

Syracuse College of Law 12Twenty Student Toolkit

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SYRACUSE UNIVERSITY



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Sign Up and Login

12Twenty makes it easy to connect with employers looking to hire students and alumni from our school. 12Twenty UI is compatible with any device.

To create an account, follow the steps below.

If you need assistance with 12Twenty please contact the Office of Career Services at lawcareer@syr.edu or 315-443-1941.

1) Navigate to <https://law-syr.12twenty.com/Login>

2) 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 if their account has been pre-authorized by a school admin.

3) You can login using your Username (SYR.edu email) and unique Password combo

PRESTIGIOUS UNIVERSITY

Login to continue to EARN\$

Email Address

Password

Student/Alumni Log In

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

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

Profile Set Up

Setting up your student profile is simple and helps the Office of Career Services understand your job search preferences. 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.

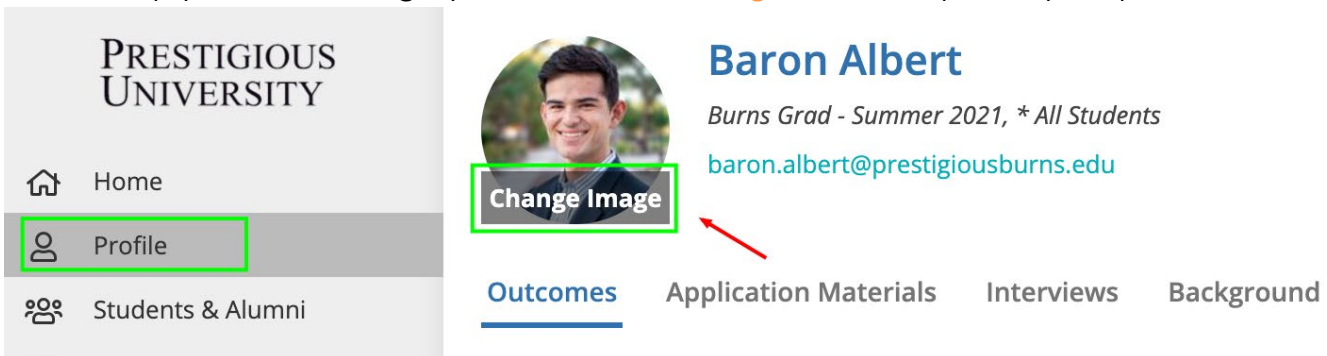
Let's take a look at step-by-step guide below for setting up a student profile:

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



2) Add a photo

- 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)
- Use a headline to personalize your profile and share your career preferences.
- To view what other students, alumni, and employers see, simply click **"Public View"**



Baron Albert

Seeking Summer Internship / Business Law / GPA 4.0 / Class of 2021 63/100

Burns Grad - Summer 2021, * All Students

baron.albert@prestigiousburns.edu

Public View

Help

View your profile as a fellow student or alum. Only users of this platform can see your public profile.

4) Complete your "Background" tab

- This information will help the Office of Career Services assist you in finding the right job and networking opportunities.
- Some of these fields are searchable via the "Candidate Search" function that allows employers and school admins to create resume books based on your skills.
 - Once you find a job, you will no longer appear in the Employer Candidate Search.
- 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.
- *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

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Target Employers
Employers
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OCI and Job Listings
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Events
Resume Books
Experiential Learning
Resource Library
Help & Support

Edit your background information
* - indicates a required field.

Personal

First Name: Baron
Middle Name: Middle Name
Last Name *: Albert
Gender: Male
Country of Citizenship *: Spain
☐ I have a dual citizenship
Work Authorization - Detailed *: F1 Student
☐ I have work authorization in countries other than United States (USA)
Language(s) Spoken: Spanish
[+Add Additional Language](#)
Language(s) Written Fluently: -- Please select a value --
[+Add Additional Language](#)
Military Service *: ☒ Yes ☐ No
How many internships did you do? *: 3
LinkedIn URL *: barry.a@test.com
Scholarship *: None selected
Favorite Color: ☒ Yes ☐ No
Student Club *: Art Club, Finance Club, Tech Club
Preferred Name: Barry

Cancel **Update**

5) Click the “Update” button to save your changes.

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Baron Albert
Burns Grad - Summer 2021, * All Students
baron.albert@prestigiousburns.edu

Public View

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

Update the “Preferences” to stay informed with the latest career resources, events, jobs, and interviews.

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.
 - 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.”

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

Baron Albert
Seeking Summer Internship / Business Law / GPA 4.0 / Class of 2021
Burns Grad - Summer 2021, * All Students
baron.albert@prestigiousburns.edu

Outcomes | **Application Materials** | Interviews | Background

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

Resumes
+ Add New Resume

- My First Resume** ★ Approved
Last modified on 03/22/2020
- New Resume** (Approved)
Last modified on 03/22/2020
- Updated Resume** (Approved)
Last modified on 03/22/2020

Cover Letters
+ Add New Cover Letter

You currently have no cover letters in the system.

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.

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Home | **Profile** | Students & Alumni | Target Employers | Employers | Contacts | Tasks | Activity Stream | Research Tools

Baron Albert
Burns Grad - Summer 2021, * All Students
baron.albert@prestigiousburns.edu

Outcomes | **Application Materials** | Interviews | Background

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

Resumes
+ Add New Resume

Add New Resume

Resume Name *

Upload New Resume *

Choose File No file chosen

☐ This is my primary resume ?

Cancel Submit for approval

My First Resume ★ Approved
Last modified on 3/22/2020

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. Click the “**Submit for approval**” button to initiate the resume approval process with the Office of Career Services. 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 based on the "Preferences" section of your profile.
- **Recommended Events** - These events are open for registration and recommended based on your career preferences and program.
- **Announcements** - These announcements come directly from the Office of Career Services. This tile 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 sidebar with links: 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 features five tiles:

- Upcoming:** Shows a "Mock Interview" event, 2 hours long, virtual, scheduled for 4/6/2020 at 4:50pm - 5:00pm PDT.
- Recommended Job Listings:** Lists three job opportunities:
 - Summer Intern 2019 - Accounting Intern:** Alameda County Public Defender, Los Angeles - CA, posted 1 year ago, apply by 2/14/2019.
 - Summer 2019 - Business Analyst Intern:** Burns Software Services, Los Angeles - CA, posted 1 year ago, apply by 3/2/2018.
 - Senior Software Engineer:** Test Employer, New York - NY, posted 1 year ago, apply by 5/31/2019.
- Recommended Events:** Shows a "Mock Interview" event, Mon, Apr 6, 2020 at 04:00pm PDT, virtual.
- Announcements:** A text-based announcement from the Office of Career Services regarding the transition to a remote teaching model and virtual environments for interviews and job fairs.
- Outcomes:** Contains two submission sections: "Post Graduation" (Report Status) and "Internship" (Report Experience).

