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NC State Student Toolkit

12Twenty Resource Guide

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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 NC State. We are happy to share that the 12Twenty UI is accessible and compatible with any device: phone, tablet, or computer.

To create your account, simply follow the steps below. If you need assistance with 12Twenty please contact Connie Fowler in our Career Center at cgreavis@ncsu.edu.

1) Navigate to *https://mba-ncsu.12twenty.com/login*

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 if their account has been pre-authorized by a school admin.
- For assistance logging in, please review this article.

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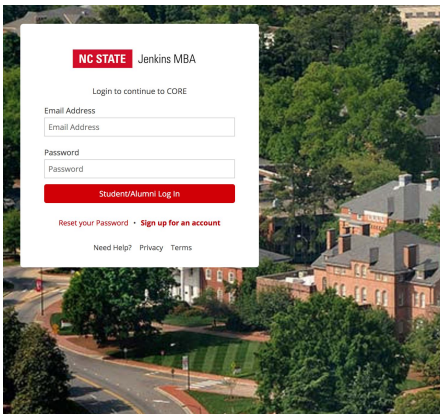

Profile Set Up

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

Step-by-step guide for setting up your student profile:

1) Log in, select the profile tab from the left side nav bar
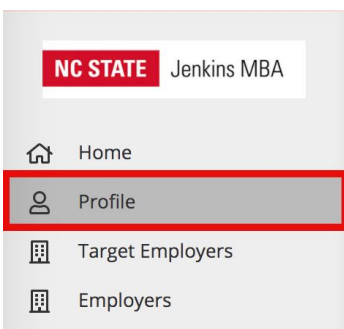
2) Add a professional photo of you!

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

3) Update your Headline
- Your 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!

4) Complete your "Background" tab
- This information helps us get to know YOU and assist you in finding the right job and networking opportunities.
- Some 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.
- *Note: You can opt out anytime by updating your Account Settings.*

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- Click the pencil icon next to each section on the background tab, a pop-up appears.

5) Click the "Update" button to save your changes. Your newly created profile is ready to go!
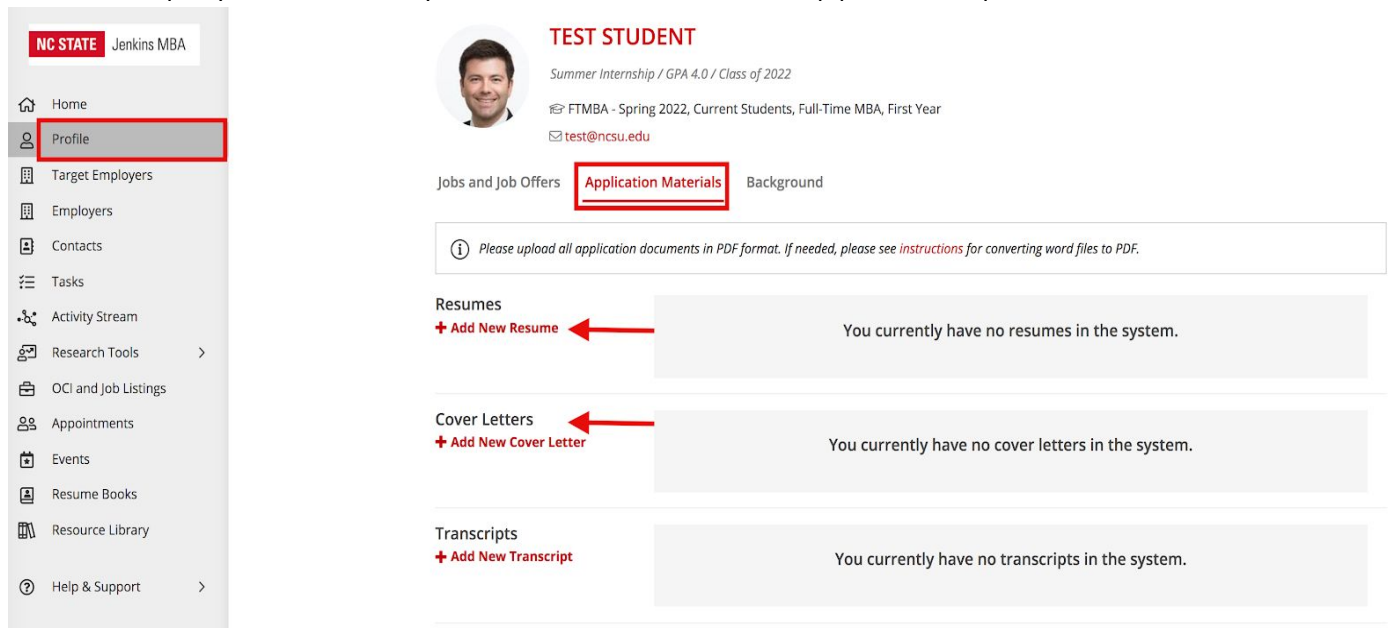
6) Keep your Career "Preferences" section updated

To stay informed with the latest career resources, events, jobs, and interviews that match your unique preferences frequently update the "Preference" section of your profile with industries,

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functions, practice areas, and geographic locations of interest to you.

Upload Application Materials

1) Use 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."
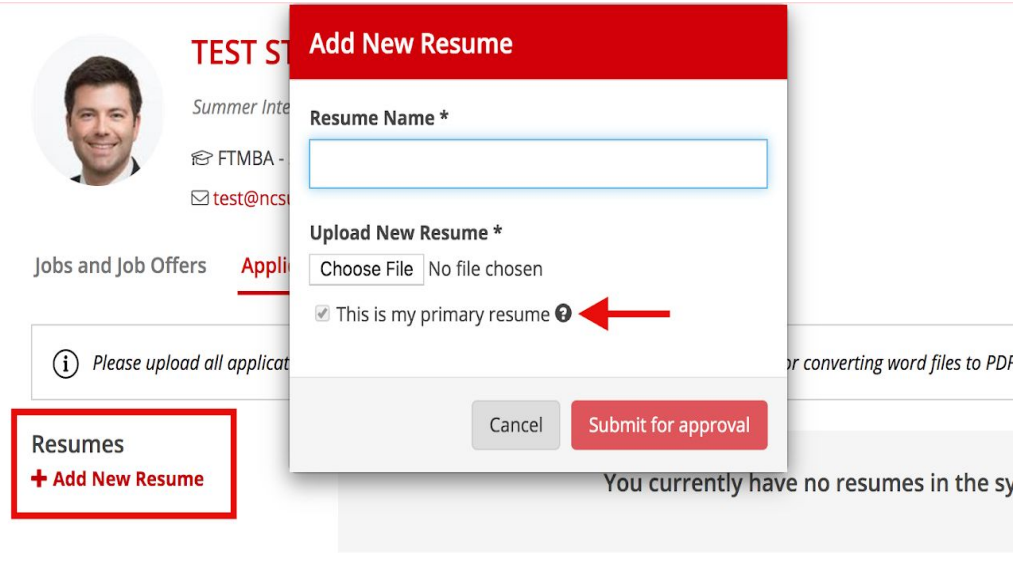

2) In the Resume Section: Check the "This is my primary resume" box to feature one resume in the Employer Candidate Search module.
- This module allows Employers to filter for candidates who match their hiring criteria.

