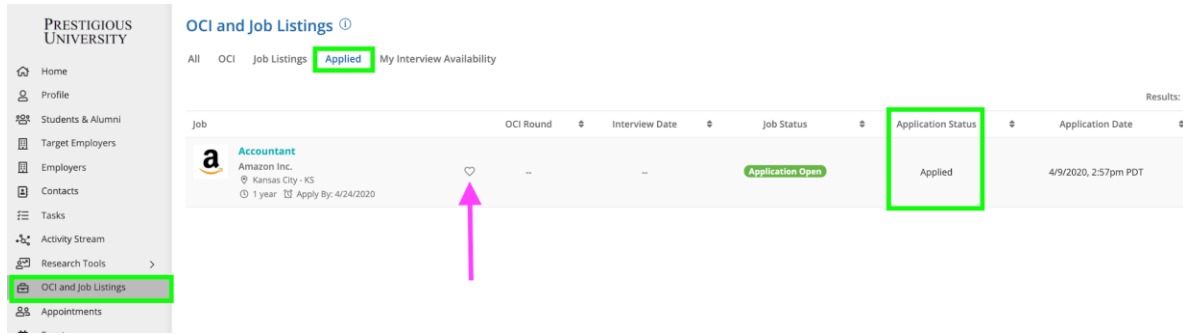
Pertinent Details

Location Kansas City - KS (United States)

Back to Job Details

8) Keep track of your Applications

- Use the “Applied” tab of the “OCI and Job Listing” module to track the applications you submit directly via the platform.
- If you submitted a job application via an external method like email, fax, postal mail, or an external website - you should keep track of this using the “Target Employers” module.



Navigating OCIs

Employers who often partner with the Career Services team to host Interviews for the listing they have open (these can take place On/Off-Campus and virtually). Every year we have a handful of employers that come back to participate in these recruiting programs called “OCIs.” Let’s take a look at how to apply for an interview with employers participating in Interview Programs.

1) From the “OCI and Job Listings” module click on the OCI Tab

- **OCI Tab** -This tab allows you to sort for just the OCI listings. On the screen below, you will see all the OCI opportunities available to you.
- **OCI Round** - We may host multiple Interview programs every year. This column will notify you of the OCI Program the employer is attending.
- **Interview Date** - In the search results you will see the employer's interview date.

2) Identify the employers you want to apply to interview with during OCI

- Use the “filters” to target your search by location, OCI Round, interview date, industry, etc
- Click on the “heart” icon to favorite a listing.

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- Appointments
- Events

OCI and Job Listings

All **OCI** Job Listings Applied My Interview Availability

Employer, Job Title, or Keyword

Job Status: Approved, Application Open Employer: All Job Title: All Metro Area: All Type of Job: All + Add Filter Reset

Posting Date

Job	OCI Round	Interview Date	Job Status	Application Status
Account Manager, Google AdWords Google Inc. Palo Alto - CA 1 year ago		5/2/2017, 8/1/2020	Application Open	Not Applied

3) Once you click into an OCI listing you will see all the pertinent information and interview requirements

- You'll be able to see the employer's interview and hiring criteria, application deadlines, and the application documents that are required to apply to interview with the employer.
- Click the **"Apply"** button in the top right hand corner of the page to submit your application documents directly through the system.

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- Experiential Learning
- Resource Library
- Help & Support

Account Manager, Google AdWords

Google Inc.
Palo Alto - CA (United States)
Post Graduation
1 year ago Apply by: --
Interview Date(s): 5/2/2017, 8/1/2020

Manage all automotive accounts for Google AdWords.

Job Details

Interview Format	In Person Interview
US Work Auth Requirement	Permanent US Work Authorization Required
Type of Job	--
Industry	Consulting - General
Job Function	General Management - General
Multiple Offices	No

Job Dates

Anticipated Job Start Date	May 25, 2018
----------------------------	--------------

Application Information

Application Method(s)	Apply via This Site (CAMP)
Application Documents	Resume (Required) Cover Letter (Optional)

Apply

4) On the next screen, you will be able to upload your applications documents

- All required documents must be submitted in order to successfully apply for the OCI.
- You can choose from your existing, pre-saved documents, or choose a new file from your computer.
 - Note: Please upload all documents in PDF format to ensure employers can easily download these into an **"Application packet."**

PRESTIGIOUS UNIVERSITY

Account Manager, Google AdWords
Google Inc.
Post Graduation | Application Deadline: --

Please upload all application documents in PDF format. If needed, please see [instructions](#) for converting word files to PDF.

-- Select an Option --
✓ My First Resume
New Resume
Updated Resume

Upload New
Please name the file

Choose File No file chosen

Cancel Apply

Don't forget to click the **"Apply"** button on the bottom of the page to complete your application.

5) Once you have officially submitted your application documents and clicked the final **"Apply"** button at the bottom of the screen, you will see a **"Congratulations"** page confirming your application.

- You can edit your application materials before the "Application Deadline by clicking the **"Back to Job Details"** button.
- You will also receive a confirmation email with a direct link back to the listing so you can continue to edit your application before the application deadline.