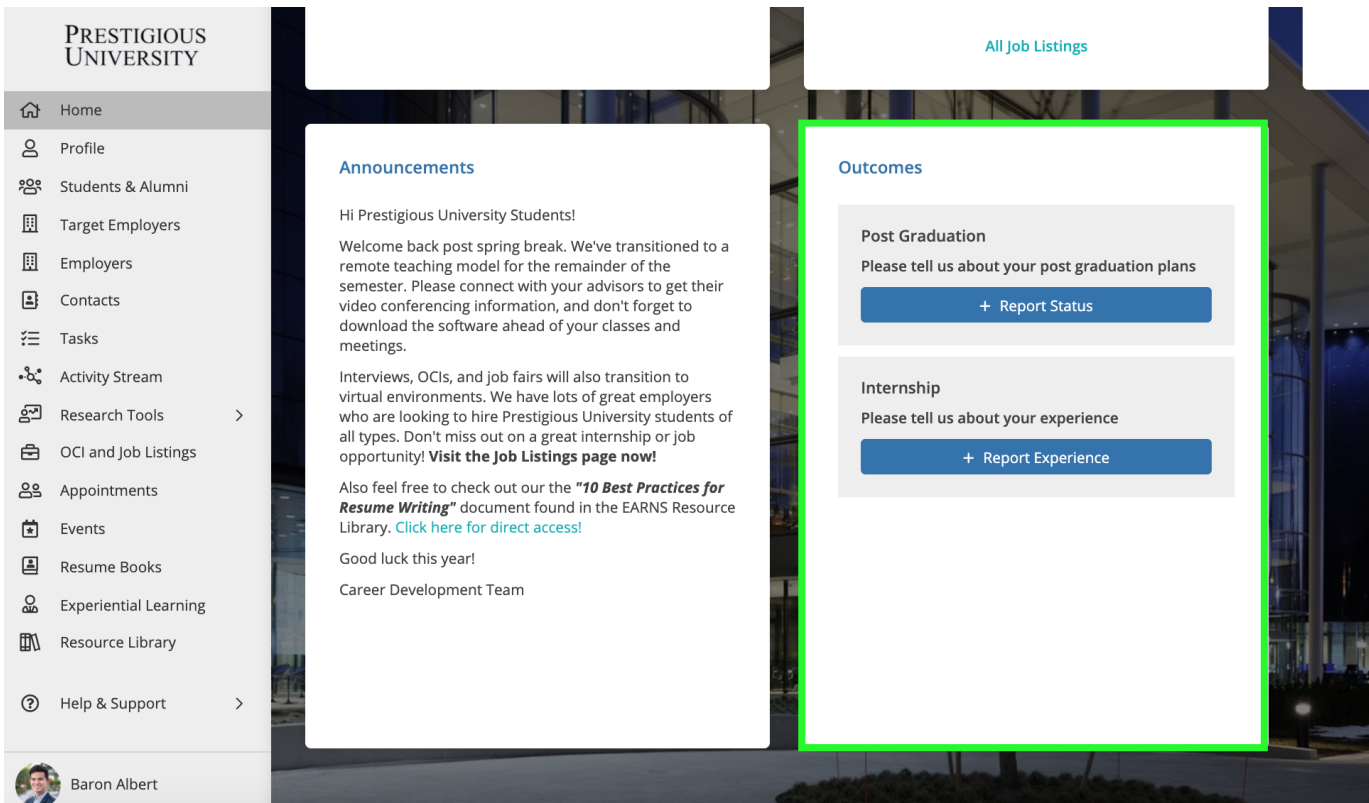
Outcome Submission

The Outcome Survey sometimes referred to as a First Destination Survey or Employment Questionnaire, is a tool schools use to gather employment experience data from current and graduating students. This information shows current 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.

Completing the Outcome Survey helps others 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, the Office of Career Services can help you find an opportunity that fits your needs.

Post-Graduation Outcome Options

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Baron Albert
Burns Grad - 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

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

Basics

Employer *
Job Title *
Number of Employees
Do you have other post graduation plans? *

Location

Country *
City *

When

Offer Received Date *
Offer Accepted Date *
Start Date *
End Date *

Compensation

Base Salary *
Expected Commission
Expected Bonus *

4) After completing the 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

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Burns Grad - Summer 2021, * All Students
baron.albert@prestigiousburns.edu

Public View

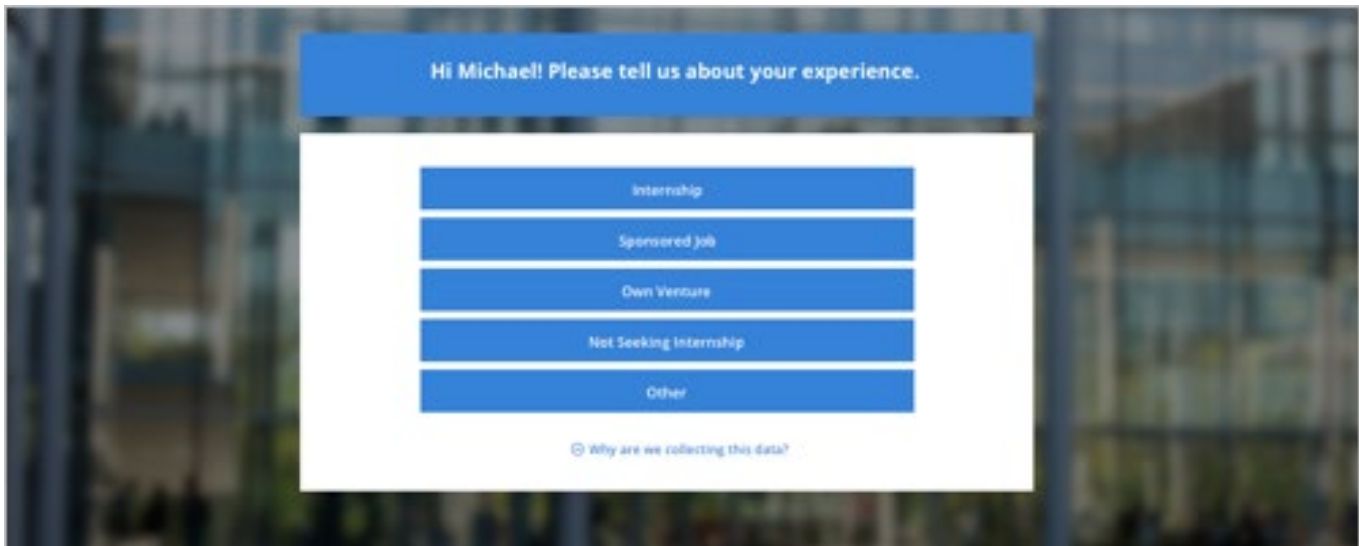
Outcomes Application Materials Interviews Background

Post Graduation	Fellowship	
	Last Edited: 02/04/2020	
	Asian Pacific American Legal Resource Center - APALRC	
	Job Title 33333	
	Offer Accepted	
	Last Edited: 02/27/2020	
Internship	BGC Capital Markets - Summer 2010	
	Intern	
	Internship - Offer Accepted	
	Last Edited: 12/19/2019	

Have more experience to add? Let us know here...