- If your profile and resume match what the employer is seeking in a candidate, they can reach out to you with the job opportunity.
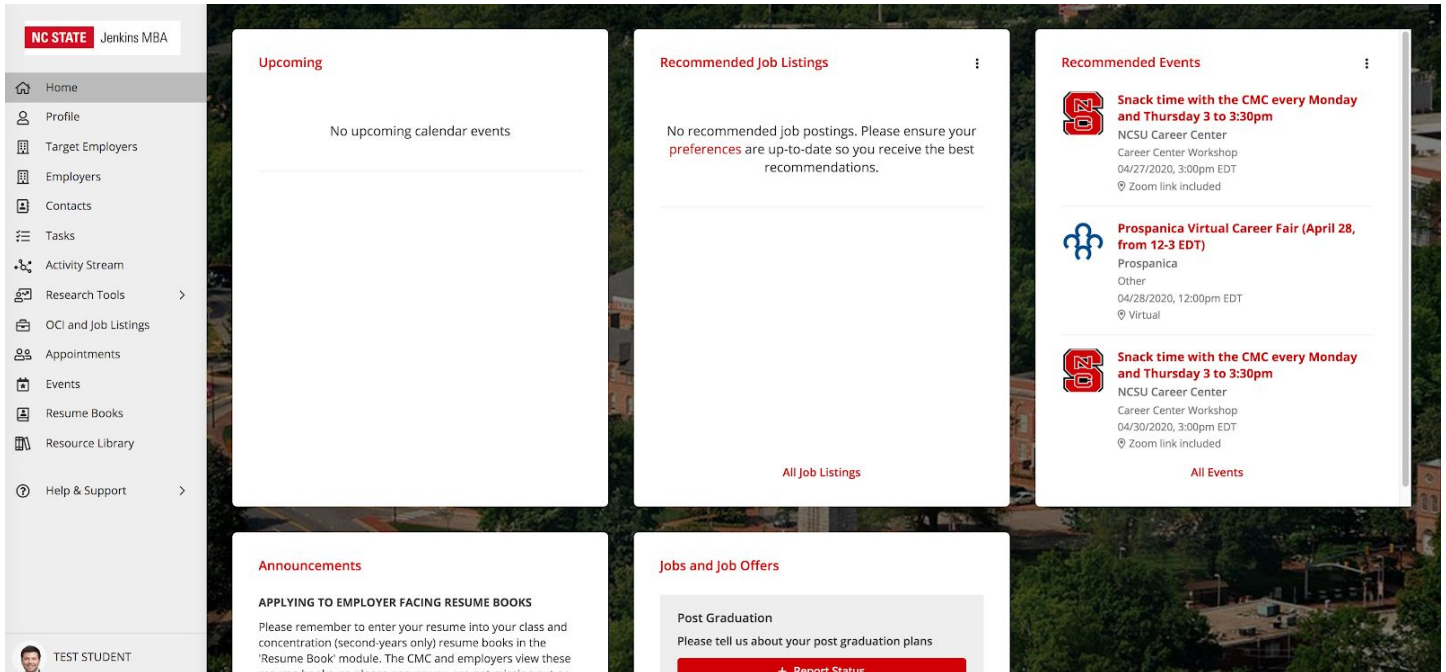
Note: Resume Approval is enabled for students, meaning your resume goes through a "review and approval" process before you can begin to use it as an official document for job postings, interviews,Candidate Search, and event registrations. Click the "Submit for approval" button to initiate the resume approval process with the career services team. We will reach out to you with any feedback.

Homepage

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

- **Upcoming** - This tile lists upcoming appointments, events, and interview commitments for which you registered within the platform.
- **Recommend Job Listing** - This tile recommends 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 are 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.
- **Jobs and Job Offers** - Quick access to submit new internship and post-grad outcome data.

Jobs and Job Offers

The Outcome Survey is a tool we use for gathering employment experience data from current and graduating students. We collect this information so 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 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 "Jobs and Job Offers" tile and select the options Post Graduation or Internship.

This takes 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! We are here to help you every step of the way.

Post Graduation Outcome Options

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TEST ST...
Summer Inte...

🎓 FTMBA -

✉ test@ncs...

Jobs and Job Offers   Appli...

Post Graduation

Internship

Before School

Report Status ✖

Post Graduation
Please tell us about your plans

[Pending Job]

[Accepted Job]   ←

[Sponsored Job] ❓

[Own Venture] ❓

[Seeking Employment]

[Continuing Education]

[Postponing job search]

[Not seeking for other reasons]

...t your post graduation plans

Report Status

...about your experience

eport Experience

Please tell us what you were doing before starting school

＋ Report Job

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

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NC STATE | Jenkins MBA

- ⌂ Home
- ☺ Profile
- ▤ Target Employers
- ▤ Employers
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- ☰ Tasks
- ⋅ℷ Activity Stream
- ⧉ Research Tools >
- ⊟ OCI and Job Listings
- ☵ Appointments
- ☱ Events
- ▤ Resume Books
- ▥ Resource Library

- ⦾ Help & Support >

☺ TEST STUDENT

New Position While in Program - Offer Accepted
(*) indicates a required field.

Basics

Employer * ❷
[Employer]

Detailed Industry * ❷
[-- Please select an Industry -- ▾]

Job Title * ❷
[Job Title]

Detailed Function * ❷
[-- Please select a Job Function -- ▾]

Number of Employees
[-- Please select a value -- ▾]

Location

Job Country *
[Job Country]
☐ Location not yet determined

Job City *
[Job City]
Example: Philadelphia - PA or London - England

Address 1 *
[   ]

Complete the survey as fully and accurately as possible
All fields with an * are required
However, completing all fields possible helps your community

Postal Code *
[   ]

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

Offer Received Date ❷
[MM/DD/YYYY]

Offer Accepted Date * ❷
[MM/DD/YYYY]

Start Date * ❷
[MM/DD/YYYY]

End Date * ❷
[MM/DD/YYYY]
☑ No end date

Date of First Offer (Post-Graduation) ❷
[MM/DD/YYYY]

Compensation (USD)

Base Salary * ❷
[$] [per year ▾]

Expected Commission
[$] [per year ▾]
☐ Do not expect to receive Expected Commission

Expected Bonus * ❷
[$] [per year ▾]
☐ Did not receive an Expected Bonus

Guaranteed Bonus * ❷
[$] [per year ▾]
☐ Did not receive Guaranteed Bonus

Other Guaranteed Compensation * ❷
[$] [per year ▾]
☐ Did not receive Other Guaranteed Compensation

Carried Interest * ❷
[$ ▾] [per year ▾]
☐ Did not receive Carried Interest

4) After completing the quick survey, the reported Outcome displays in the "Jobs and Job Offers" tab of your profile

- You can update your outcome at any time by clicking either the "Report Experience" or "Report Status" button within the "Jobs and Job Offers" tab of your profile. You can also edit the outcome by clicking the ellipse button to the right of the outcome

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Your Name

Describe yourself... What's your headline?