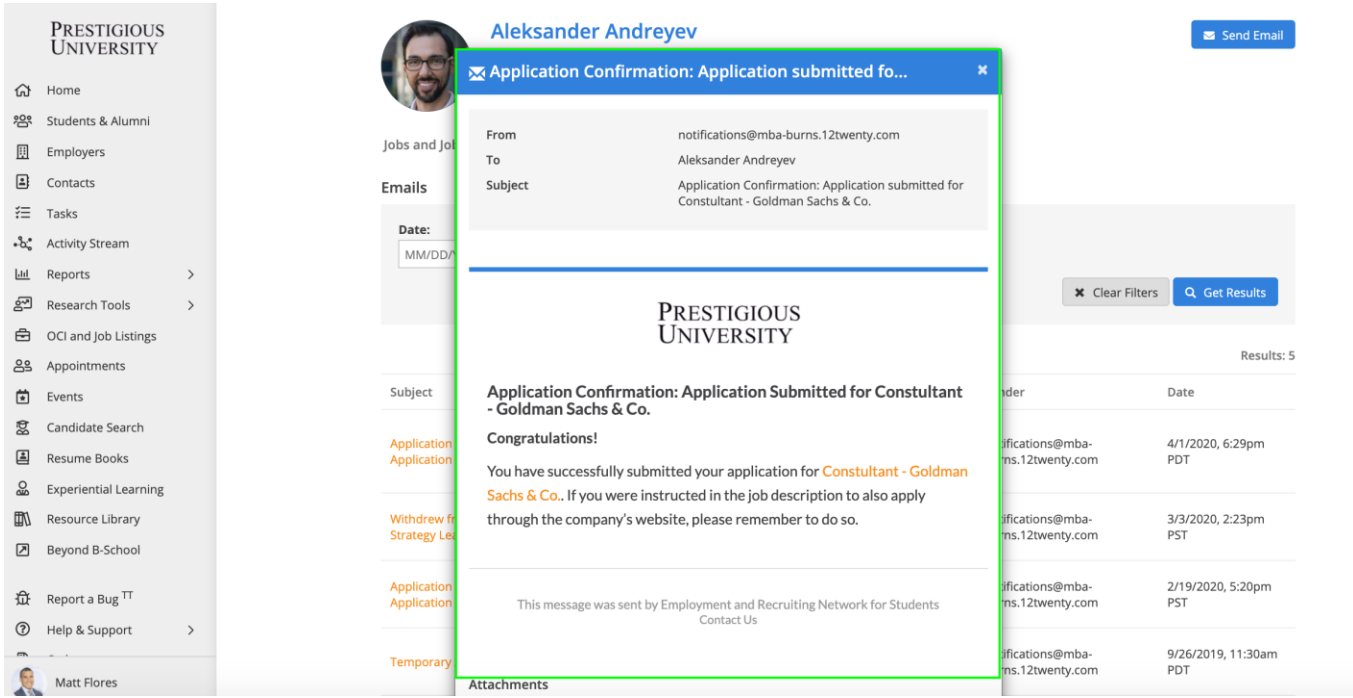
Congratulations!

You have successfully applied to Account Manager, Google AdWords at Google Inc.!

Pertinent Details

Location Palo Alto - CA (United States)

[Back to Job Details](#)



PRESTIGIOUS UNIVERSITY

Application Confirmation: Application Submitted for Consultant - Goldman Sachs & Co.

Congratulations!

You have successfully submitted your application for **Consultant - Goldman Sachs & Co.** If you were instructed in the job description to also apply through the company's website, please remember to do so.

This message was sent by Employment and Recruiting Network for Students
Contact Us

Sender	Date
notifications@mba-burns.12twenty.com	4/1/2020, 6:29pm PDT
notifications@mba-burns.12twenty.com	3/3/2020, 2:23pm PST
notifications@mba-burns.12twenty.com	2/19/2020, 5:20pm PST
notifications@mba-burns.12twenty.com	9/26/2019, 11:30am PDT

6) Check the status of your OCI applications

- You can check the status of your applications and interviews from the “Applied” tab of the “OCI and Job Listings” module.
- You will also receive emails throughout the Interview Program with a direct link to the OCIs so you can take the next steps at the right time.
- After the application deadline, the employer will receive your application materials and make a decision on the students they want to interview.

7) Once you have been extended an offer to interview, you will need to pick an interview time

- If you are extended an interview, you will receive an email prompting you to log into 12Twenty to pick your interview time.
- You can click the link in the confirmation email or navigate to the OCI listing from the Applied tab to select an interview time.

The screenshot shows the Prestigious University website interface. On the left is a navigation menu with options like Home, Students & Alumni, Employers, etc. The main content area is divided into two parts. The top part shows an email notification from 'notifications@mba-burns.12twenty.com' to 'Aleksander Andreyev' with the subject 'Interview Invitation Accepted for Constultant - Goldman Sachs & Co.'. The email body contains the university logo and a message confirming the acceptance of an interview invitation for a Constultant position at Goldman Sachs & Co. The bottom part of the screenshot shows the job details for 'Constulant' at 'Goldman Sachs & Co.', including job type (Remote/Telecommute), application deadline (4/1/2020), and interview date (4/13/2020). Below the job details, there are two status boxes: 'Application: You accepted the interview on 04/01/2020, 6:38 PM PDT' and 'Interview Scheduled: Please select a time to interview.' with a 'Select Interview Time' button highlighted by a green box and arrow.

Note: If you are an alternate and have moved up into an alternate slot in the selection process, you will be notified via email. Please follow the instructions for selecting your interview time.

8) Select your Interview Time on a first come, first serve basis

- You will see a list of all the available interview slots and you can pick your desired interview time by clicking the "Select Time" button.

- Once you have selected an interview time, you will receive an email confirming your interview time and the location of the interview (On Campus, Off Campus, or Virtual).