[+ Report Experience](#)

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

Using 12Twenty, you can build and manage a list of target employers that you are excited about working for. This can be used for tracking your contact network and keeping your job search organized.

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.

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.)

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Home Profile Students & Alumni **Target Employers** Employers Contacts Tasks Activity Stream Research Tools OCI and Job Listings Appointments Events Baron Albert

Target Employers Target Contacts

Select an employer | Type to start the search + Add To Target Employers

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

2) Use the "Target Contacts" tab in the Target Employers module

Networking successfully is a crucial job-seeking skill that must be developed 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.

PRESTIGIOUS UNIVERSITY

Home Profile Students & Alumni **Target Employers** Employers Contacts Tasks Activity Stream Research Tools OCI and Job Listings Appointments Events Baron Albert

Target Employers **Target Contacts**

+ Add Contact

Contact	Phone/Email	Most Recent Activity
Silvia Aaron Amazon Inc. - Vice President	8713311551 office SilviaArnold@amazon.com	--

Prev 1 Next

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 networking conversations.

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	

The "Tasks" module is where you can set up appointments, events, and schedule reminders.

Employer and Contact Directory

This tool will help you learn more about the Employers and Contacts that commonly recruit our students and graduates.

1) 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 the Office of Career Services has relationships with
- 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.

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Baron Albert

Employer Directory

Company Name

Q

+ Add Filter

Reset

Results: 966

Employer	Most Recent Activity
<div>12Twenty</div> <div>Tech - Software</div> <div>51-200</div>	<div>12Twenty is interested in coming to campus</div> <div>11/15/2019 - Nicholas Hsu</div>
<div>4th Judicial District Attorney's Office</div> <div>Government - Local / State / Federal</div> <div>501-1000</div>	
<div>A+E Networks</div> <div>Entertainment - General</div> <div>501-1000</div>	

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

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 the Office of Career Services 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.
- **Research Tab:** This syncs up with the “[Outcome Data](#)” we collect in the system to show the employers' hiring trends from our school.

Basics Activities Contacts Hires Locations Events OCI and Job Listings Experiences Research

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.



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📅 11-50

🏢 Other

Basics Activities **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	✓

- **OCI and Job Listings Tab:** Shows if the employer has any job postings or OCI interview listings (past and present).



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📅 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.



The Amazing Company ♥

📅 11-50

🏢 Other

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

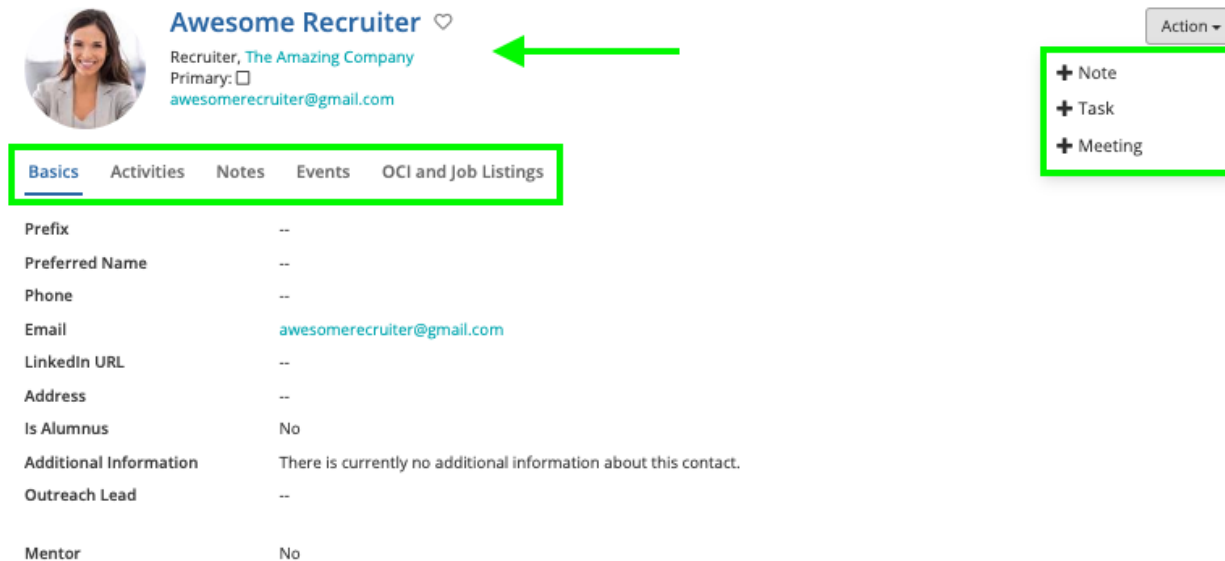
Contact Status: Current Contacts ▼

+ 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"

- Use 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.



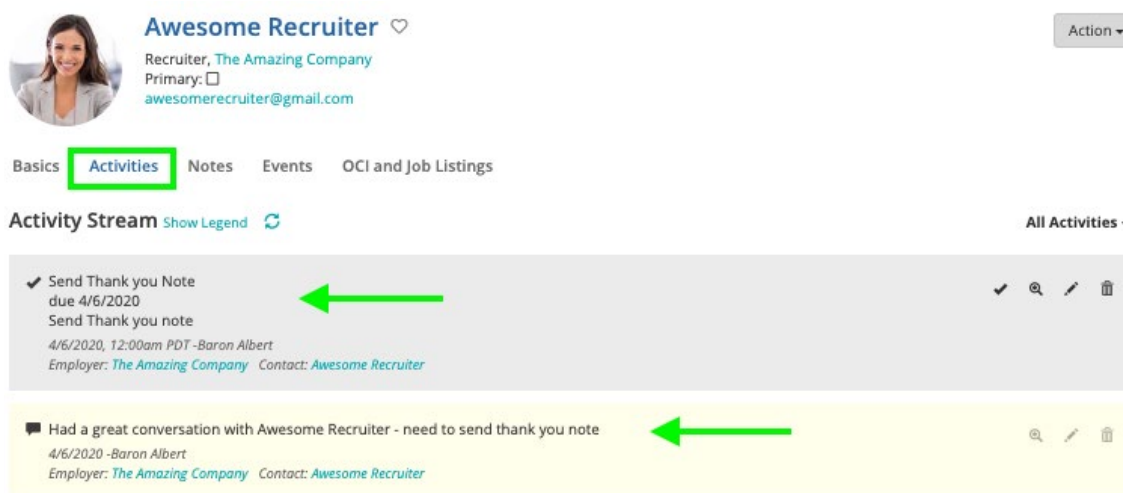
Awesome Recruiter ♥

Recruiter, [The Amazing Company](#)
Primary: ☐
awesomerecruiter@gmail.com

Basics | Activities | Notes | Events | OCI and Job Listings

Prefix	--
Preferred Name	--
Phone	--
Email	awesomerecruiter@gmail.com
LinkedIn URL	--
Address	--
Is Alumnus	No
Additional Information	There is currently no additional information about this contact.
Outreach Lead	--
Mentor	No

- **Activities / Notes Tab:** Shows a historical view of all of your recruiting activities (notes, tasks, meetings) related to the Contact.