🎓 FTMBA - Spring 2020, Current Students, Full-Time MBA, Second Year

✉ j **your email**

📧 Send Email

Jobs and Job Offers   Application Materials   Background   Admin   More ▾

Post Graduation
+ Admin: Add Rumor ❓
+ Admin: Unreported

SAS
Global Ag Consultant
06/22/2020 - Present
Offer Accepted
Approved by Caren Howley (unapprove) · Included in Reporting · Last Edited: 05/11/2020

🔍 ⋮

Not seeking for other reasons
Approved by Connie Fowler (unapprove) · Excluded from Reporting · Last Edited: 05/11/2020

🔍 ⋮

PHINITE
MASTER OF GROWTH
Offer Date: 10/01/2019
Offer Rejected
Approved by Caren Howley (unapprove) · Excluded from Reporting · Last Edited: 04/24/2020

🔍 ⋮

Have another post graduation status to add? Let us know here...

+ Report Status

Internship
+ Admin: Add Rumor ❓
+ Admin: Unreported

Grantham Environmental Trust - Summer 2019
Agricultural Business Consultant
Internship - Offer Accepted
Approved by Olivia Hale (unapprove) · Included in Reporting · Last Edited: 08/09/2019

🔍 ⋮

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.
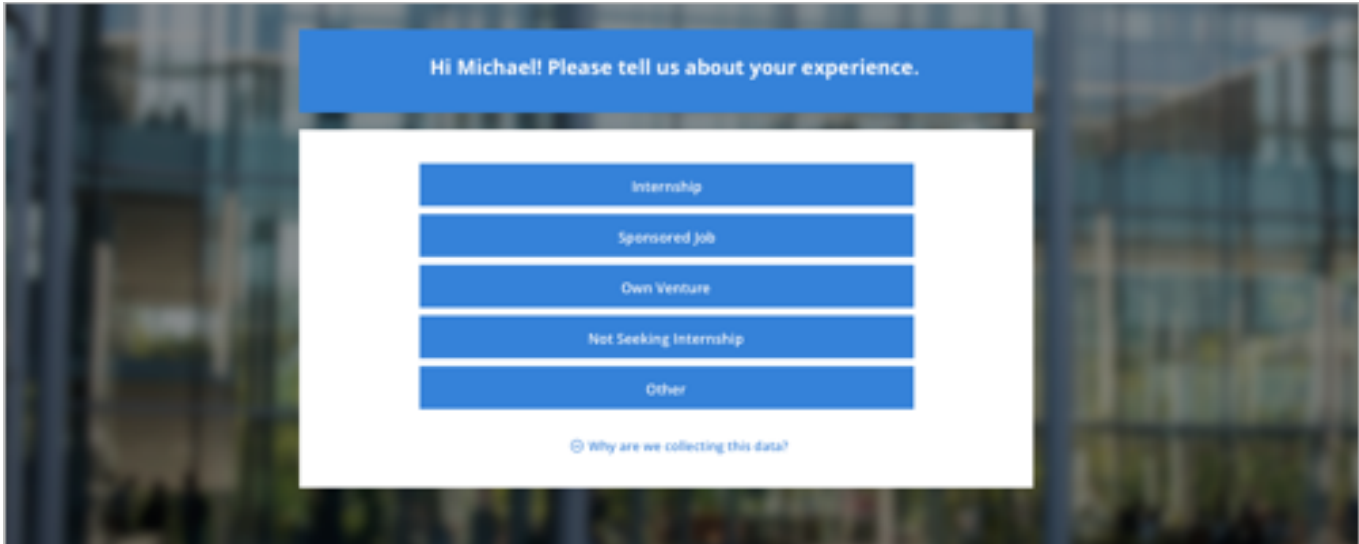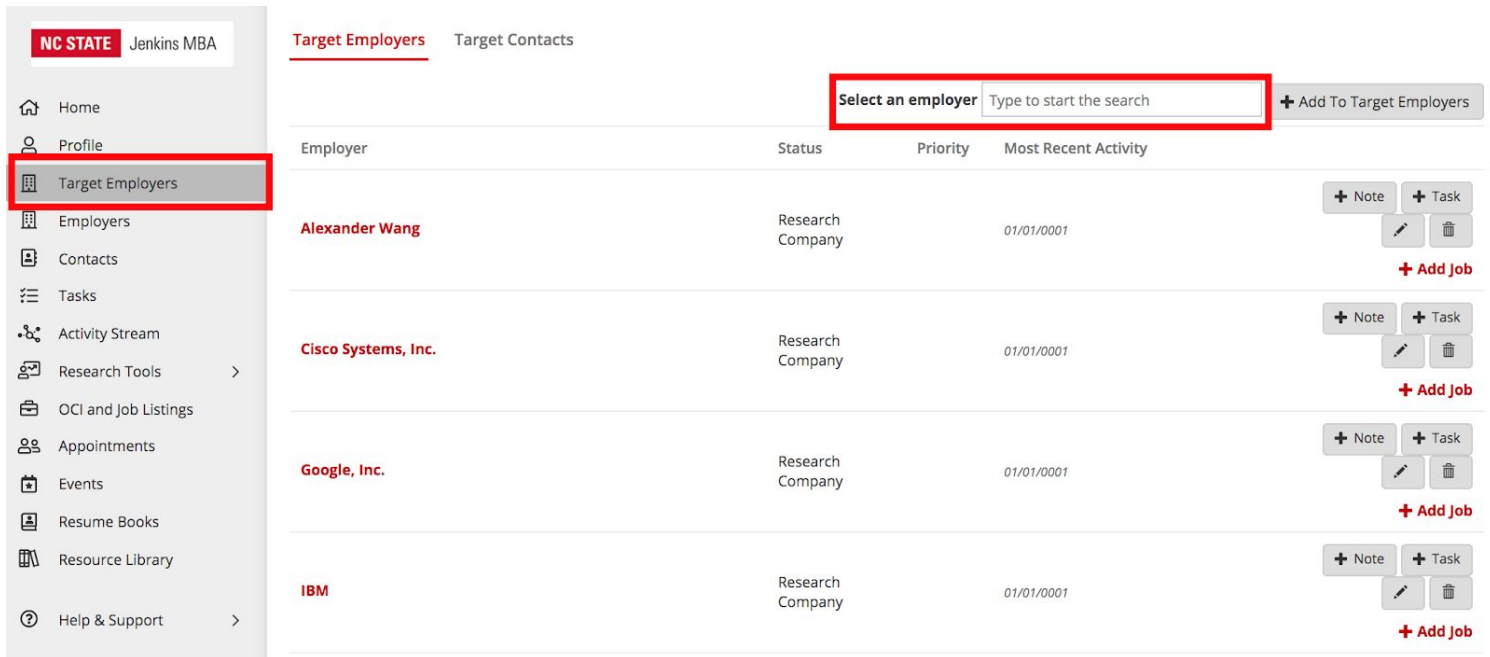
Target Employers/Contacts

This is a powerful tool for tracking your contact network and excellent for keeping your job search organized. Your very own personal CRM tool!