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- Resume Books
- Experiential Learning
- Resource Library
- Beyond B-School

Please Confirm

Select interview time **Mon, Apr 13, 2020 - 9:00 am - 10:00am PDT** in **Unassigned Room?**

Cancel OK

Time Range	Status	Action
4/13/2020, 9:00am PDT - 4/13/2020, 10:00am PDT	Open	Select Time
4/13/2020, 10:00am PDT - 4/13/2020, 11:00am PDT	Not Available	
4/13/2020, 11:15am PDT - 4/13/2020, 12:15pm PDT	Open	Select Time
4/13/2020, 12:15pm PDT - 4/13/2020, 1:15pm PDT	Open	Select Time
4/13/2020, 2:00pm PDT - 4/13/2020, 3:00pm PDT	Open	Select Time
4/13/2020, 3:00pm PDT - 4/13/2020, 4:00pm PDT	Open	Select Time

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- Resource Library
- Beyond B-School
- Report a Bug TT
- Help & Support >

Michael 12Twenty Send Email

Jobs and Job Listings

Signup for the Interview for Constulstant - Goldman...

From: notifications@mba-burns.12twenty.com
 To: Michael 12Twenty
 Subject: Signup for the Interview for Constulstant - Goldman Sachs & Co.

Date: MM/DD/YYYY

PRESTIGIOUS UNIVERSITY

Sign up to Interview for Constulstant - Goldman Sachs & Co.

Dear Michael 12Twenty,

This email is to confirm that you have signed up to interview for Constulstant - Goldman Sachs & Co..

Please click [here](#) to see details.

This message was sent by Employment and Recruiting Network for Students
 Contact Us

Clear Filters Get Results

Results: 7

Sender	Date
notifications@mba-burns.12twenty.com	4/1/2020, 6:44pm PDT
notifications@mba-burns.12twenty.com	4/1/2020, 6:38pm PDT
notifications@mba-burns.12twenty.com	3/31/2020, 2:32pm PDT

9) Final Schedule Notification

- Once the administrative team releases the final interview schedule you will receive one final email confirming your interview and time.

- The interview will also appear on the “Upcoming Tile” of your Homepage and in the “My Interview Availability Calendar” tab of the “OCI and Job Listings” module.

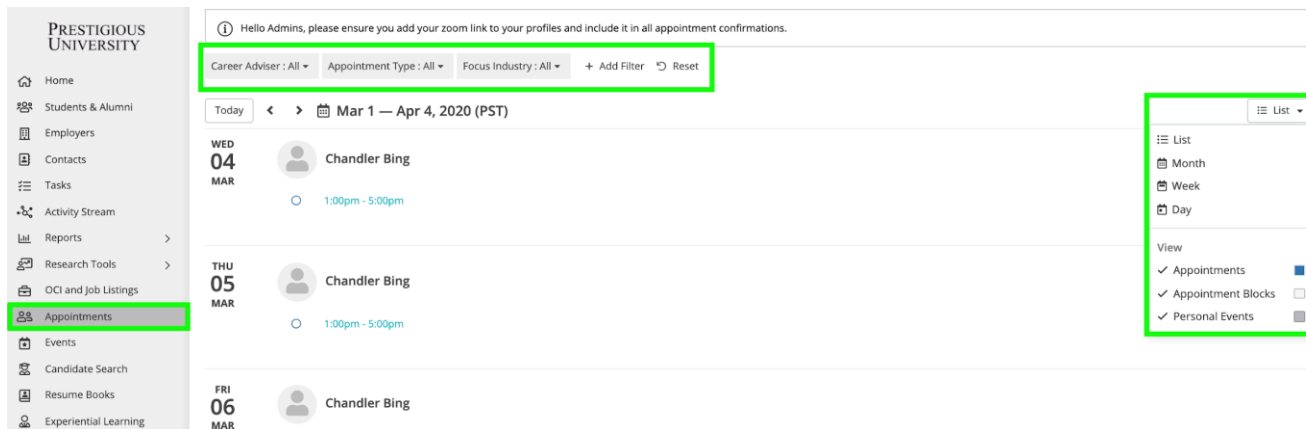
The screenshot shows an email client interface. On the left is a navigation sidebar for 'PRESTIGIOUS UNIVERSITY' with various menu items like Home, Students & Alumni, Employers, etc. The main area displays an email titled 'Schedule finalized for Constultant - Goldman Sachs...'. The email header shows it is from 'notifications@mba-burns.12twenty.com' to 'Matthew 12Twenty'. The subject is 'Schedule finalized for Constultant - Goldman Sachs & Co.'. The body of the email features the 'PRESTIGIOUS UNIVERSITY' logo and a message: 'Dear Matthew 12Twenty, You have been scheduled an interview for Constultant - Goldman Sachs & Co. on Monday, April 13 at 2:00 PM PDT. You can see details and take further actions via EARNs.' Below the message is a footer: 'This message was sent by Employment and Recruiting Network for Students Contact Us'. The email also shows 'Attachments: No Attachments'. In the background, a list of other emails is visible with columns for 'Sender' and 'Date'.