Awesome Recruiter ♥

Recruiter, [The Amazing Company](#)
Primary: ☐
awesomerecruiter@gmail.com

Basics | **Activities** | Notes | Events | OCI and Job Listings

Activity Stream [Show Legend](#) [Refresh](#) All Activities ▾

- ✓ Send Thank you Note due 4/6/2020
Send Thank you note
4/6/2020, 12:00am PDT - Baron Albert
Employer: [The Amazing Company](#) Contact: [Awesome Recruiter](#)
- Had a great conversation with Awesome Recruiter - need to send thank you note
4/6/2020 - Baron Albert
Employer: [The Amazing Company](#) Contact: [Awesome Recruiter](#)

- **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

- This shows all Contacts connected to the Office of Career Services.
- 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](#)"

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- Tasks
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- Appointments













Contact Directory

Contact Name or Email Address

Q

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 & Bours Consulting	 Will be attending career fair 2017 

Tasks

The Tasks module is a virtual to-do list.

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”

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Tasks

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

Results: 1

Complete	Due Date	Subject	Contact	Phone	Email
 Complete	04/06/2020	Send Thank you Note	Awesome Recruiter The Amazing Company - Recruiter		awesomerecruiter@gmail.com

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.

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

- 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
- Search for specific activities by time frame using the “Activity Date” function

PRESTIGIOUS UNIVERSITY

Activity Stream

Activity Date
From: MM/DD/YYYY To: MM/DD/YYYY

Search by Employer or Contact Hide Legend

Note Task Meeting Student Company Contact

✓ Send Thank you Note due 04/06/2020
Send Thank you note
04/06/2020 - Baron Albert
Employer: [The Amazing Company](#) Contact: [Awesome Recruiter](#)

After researching on LinkedIn, I found several Alumni who have or are currently working for The Amazing
04/06/2020 - Baron Albert
Employer: [The Amazing Company](#)

Had a great conversation with Awesome Recruiter - need to send thank you note
04/06/2020 - Baron Albert
Employer: [The Amazing Company](#) Contact: [Awesome Recruiter](#)

Met with Nick to discuss 2020 hiring ops. Looking for new members to join the ops team, specifically with interested in working in an entrepreneurial environment.
01/29/2020 - Michael Shapiro
Employer: [12Twenty](#) Contact: [Nicholas Hsu](#)

12Twenty is interested in coming to campus
11/15/2019 - Nicholas Hsu
Employer: [12Twenty](#)

Henry loves SF Giants!
09/10/2019 - Bailey Stump
Employer: [Adtaxi](#)

Results: 23

All Activities

All Notes
Outreach Update
Recruiting Tips and Hints
Other

All Tasks
Application
Call
Company Visit
Email
Informational Interview
Interview
Research
Other

All Meetings
Career Fair
Club Event
Corporate Presentation
Employer Briefing
Mock Interview
Office Hours
On Campus Interview
On Campus Talk
Reception/Networking
Other

Baron Albert

Research Tools

The Research Tools module allows you to view the employment data collected via the Outcome Surveys.

Steps for navigating the Research Tools:

1. Select the "Research Tools" module from the left side nav bar.
2. Navigate to each sub tool within the "Research Tools" module.
3. Select the filter you want to investigate by clicking on the "change" button
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:
 - 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



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

- Click **"Drill Down/Expanded Results"** to drill down further on the selected filter

Outcomes Index

The Outcomes Index provides a high-level overview of the employment data collected by Compensation and Total Number of Offers the selected filters (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.

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[Offer Job Source](#)
[Offer Trends](#)

Outcomes Index

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

Industry change

College/School 1 All | Program 1 Burns Grad | Degree Level 1 All | Job Phase 1 Post Graduation | Pay Type 1 Base Salary | Pay Period 1 per year | Graduation Year 1 All | Currency 1 USD | Offer Status 1 Accepted Offers

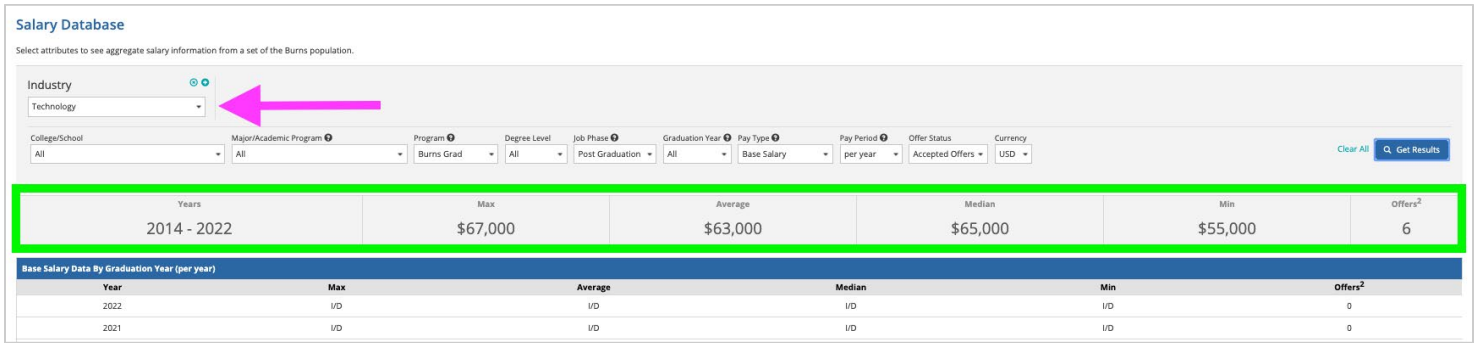
Sort By: 1 Avg. Base Salary

Get Results

	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 shows historical salary data collected to provide current students with information about realistic salary statistics and trends.



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?”