You can use these tools to track the employers in which you are interested, 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) Navigate to the "Target Employers" module from the left 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 "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.
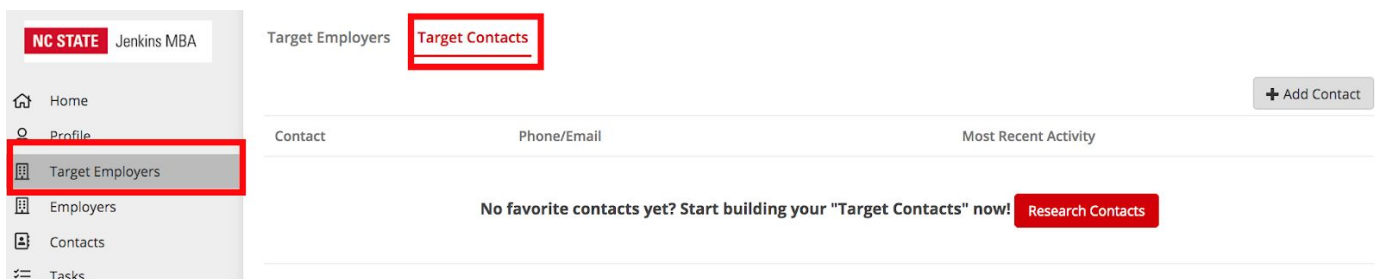
2) Use the "Target Contacts" tab in the Target Employers module to track the growth of your professional network

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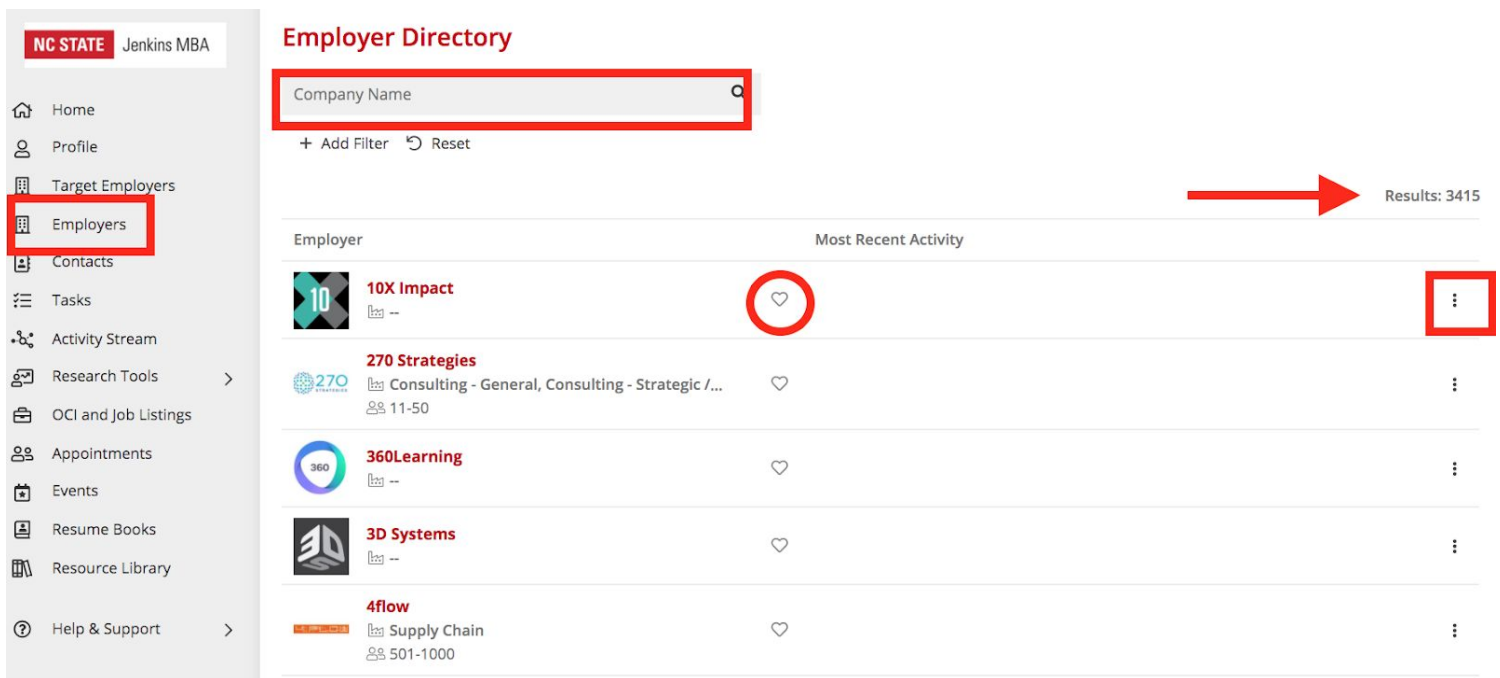
You will be able to track all of your to-do's and next steps using the "Tasks" module. This is where you can set up appointments, events and schedule critical to-do reminders.

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Employer and Contact Directory

This tool helps 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 Management Center updates the list as new employers join the network.

1) Navigate to the Employers Directory from the left nav bar
- From this tab, you will see all the employers that NC State 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.
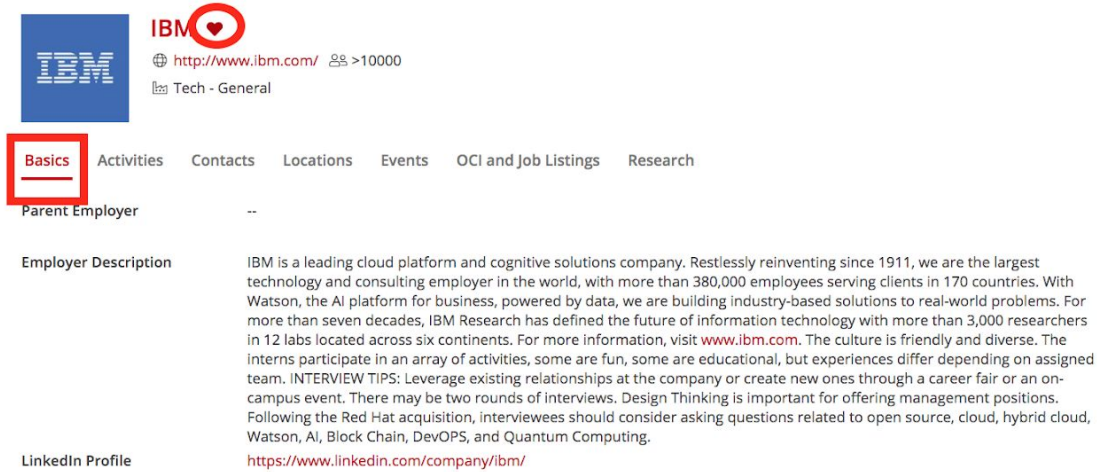
2) Click the Employer name in the Directory list to explore their "Employer Profile"

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

- **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.

- **Locations Tab:** Shows all the locations into which the Employer has traditionally hired our students. 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 of the employers' hiring trends from our school. This data is anonymized and unique to our school.

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

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

- **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.