Appointments

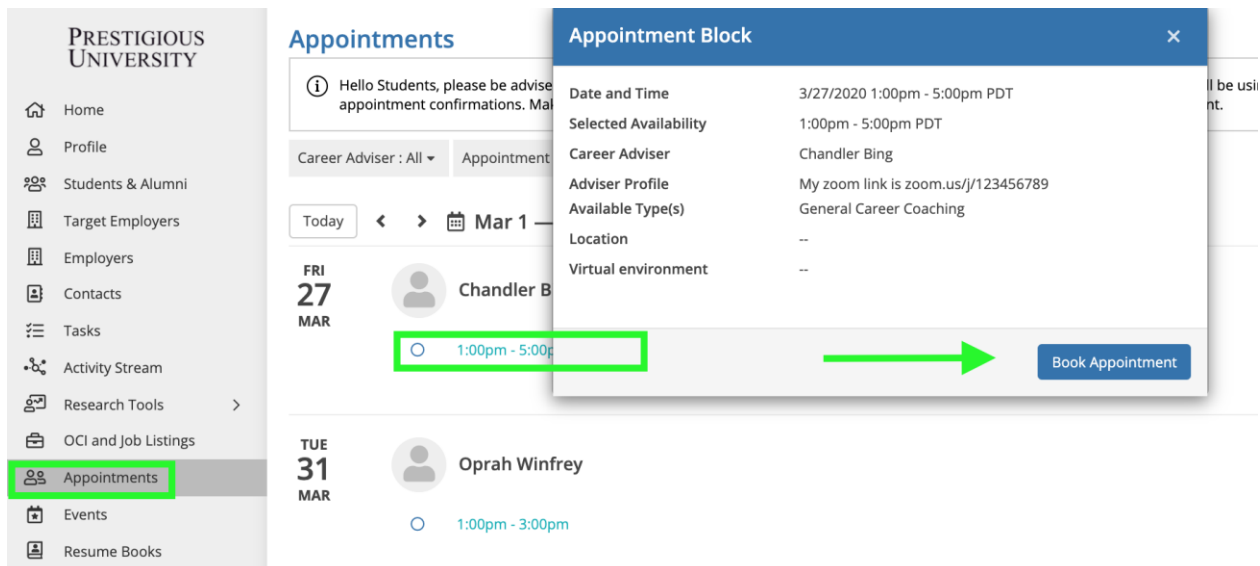
The Appointments tool will help you stay connected to your career advising team - whether on-campus or virtual. These one-on-one meetings can address all aspects of career planning including: resume and cover letter drafting, application procedures, market and employer information, industry/practice area career exploration, interview preparation, salary negotiation, and professional development.

1) Let's navigate to the appointments module from the left side nav bar

- From here, you can navigate to your preferred date, career coach, or type of appointment.
- You can also toggle between different views (List, Month, Week, Day).

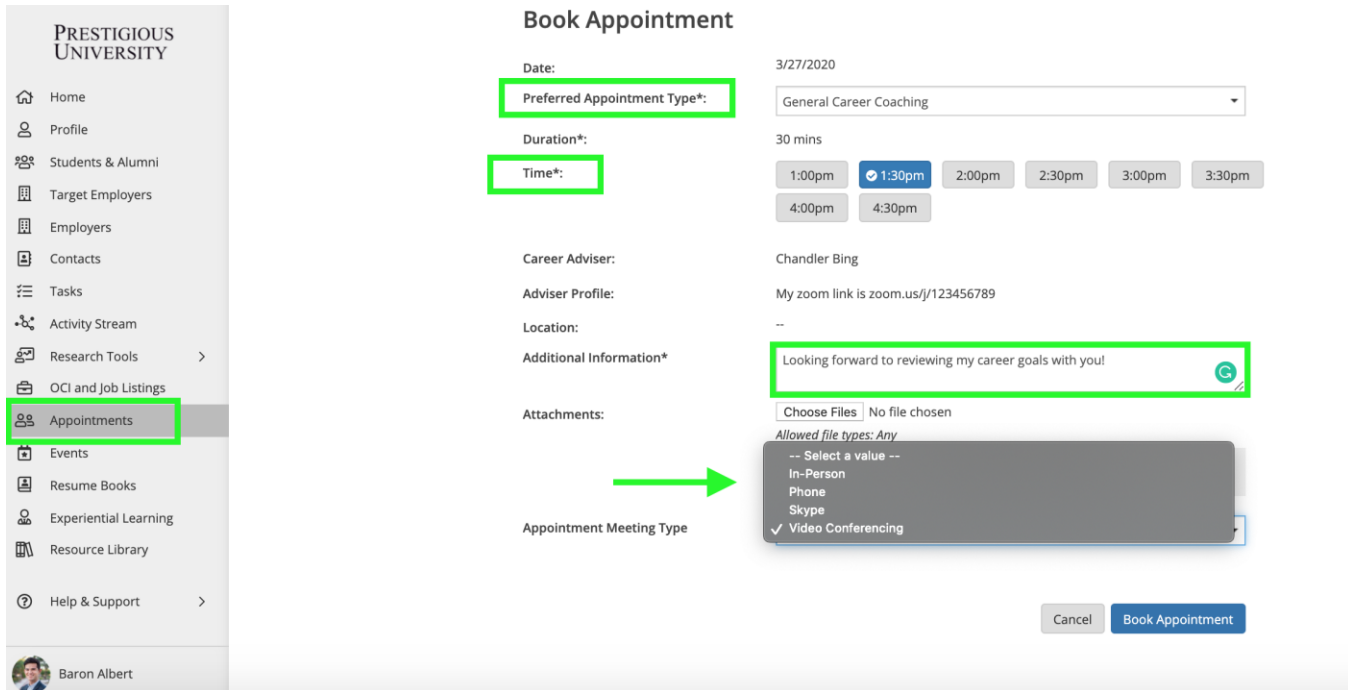


2) Simply click on your preferred appointment block/time and the “Book Appointment” button



3) Next fill in the quick appointment form so your counselor knows how to prepare for the meeting

- Select your preferred appointment type, time, see all pertinent information about the career coach, and provide additional information to help your coach better understand your appointment needs.