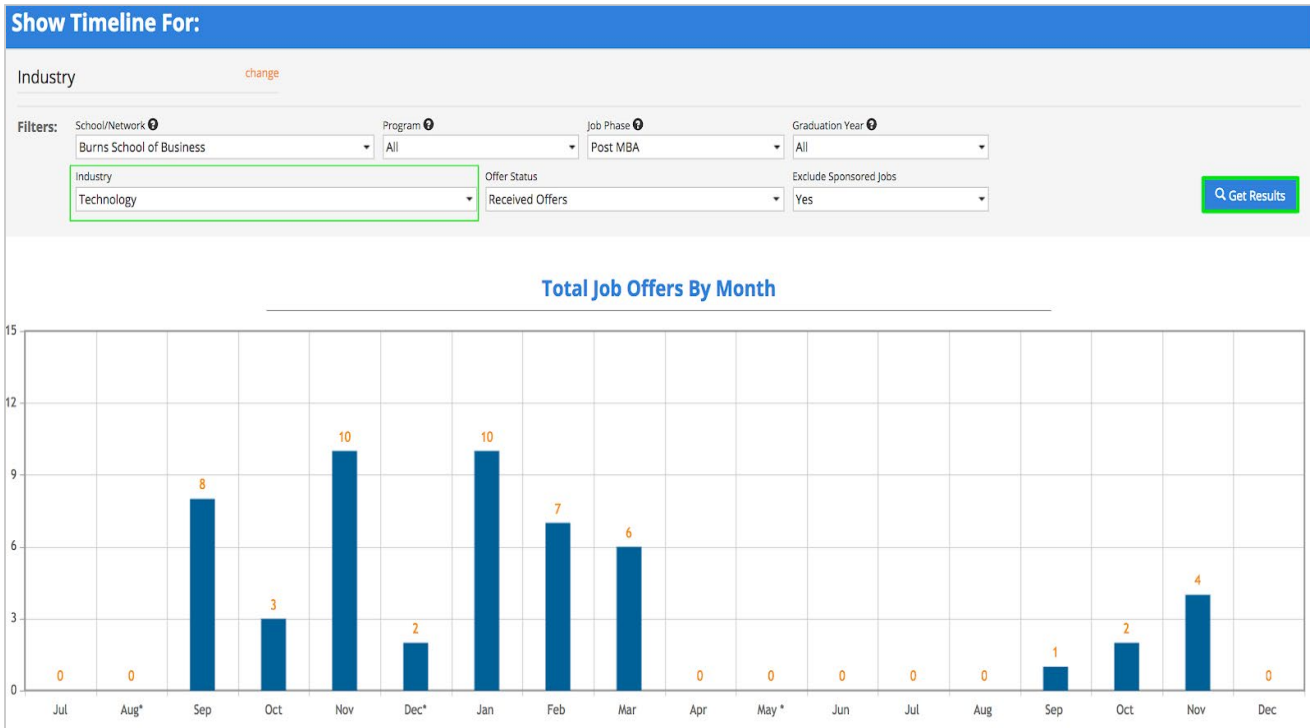
From the results, you can scroll down to the “Job Details” tabs to display more information on the selected attribute.



Offer Timeline

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

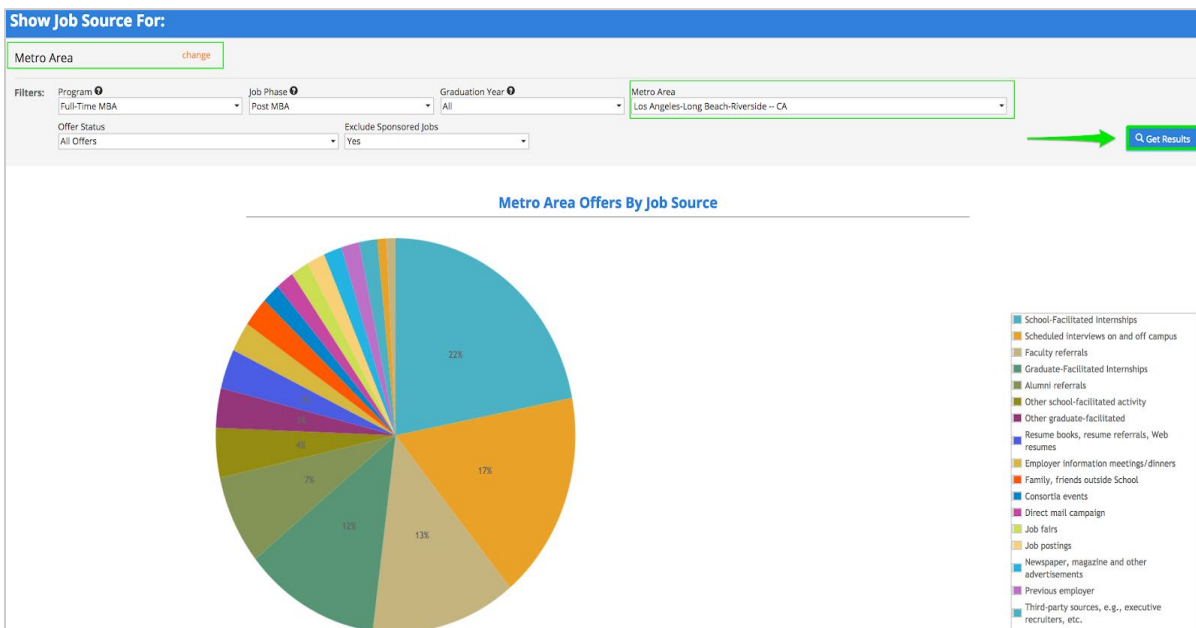
The data displayed will be the total number of job offers extended each month.



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 you are seeking.

The data will display in a pie chart with the correlating key to the right of the chart.



Offer Trends

The Offer Trends tool shows how job offers from various employers, industries, practice areas, functions, etc. trend over time.



Judicial Clerkship Placement Tool

The Judicial Clerkship Placement tool shows where other students have been employed as law clerks.

Students may search using a variety of attributes including Court, Judge, City, and Metro area.

Prestigious University | BURNS School of Law

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

Judicial Clerkships

Interview Question Database

The Interview Question Database stores interview data and insights from past graduates

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

Industry: Financial Services
Employer: JP Nelson

Program: All, Job Phase: Post MBA, Academic Year: All, Round: All, Format: All, Added By: All

Exclude Sponsored Jobs: Yes

Sort By: Date

[Get Results](#)

2) Click the “**Get Results**” button to see the interview data.

- **Interviews Tab** – Shows the interview details submitted by your peers in an anonymized way.
- **Interview Questions Tab** - Focuses in on the most commonly asked interview questions for the attributes selected.
- **Interview Insights Tab** - Focuses in on the insights students have shared about their interviews for the attributes selected.

Interviews			Export to Excel
Interview Questions			
Interview Insight			
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

After completing your profile and uploading your documents, you can view available jobs.