3) Click 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 the "Heart" icon to add this person to your "Target Contacts" list

- **Basics Tab:** Shows you the person's contact information and alumni status.
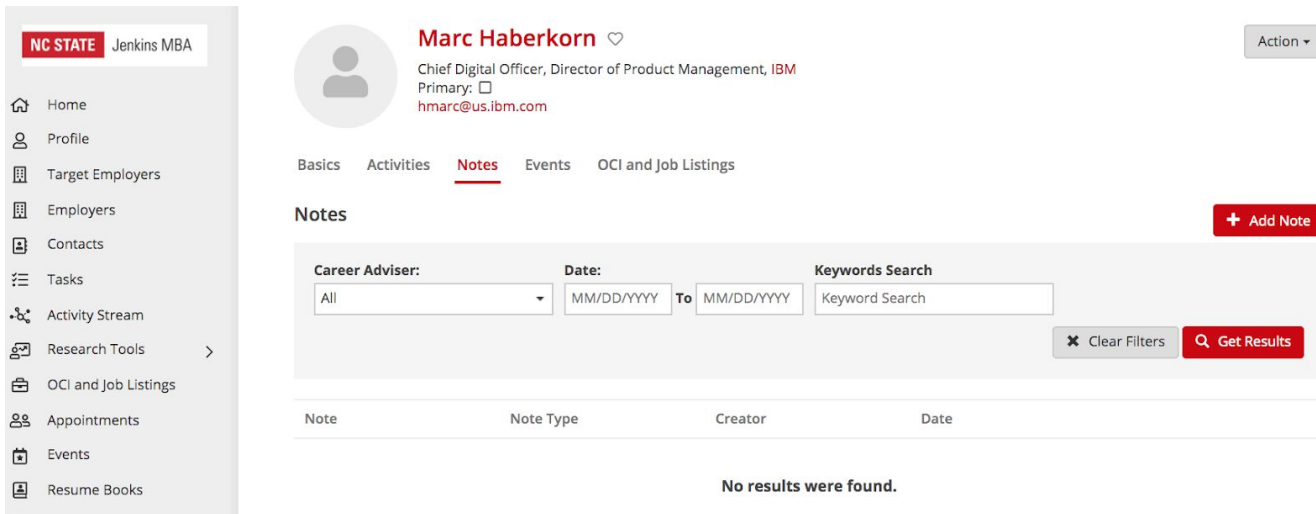
- **Activities / Notes Tab:** Shows a historical view of all **your** recruiting activities (notes, tasks, meetings) related to the Contact. You can also see tips and resources shared by your career services team based on their relationship with this contact.
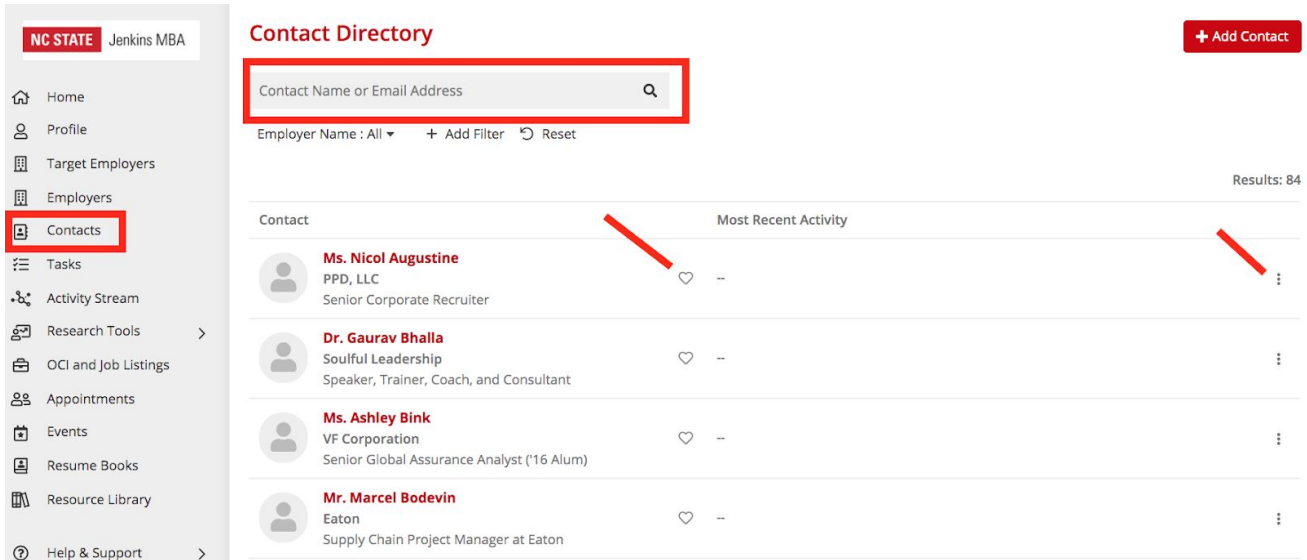
- **Events Tab:** Shows if this Contact has attended any recruiting events(past and present).

- **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, navigate to the Contact Directory module
- Here, you see all Contacts that your career center has relationships with that are available for networking engagements.
- Click 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 the Contact's name in the Directory list to explore their "Contact Profile"
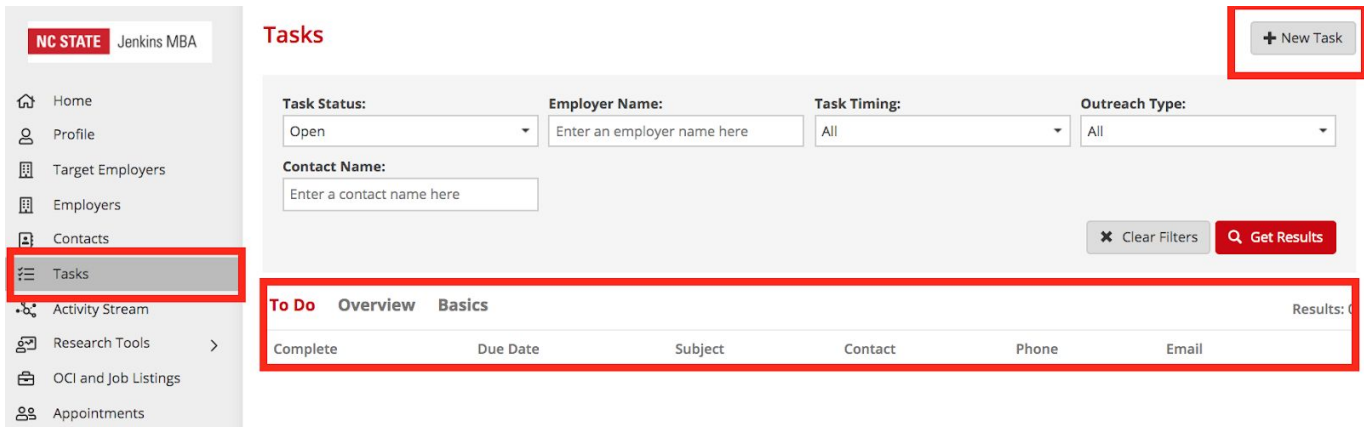
Tasks