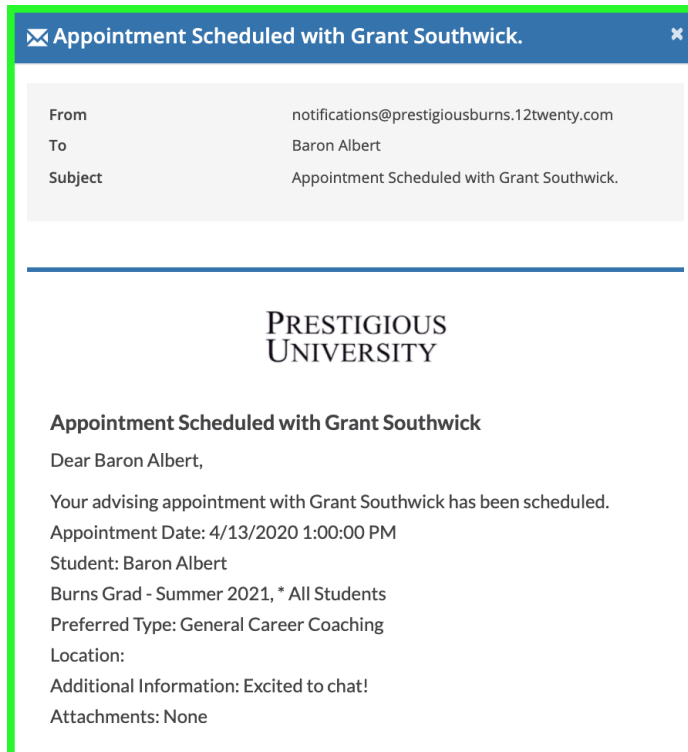
In the above example, we are booking a General Career Coaching appointment with Chandler at 1:30 pm. The appointment will be held virtually via Zoom. Chandler's Zoom link is placed in the "Advisor Profile" section of the appointment request.

4) Don't forget to add a supporting document as an attachment!

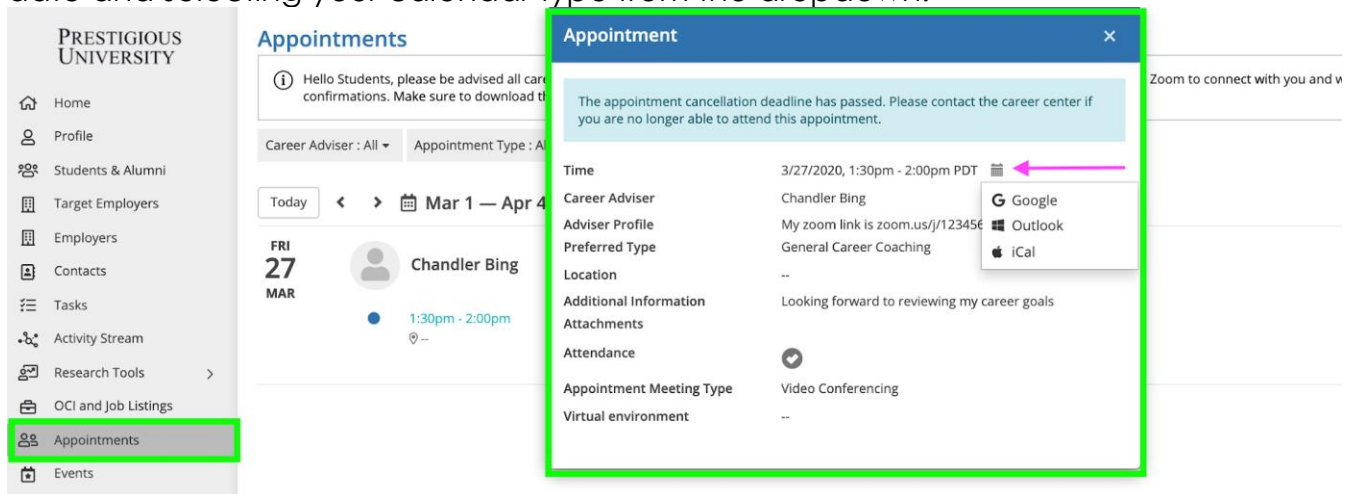
- The "Attachments" area is excellent for notifying your career counselor about the employment opportunities you are considering, resumes, cover letters, documents that need to be reviewed. This allows you to maximize the time you have with your counselor.
- Simply drag and drop any relevant attachments or choose a file from your computer.

5) Add the appointment to your personal calendar

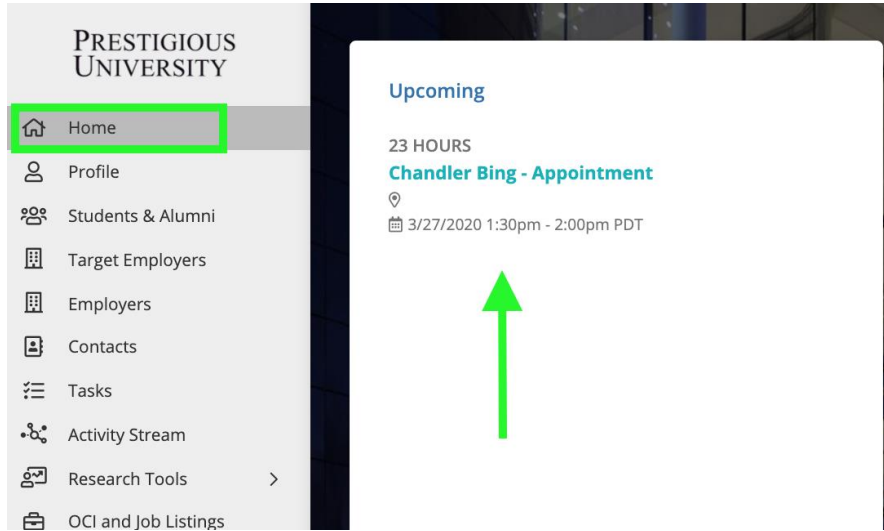
- After you book your appointment - you will receive a confirmation email with a calendar invite so you can add the Appointment to your personal calendar.