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.
- **Job Listing Tab** - Click on this tab if you would like to sort for just the job listings.
- **OCI Tab** - Click on this tab if you would like to sort for Employers who are partnering with the Office of Career Services to host Interviews for the listing they have open (On/Off-Campus or virtually).
- **12Twenty GPS Tab** - The job listings on this tab allow you to see job opportunities from diverse nationwide and global employers.
- **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.

OCI and Job Listings

All OCI Job Listings 12TwentyGPS Applied My Interview Availability





Employer, Job Title, or Keyword



Job Status : Approved, Application Open ▾ Employer : All ▾ Job Title : All ▾ City : Any ▾ Type of Job : All ▾ + Add Filter ↺ Reset

📅 Posting Date

Results:

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

- Target your job search by location, type of job, application deadline, industry, or practice area preferences.
- Click on the “heart” icon to favorite job postings 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 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
- 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.

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OCI and Job Listings

All OCI Job Listings Applied My Interview Availability

Amazon

Job Status: Approved, Application Open

Posting Date

Job

Accountant
Amazon Inc.
Kansas City - KS
1 year Apply By: 4/24/2020

Job Status: Application Open

Application Status: Applied

Results: 1

Turn on email alerts for this search

My Saved Searches & Alerts

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

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OCI and Job Listings

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

Employer, Job Title, or Keyword

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

Posting Date

Results: 1

Job

Accountant
Amazon Inc.
Kansas City - KS
1 year Apply By: 4/29/2021

Job Status: Approved

Application Status: Not Applied

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

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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.

There are multiple application methods: collecting applications via the system or collecting applications by email, fax, external website, etc.

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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Accountant

Amazon Inc.

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

① 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

① 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.
 - Please upload all documents in PDF format*

PRESTIGIOUS UNIVERSITY

Accountant
Amazon Inc.
Application Deadline: 4/24/2020, 5:00am PDT

① Please upload all application documents in PDF format. If needed, please see [instructions](#) for converting word files to PDF.

Resume (required)
My First Resume

Cover Letter (optional)
Upload New
Please name the file: [Choose File] No file chosen

Transcript (optional)
Upload New
Please name the file: [Choose File] No file chosen

Cancel **Apply**

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, 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 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, use the **“Target Employers”** module.

PRESTIGIOUS UNIVERSITY

OCI and Job Listings ⓘ

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

Results: 1

Job	OCI Round	Interview Date	Job Status	Application Status	Application Date
Accountant Amazon Inc. Kansas City - KS 1 year Apply By: 4/24/2020	--	--	Application Open	Applied	4/9/2020, 2:57pm PDT

Navigating OCIs

Every year, the Office of Career Services partners with specific employers to host On-Campus or Virtual interviews.

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.
- **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.

PRESTIGIOUS UNIVERSITY

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 Results: 1




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) Click on an OCI listing to see a description 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.
- 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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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.
 - Please upload all documents in PDF format

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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**

Click the **"Apply"** button on the bottom of the page to complete your application.

5) Once you have officially submitted your application documents, 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.



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](#)

The screenshot shows the Prestigious University website interface. On the left is a sidebar with navigation links: Home, Students & Alumni, Employers, Contacts, Tasks, Activity Stream, Reports, Research Tools, OCI and Job Listings, Appointments, Events, Candidate Search, Resume Books, Experiential Learning, Resource Library, Beyond B-School, Report a Bug, and Help & Support. The main content area displays a confirmation email from 'notifications@mba-burns.12twenty.com' to 'Aleksander Andreyev'. The email subject is 'Application Confirmation: Application submitted for Consultant - Goldman Sachs & Co.'. The email body includes the Prestigious University logo and a congratulatory message: '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.' Below the email content is a table with 5 results, showing columns for 'Sender' and 'Date'. The table lists five entries from 'notifications@mba-burns.12twenty.com' with dates ranging from 9/26/2019 to 4/1/2020.

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.
- After the application deadline, the employer will receive your application materials.

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 displays the Prestigious University portal interface. On the left is a navigation menu with options like Home, Students & Alumni, Employers, Contacts, Tasks, Activity Stream, Reports, Research Tools, OCI and Job Listings (highlighted with a green box), Appointments, Events, Candidate Search, Resume Books, Experiential Learning, Resource Library, Beyond B-School, Report a Bug, and Help & Support.

The main content area shows a profile for Aleksander Andreyev. An email notification window is overlaid, titled "Interview Invitation Accepted for Constultant - Go...". The email is from notifications@mba-burns.12twenty.com to Aleksander Andreyev, with the subject "Interview Invitation Accepted for Constultant - Goldman Sachs & Co.". The email body confirms the acceptance of an interview invitation for Constultant - Goldman Sachs & Co. and provides instructions to view details and take further action via EARNs.

Below the email, the job details for "Constultant" at "Goldman Sachs & Co." are shown. The job is remote/telecommute, new, and has an apply-by date of 4/1/2020, 6:45pm PDT. The interview date is 4/13/2020. A green arrow points to the "Constultant" header.

The application status section shows "Application: You accepted the interview on 04/01/2020, 6:38 PM PDT" with buttons for "Withdraw from Interview", "Withdraw from Application", and "Edit Application". Below this, the "Interview Scheduled" section is highlighted with a green box, containing the text "Please select a time to interview." and a "Select Interview Time" button, which is also pointed to by a green arrow.

The "Job Details" section lists the following information:

Preferred Years of Experience	1
Interview Format	In Person Interview
US Work Auth Requirement	Permanent US Work Authorization Required
Type of Job	Job
Industry	Accounting
Job Function	Consulting - Management

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 time and the location of the interview (On Campus, Off Campus, or Virtual).

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- Beyond B-School

Please Confirm

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

Cancel OK

Time Slot	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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- Resume Books
- Experiential Learning
- Resource Library
- Beyond B-School
- Report a Bug TT
- Help & Support >

Michael 12Twenty [Send Email](#)

Signup for the Interview for Constultant - Goldman...