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

1) **Navigate to the "Task" module on your left nav bar**

   ● Complete an outstanding task by clicking the "Complete" button and later see it when you filter for "Task Status = Complete"
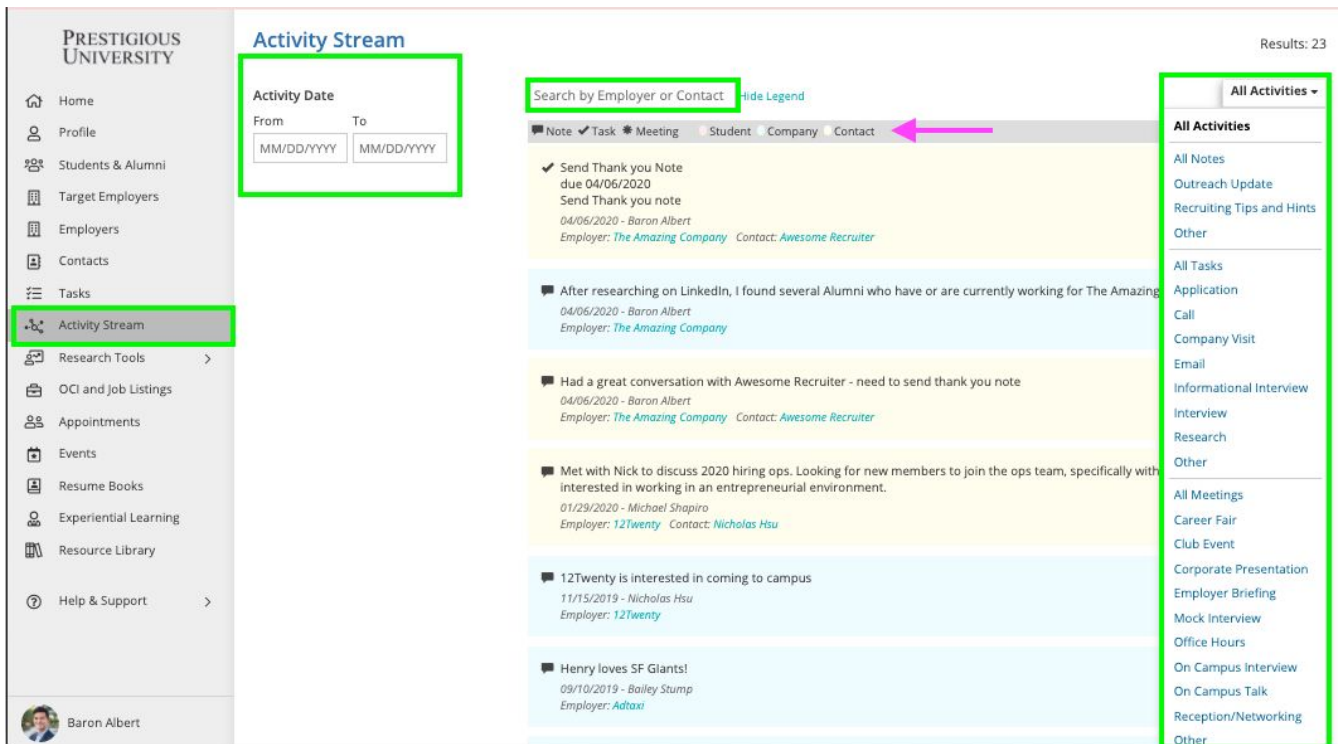
2) **Add a new task to the list by clicking the "+ New Task" button and filling in the pop up form**

Activity Stream

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

1) Navigate to the "Activity Stream" module from your left nav bar
- Easily search through all the active and historical actions taken with the 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.

Research Tools

The Research Tools module allows 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. You are able to learn about potential career paths 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 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:
   - 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	Location	Other
Employer	City	Job source: Consolidated	
Job Title	Metro Area	Was this your summer internship?
Industry: Consolidated	Detailed	US State/Canada	Is this company a startup?
Job Function: Consolidated	Detailed	Province	
	Country	
	North America Region	
	World Region	

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.

There are 5 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.

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 their offered salary compares to other salaries offered in their selected industry.

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

- "What did previous graduates who went 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.

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Job Details

| Employer | Job Title | Function | Industry | Experience | Location | | Display: Top 10 ▾ |

American Airlines Add Filter

5

Caterpillar Add Filter

2

SFL+a Architects Add Filter

2

VF Corporation Add Filter

2

ALDI Add Filter

1

Biogen Add Filter

1

Burt's Bees Add Filter

1

CSX Add Filter

1

FedEx Add Filter

1

Planning Communities Add Filter

1

Offer Timeline

The Offer Timeline is a tool that depicts a bar graph by month 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 they can focus their job search efforts.

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

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  - Offer Timeline
  - Offer Job Source
  - Offer Trends
- OCI and Job Listings
- Appointments
- Events
- Resume Books
- Resource Library
- Help & Support >

Timeline

Find out how various employers, industries, functions, cities or other attributes are distributed in regards to the timing of when job offers are received.

Industry   change

School/Network ❓	Program ❓	Job Phase ❓	Graduation Year ❓	Industry
NC State University | Jenkins MBA	FTMBA	Post Graduation	All	Other