- You can also add this appointment to your personal calendar simply by clicking on the appointment block you just booked and clicking "calendar icon" next to the appointment date and selecting your calendar type from the dropdown.



- Lastly, the booked appointment will show up on the "Upcoming" file of your homepage to easily remind you!



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Upcoming

23 HOURS

Chandler Bing - Appointment

3/27/2020 1:30pm - 2:00pm PDT

Events

In the events module, you can register for upcoming events (i.e. Workshops, Webinars, TedTalks, Employer Presentations, Resume Review Groups, Career Fairs, Mock Interviews, etc)

1) Let's head over to the Events module from the your side nav bar to see all of the upcoming events (On Campus, Off Campus, and Virtual)

- Here you can apply filters to target your search, for example: add the "Event Type = Job Fair" filter to quickly find the job fairs available.

The screenshot shows the 'Events' page on the Prestigious University website. On the left is a navigation sidebar with 'Events' selected. The main content area has a search bar and filter options. Below the filters is a table of events:

Event	Student Event Status	Employer Event Status	Registrants (Waitlist)
<input type="checkbox"/> ResuMANIA! Master Class 04/16/2020, 1:30pm PDT www.gotomeeting.com/resumania	Registration Closed		2
<input type="checkbox"/> Virtual Office Hours The Amazing Company Employer Event: Virtual Office Tour 04/17/2020, 2:00pm PDT Please connect with me for our appointment on Zoom...	Registration Closed		1 (0)
<input type="checkbox"/> Google Company Presentation -Virtual Google Inc. Company Presentation 05/06/2020, 1:00pm PDT Virtual	Registration Closed		1 (0)
<input type="checkbox"/> Design Portfolio Review Networking Reception Job Fair 05/07/2020, 5:00am PDT Registration Begins On: 05/06/2020... www.virtualcareerfair.com/ndsu	Registration Not Open	Registration Closed	1

A green arrow points to the 'Google Company Presentation -Virtual' event. At the bottom of the page, there are buttons for 'Turn on email alerts for this search' and 'My Saved Searches & Alerts'.

2) Clicking on the name of the event, opens the event details page.

- From here, you can click the "Register" button in the top right hand corner to RSVP

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Google Company Presentation -Virtual ♥

Google Inc.
Company Presentation
Friday 4/3/2020, 1:00pm PDT - 3:00pm PDT
Registration Period: 3/31/2020, 9:30pm - 4/2/2020, 9:30pm PDT
Virtual

Event Details

The hiring team from Google will walkthrough the company culture and panel members will give you an inside look at what it is like to work for Google!

Other Information

We will reserve the last 30 minutes for Q&A

Event Info

Event Format	Virtual
Target Audience	--
Dress Attire	Business Casual
Presenter	Oprah
Industry	Consulting
Work Authorization	Permanent US Work Authorization Required
Virtual environment	zoom.us/123123

- ❖ Some events are “time-slotted” like Mock Interviews and Coffee Chats so you'll be able to register for a specific time instead
 - On the Event Details tab of a “time-slotted” event, you will click “Select Time-Slot” button to select your time
 - *Note: Students may only register for one time-slot per event.*

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Mock Interview ♥

Mock Interview
Monday 4/6/2020, 4:00pm PDT - 5:30pm PDT
Registration Period: 4/3/2020, 3:30pm - 4/5/2020, 4:00pm PDT
Virtual

Event Details

test

Schedule: 4:00pm - 5:30pm PDT
Virtual Room

Time Slot	Description
4:00 PM - 4:10pm PDT	Select Time Slot
4:10 PM - 4:20pm PDT	Select Time Slot
4:20 PM - 4:30pm PDT	Select Time Slot
4:30 PM - 4:40pm PDT	Select Time Slot
4:40 PM - 4:50pm PDT	Select Time Slot

- ❖ Some events like Job Fairs allow employers and students to register for the event which gives you the opportunity to see a list of all the employers that plan to attend the event. This allows you to do your research before the event start date.

- On the Event page, you will be able to click on the "Employers" tab of the event to see and search through a list of all attending employers

Public Interest Job Fair ☆ ➔ Register

Bronx Defenders
Job Fair | Thursday 1/10/2019, 6:00 AM - 1:00 PM PST 📅
Student Registration Period: 7/1/2016, 6:00 AM - 1/9/2019, 2:00 PM PST

Event Details Employers

General Information

Practice Area

Employment Type

Description

Other Information
There is no other information specified.

Event Info

Event Format On Campus

Where North Quad Courtyard

Target Audience 2012, 2013, 2014, 2015, 2016, 2017

Dress Attire Business Casual

Registrants 15

3) Submit required Event registration documents (as needed)

- Some events may require you to submit a document to confirm your registration.
- Once you have clicked to "Register" for the event, you will be prompted to upload the necessary document(s) on the next page.