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

Date: MM/DD/YY

PRESTIGIOUS UNIVERSITY

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

Dear Michael 12Twenty,

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

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

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

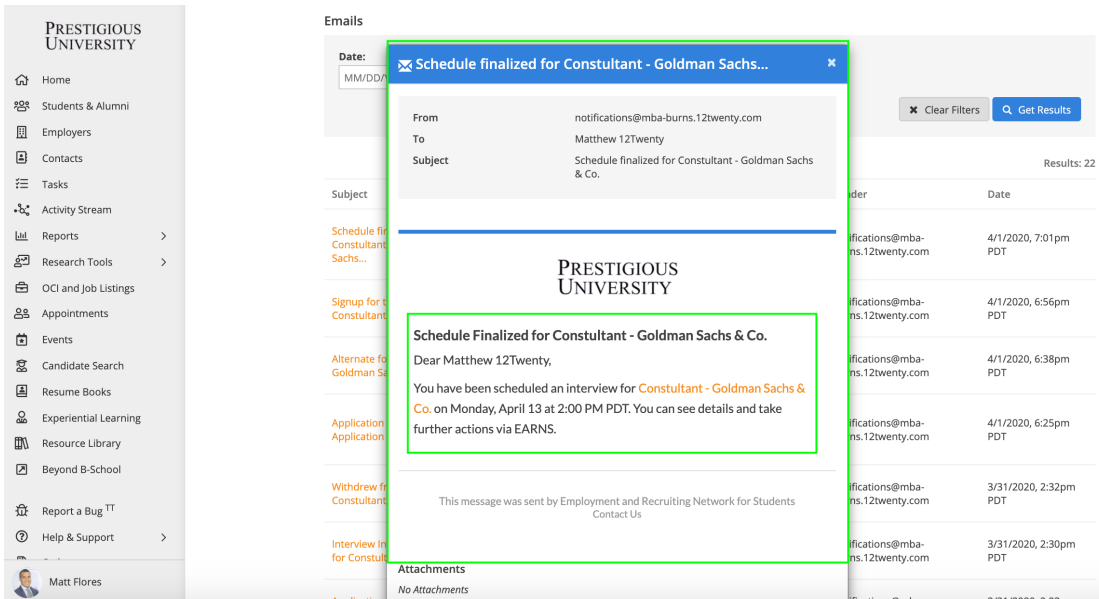
[Clear Filters](#) [Get Results](#)

Results: 7

Subject	Sender	Date
Signup for the Interview for Constultant - Goldman Sachs & Co.	notifications@mba-burns.12twenty.com	4/1/2020, 6:44pm PDT
Interview for Constultant - Goldman Sachs & Co.	notifications@mba-burns.12twenty.com	4/1/2020, 6:38pm PDT
Alternate Pr Required	notifications@mba-burns.12twenty.com	3/31/2020, 2:32pm PDT
Alternate Fa	notifications@mba-burns.12twenty.com	3/31/2020, 2:30pm 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.

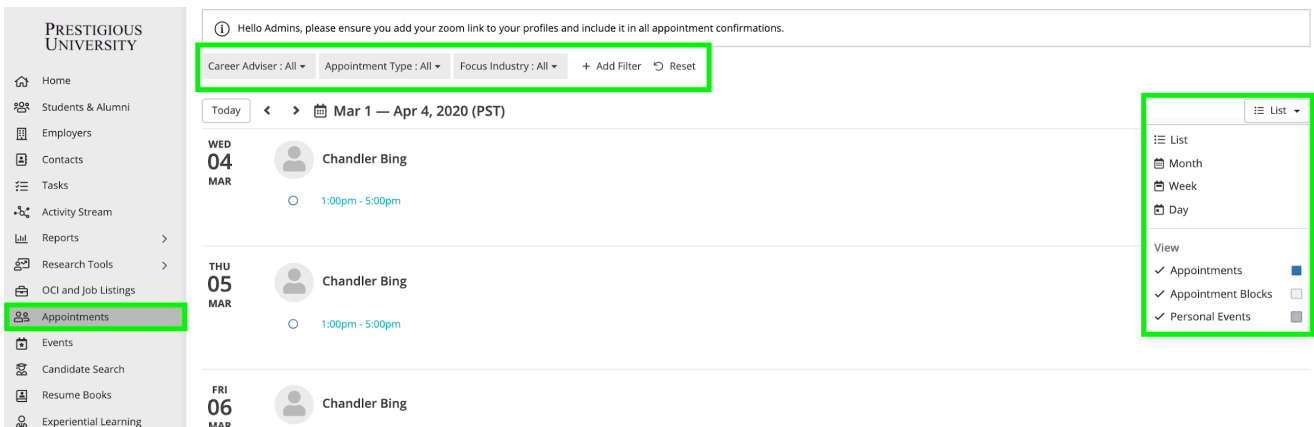


Appointments

Make an appointment with a member of the Office of Career Services team.

1) 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) Click on your preferred appointment block/time and the “Book Appointment” button

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Appointments

Hello Students, please be advised of appointment confirmations. Mail

Career Adviser: All Appointment

Today < > Mar 1

FRI 27 MAR

Chandler B

1:00pm - 5:00pm

TUE 31 MAR

Oprah Winfrey

1:00pm - 3:00pm

Appointment Block

Date and Time: 3/27/2020 1:00pm - 5:00pm PDT

Selected Availability: 1:00pm - 5:00pm PDT

Career Adviser: Chandler Bing

Adviser Profile: My zoom link is zoom.us/j/123456789

Available Type(s): General Career Coaching

Location: --

Virtual environment: --

Book Appointment

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

- Select your preferred appointment time and add a note explaining your needs.

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Book Appointment

Date: 3/27/2020

Preferred Appointment Type*: General Career Coaching

Duration*: 30 mins

Time*: 1:00pm 1:30pm 2:00pm 2:30pm 3:00pm 3:30pm 4:00pm 4:30pm

Career Adviser: Chandler Bing

Adviser Profile: My zoom link is zoom.us/j/123456789

Location: --

Additional Information*: Looking forward to reviewing my career goals with you!