Offer Status	Exclude Sponsored Jobs	
Accepted Offers	Yes	🔍 Get Results

Total Job Offers By Month

Jul* 0, Aug 0, Sep 0, Oct 1, Nov 2, Dec* 1, Jan 0, Feb 3, Mar 3, Apr 2, May * 3, Jun 2, Jul 3, Aug 1, Sep 1, Oct 0, Nov 0, Dec 0
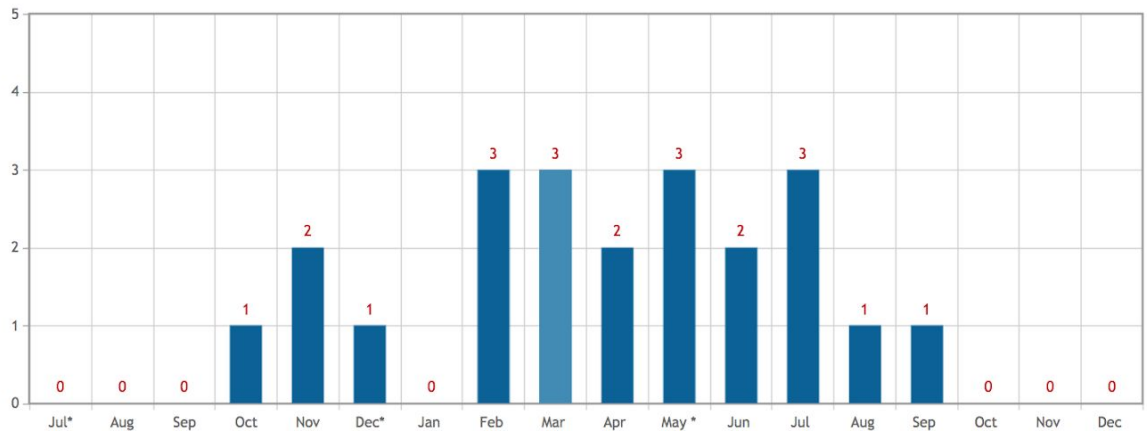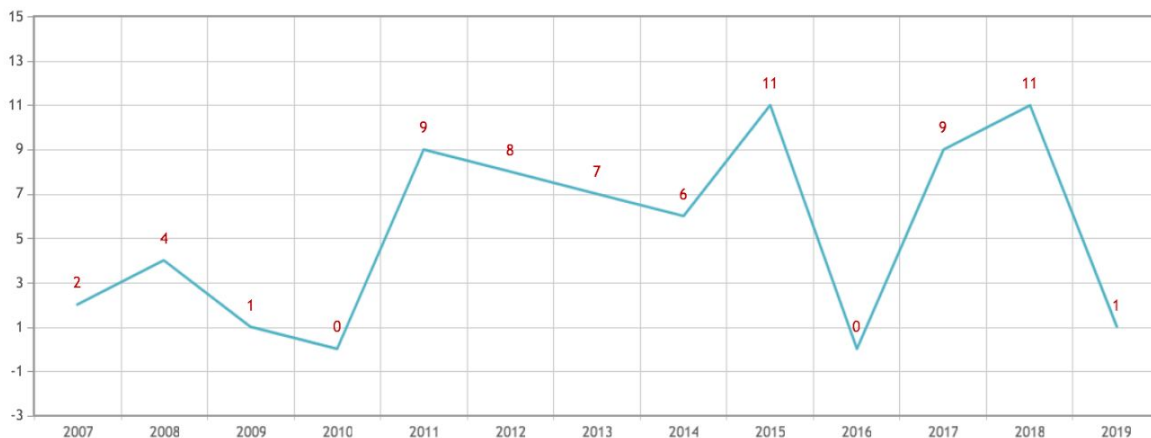
Notes
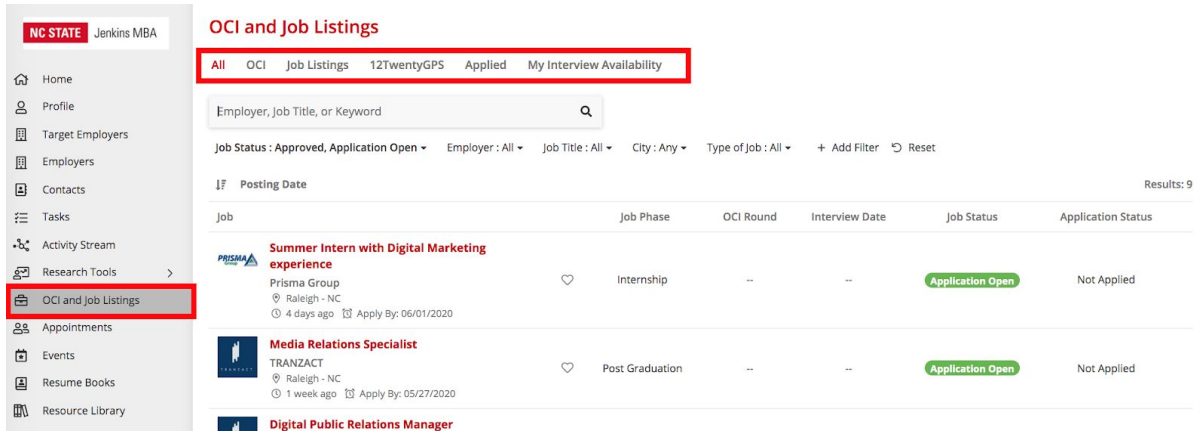
1. The results above are based on data from the year 2020. Depending on your filters, this report may appear differently from information published by your career center.
2. Months listed with an asterisk denote months when students graduated.

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 so 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.

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 the "OCI and Job Listing" module from the left nav bar
- **All Tab -** Shows you every type of opportunity for which you can apply. 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 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.

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 postings you want to return 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 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.

6) Click the "Apply" button 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 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.

Career System Application:

- If the employer has requested 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**: *upload all documents in PDF format to ensure employers can easily download these into an* "Application packet."

Attachments

📎 Private Equity Associate - MBA.pdf

Application Information

Application Method(s)	Apply via External Link
	External Job URL: https://halstatt-legacy-partners.breezy.hr/p/3782ef71c1d9
	External ID:
Application Documents	Resume (Required)

Primary Job Contact

Contact	Robbie Sutkay
	5400 Etta Burke Court
	Suite 200-B, Raleigh - NC, 27606

Remember 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

Often employers partner with our Career Management Center team to host Interviews for their open listings (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 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 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 the "heart" icon to "favorite" a listing.

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

- You will see the employer's interview and hiring criteria, application deadlines, and the application documents 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.

4) On the next screen, you are 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."*

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.
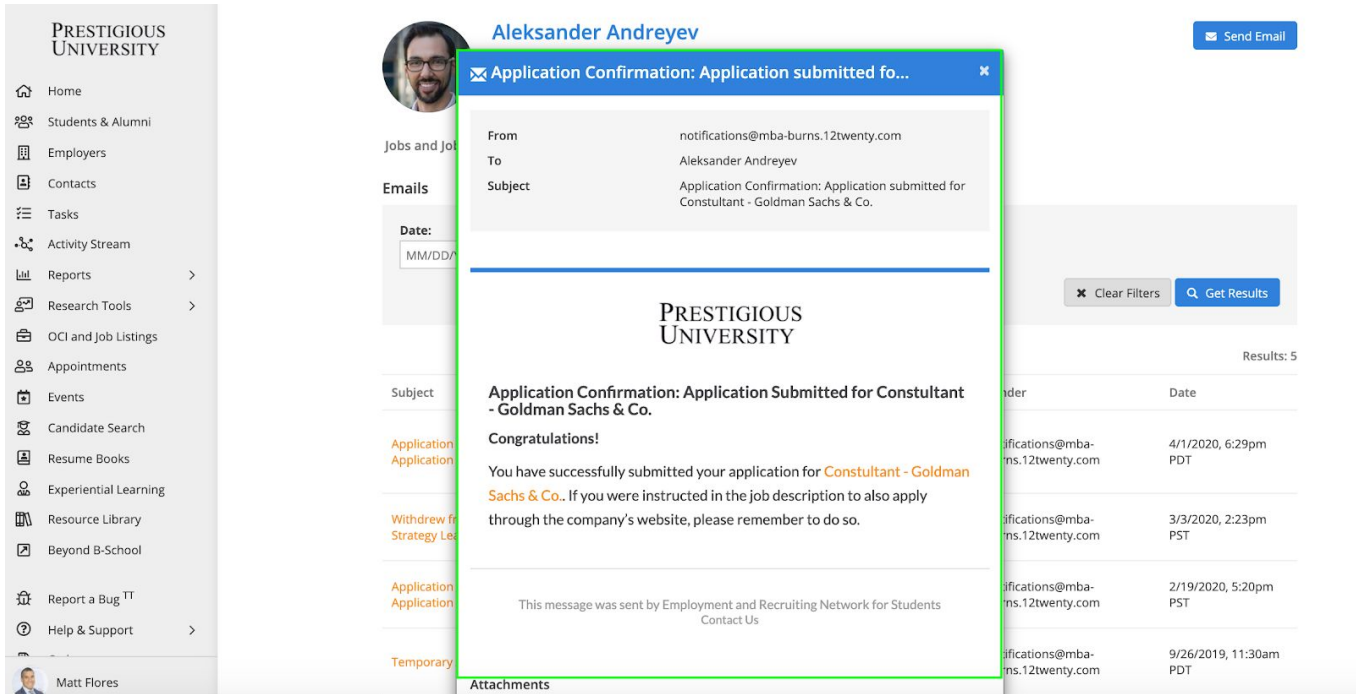
Congratulations!