Public Interest Job Fair
Bronx Defenders
Job Fair | Thursday 1/10/2019, 6:00 AM - 1:00 PM PST 📅
Student Registration Period: 7/1/2016, 6:00 AM PDT - 1/9/2019, 2:00 PM PST

! Please upload all application documents in PDF format. If needed, please see [instructions](#) for converting word files to PDF.

Resume (required)

Upload New Existing

Choose File No file chosen

Cancel Register

4) Once you are registered, you will see a confirmation screen

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- [Help & Support](#)

➔

Congratulations! You've successfully registered for **Google Inc. Google Company Presentation -Virtual**

Event Information

Date & Time 4/3/2020, 1:00pm PDT - 3:00pm PDT 📅

Location Virtual

Event Format Virtual

Target Audience

Dress Attire Business Casual

Eligibility
Student Group

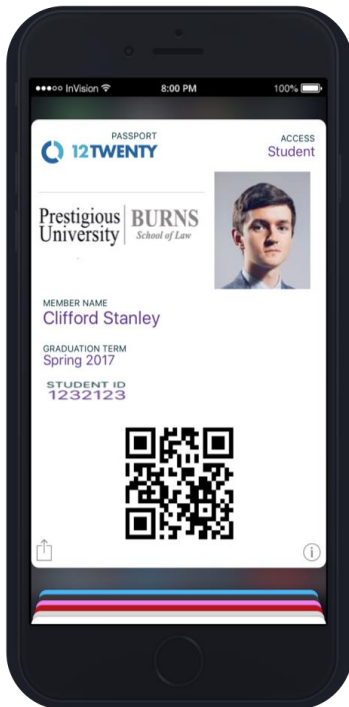
* Recent Grads, * Professionals, * All Students, Another sample group, DEMO Student Group, Burns Grad - 2020, Burns Undergrad - 2019, Burns Undergrad - 2018, Burns Undergrad - 2017, Burns Grad - 2019, Burns Grad - 2018, Burns Grad - 2017, Burns Grad - 2016, Burns Undergrad - 2016, Burns Undergrad - Alumni, Burns Grad - Alumni

Your 12Twenty Passport™

This is your 12Twenty Passport™ which uniquely identifies you. You can use your 12Twenty Passport™ to check in to

4) You will also receive a confirmation email with your 12Twenty Passport attached (if enabled) and you can add the 12Twenty Passport, QR code, to your mobile (Apple Wallet or Android Pay)

- The 12Twenty Passport can be used for easy check-in to any event or appointment you booked in the system.
- Simply present the 12Twenty Passport and a school admin can scan the QR Code to check you into the event and appointment.



Resume Books

To help us promote you as a candidate to our employer network, you can submit your tailored resume into one of our official Resume Books.

1) Navigate to the **“Resume Books”** module from the left side nav bar and select a Resume Book from the results.

Resume Book	Description	Status
2020 MBA Grads Application Deadline: 07/12/2019, 10:30am PDT	Resume Book to give to Tech Employers	Published
2021 MBA Students Application Deadline: 12/06/2019, 12:00pm PST	Resume Book for 2021 Marketing Students	Unpublished
Data Science & Cybersecurity Resume Book Application Deadline: 01/05/2019, 5:00pm PST	Data Science & Cybersecurity students	Unpublished
Demo 2019 Resumes Application Deadline: 06/14/2019, 1:00pm PDT	General Resume books for Employers to view resumes for the class of 2019	Published

2) Within the resume book, click the **“Apply”** button to submit a tailored and professional resume that you are comfortable sharing with employers.

Example Resume Book: Finance Industry Unpublished → Apply

Description
Students that are expected to graduate in 2019 and are interested in pursuing a career in finance are welcome to apply.

Resume Book Details

- Student Application Start Date: 11/1/2018, 8:00 AM PDT
- Student Application End Date: 12/15/2018, 8:00 AM PST
- Academic Year: 2018-2019

Who Can View

- Student Group: Full-Time MBA 2019, Full-Time MBA - 2016, Full-Time MBA - 2017, Joint Degree Students

Who Can Apply

- Student Group: Full-Time MBA 2019,

3) Choose a pre-saved, **“existing resume”** from your Profile or select a **“new resume”** document from your computer.

- Note: *The document name is not visible to employers.*

Apply To This Resume Book

i For this resume book, you may submit your resume in any file format. However, a resume can only be approved if it is in PDF format, so you will need to convert it later on. If needed, please see [instructions](#) for converting word files to PDF.

Upload New Resume
 Use an Existing Resume

✗ Example Resume.pdf
←

Yes! Please allow my fellow students to view my resume. ←

Cancel
Submit

If enabled, you can also opt in to even share your resume with fellow students.

4) Check your resume book approval status

- If the resume book requires administrative resume review, your resume will be *pending approval* before it is shared with employers or your peers.

Example Resume Book: Finance Industry Unpublished

[← Back to List](#)
 [✎ Update Resume](#)
 [✕ Withdraw From Resume Book](#)

Resume Approval Status: Pending Approval. Your resume will not be included in the resume book until it has been reviewed and approved.

Description

Students that are expected to graduate in 2019 and are interested in pursuing a career in finance are welcome to apply.

You submitted your resume 11/13/2018, 12:04 PM PST.

[View your resume](#)

- If the resume book does not require administrative resume review, your resume will automatically be *approved* and viewable upon the “publish” date of the resume book.

Example Resume Book: Finance Industry Published

[← Back to List](#)
 [✎ Update Resume](#)
 [✕ Withdraw From Resume Book](#)

Resume Approval Status: Approved.

Resume Book Details Resumes

Description

Students that are expected to graduate in 2019 and are interested in pursuing a career in finance are welcome to apply.