Attachments: Choose Files No file chosen

Allowed file types: Any

-- Select a value --

In-Person

Phone

Skype

✓ Video Conferencing

Appointment Meeting Type

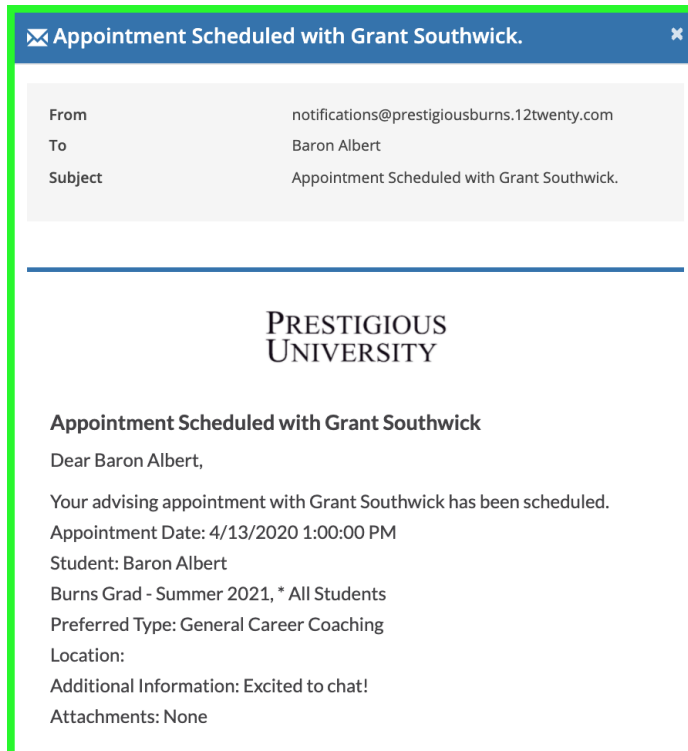
Cancel Book Appointment

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

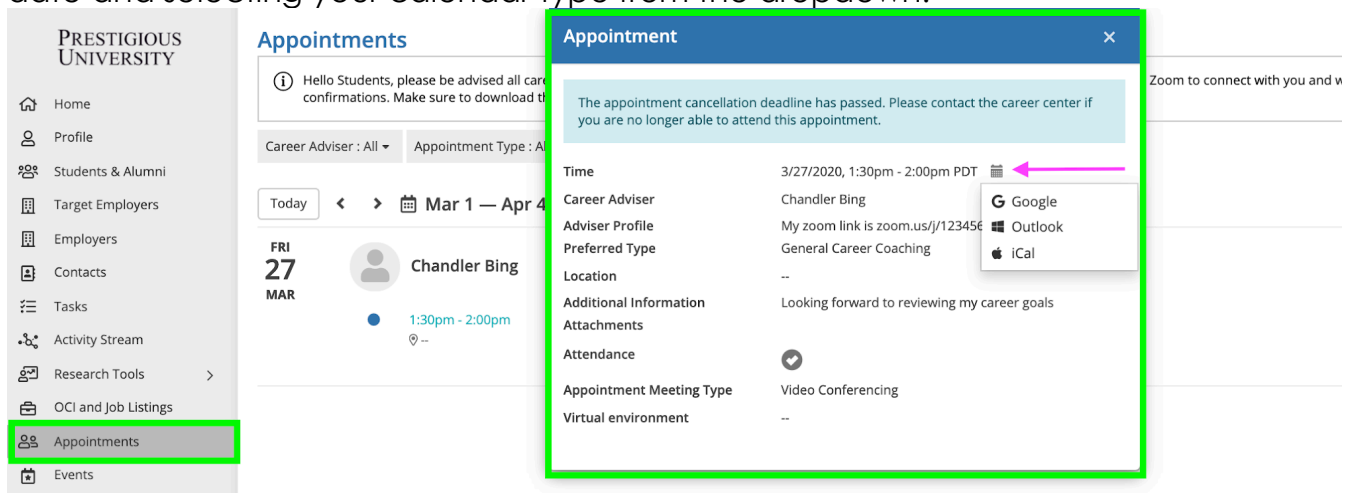
- Simply drag and drop any relevant attachments or choose a file from your computer.

5) Add the appointment to your personal calendar

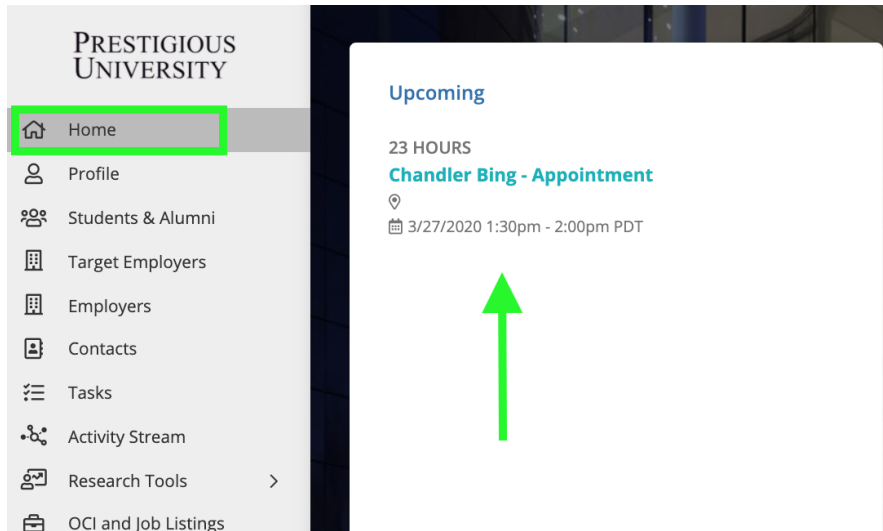
- After you book your appointment, you will receive a confirmation email with a calendar invite.



- 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.



- The booked appointment will show up on the "Upcoming" file of your homepage.



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) Go to the Events module from 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.

Events

Employer, Event Name, or Keyword

Employer Name : All Start Date : All Future Event Type : All + Add Filter Reset

Results: 4

<input type="checkbox"/> 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

Turn on email alerts for this search My Saved Searches & Alerts

2) Click on the name of the event to open the event details page.

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

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Baron Albert

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

[Register](#)

- ❖ Some events are “time-slotted,” 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
 - *Students may only register for one time-slot per event.*

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test

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 list the employers in attendance.
 - 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 ☆

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

[Register](#)

[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

Please name the file

Choose File No file chosen

Cancel [Register](#)

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

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→ 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

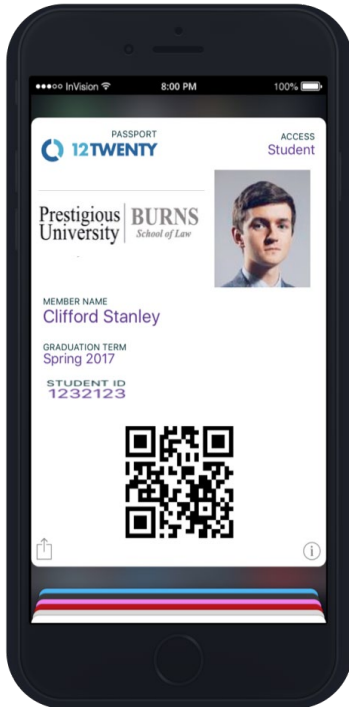
* Recent Grads, * Professionals, * All Students, Another sample group, DEMO Student Group, Burns Grad - 2020, Burns Undergrad - 2019, Burns Undergrad - 2018, Burns Undergrad - 2017, Burns Grad - 2019, Burns Grad - 2018, Burns Grad - 2017, Burns Grad - 2016, Burns Undergrad - 2016, Burns Undergrad - Alumni,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

You can submit your 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.

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- Candidate Search
- Resume Books**
- Experiential Learning

Resume Books

Name Search:

Student Group:

Academic Year:

Status:

All

All

All

✕

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 resume that you are comfortable sharing with employers.

Example Resume Book: Finance Industry
Unpublished

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,
----------------------	---------------------

Apply

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

- 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

✗ 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 tool shows helpful career resources such as recorded webinars, interview best practices, job search tips, etc.

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.

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Resource Library

Home

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

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Resource Library

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