You submitted your resume 11/16/2018, 12:08 PM PST.

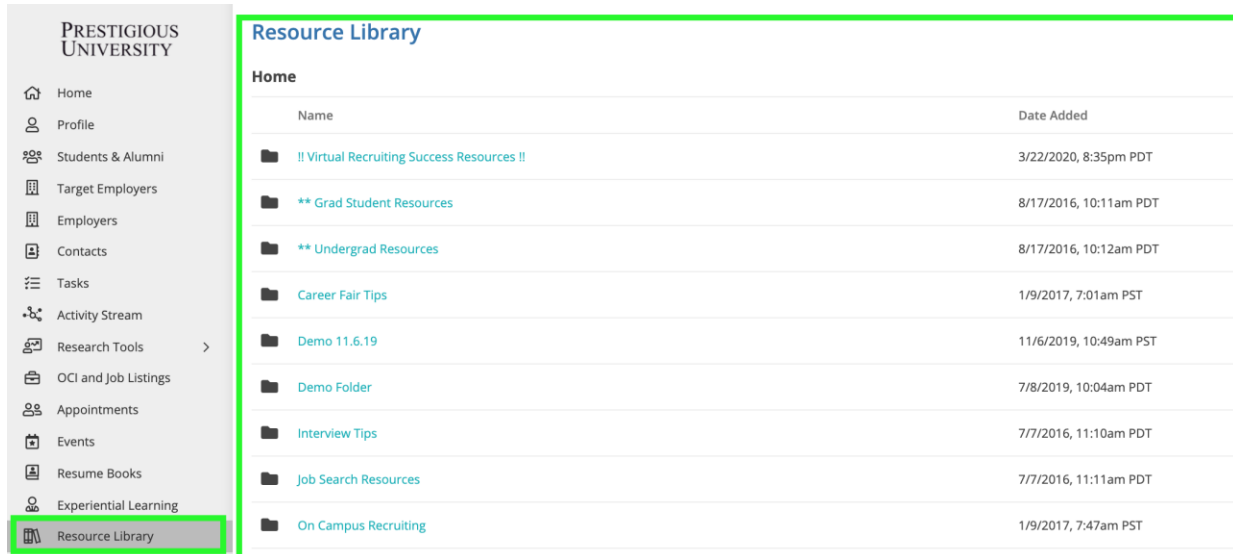
[View your resume](#)

Resource Library

This powerful tool will allow you to access helpful career resources such as recorded webinars, interview best practices, job search tips and much more! It is a one-stop-shop for all the resources you need to be successful as you navigate your career. Refresh the “Resource Library” frequently so that you can see updated tools and tips.

1) Navigate to the Resource Library from the left side nav sidebar

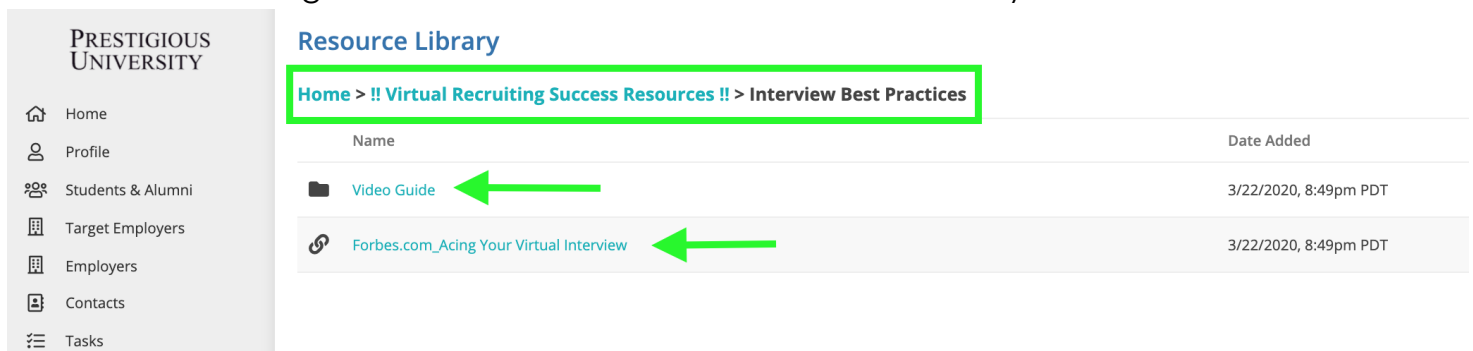
- From here you can click on a folder to further see the content within the folder.



Name	Date Added
!! Virtual Recruiting Success Resources !!	3/22/2020, 8:35pm PDT
** Grad Student Resources	8/17/2016, 10:11am PDT
** Undergrad Resources	8/17/2016, 10:12am PDT
Career Fair Tips	1/9/2017, 7:01am PST
Demo 11.6.19	11/6/2019, 10:49am PST
Demo Folder	7/8/2019, 10:04am PDT
Interview Tips	7/7/2016, 11:10am PDT
Job Search Resources	7/7/2016, 11:11am PDT
On Campus Recruiting	1/9/2017, 7:47am PST

2) Click on any of the resources within the folder to be redirected to that specific resource

- In the example below, we clicked on the “Virtual Recruiting Success Resources “folder and then navigated to “Interview Best Practices” link.
 - Clicking the link, leads us to a video and an article by Forbes.com



Home > !! Virtual Recruiting Success Resources !! > Interview Best Practices

Name	Date Added
Video Guide	3/22/2020, 8:49pm PDT
Forbes.com_Acing Your Virtual Interview	3/22/2020, 8:49pm PDT