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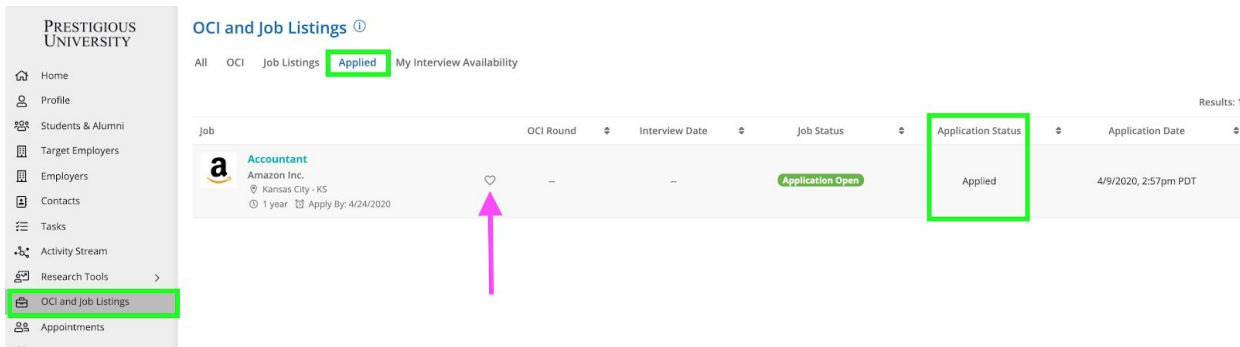
Pertinent Details

Location   Palo Alto - CA (United States)

Back to Job Details

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.

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).

12TWENTY

Please Confirm

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

Cancel   OK

	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

PRESTIGIOUS UNIVERSITY

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- Activity Stream
- Research Tools
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- Appointments
- Events
- Resume Books
- Experiential Learning
- Resource Library
- Beyond B-School

PRESTIGIOUS UNIVERSITY

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- Events
- Candidate Search
- 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...**   ✕

Jobs and Job

Emails

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

Date:

MM/DD/

✕ Clear Filters   🔍 Get Results

PRESTIGIOUS UNIVERSITY

Results: 7

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

Subject		der	Date
Signup for t Constultant		ifications@mba-rns.12twenty.com	4/1/2020, 6:44pm PDT
Interview In for Constult		ifications@mba-rns.12twenty.com	4/1/2020, 6:38pm PDT
Alternate P Required		ifications@mba-rns.12twenty.com	3/31/2020, 2:32pm PDT
Alternate		ifications@mba	3/31/2020, 3:30pm

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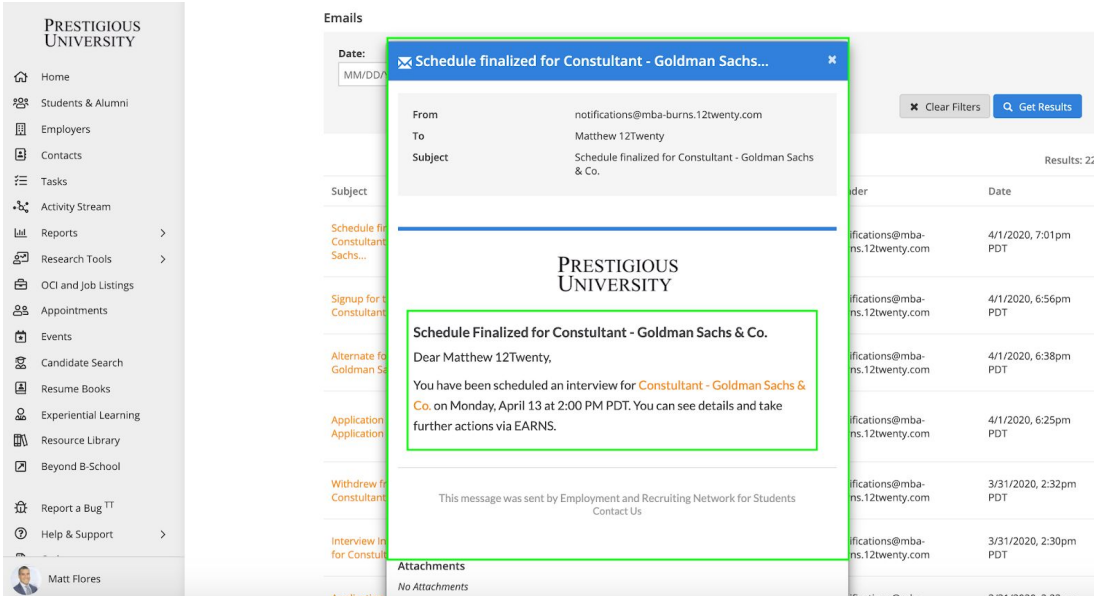
Appointments
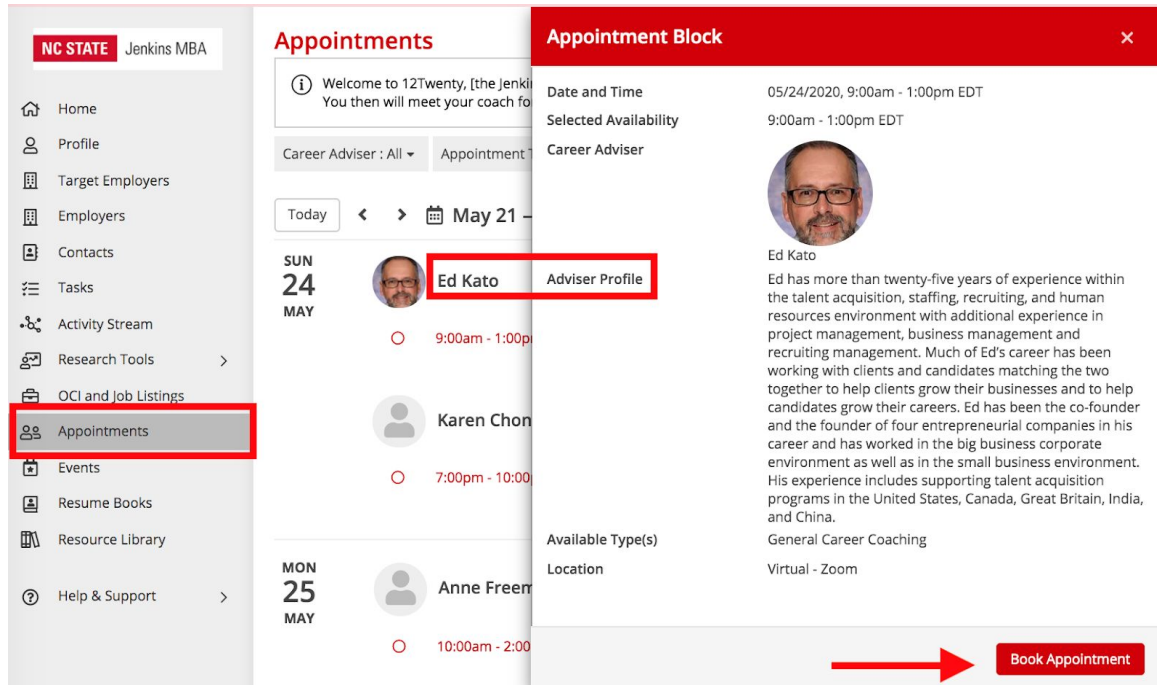
The Appointments tool helps you stay connected to your career coach - whether on-campus or virtual. These one-on-one meetings can address all aspects of career planning including: resume and cover letter drafting, application procedures, market and employer information, industry/practice area career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

1) 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).
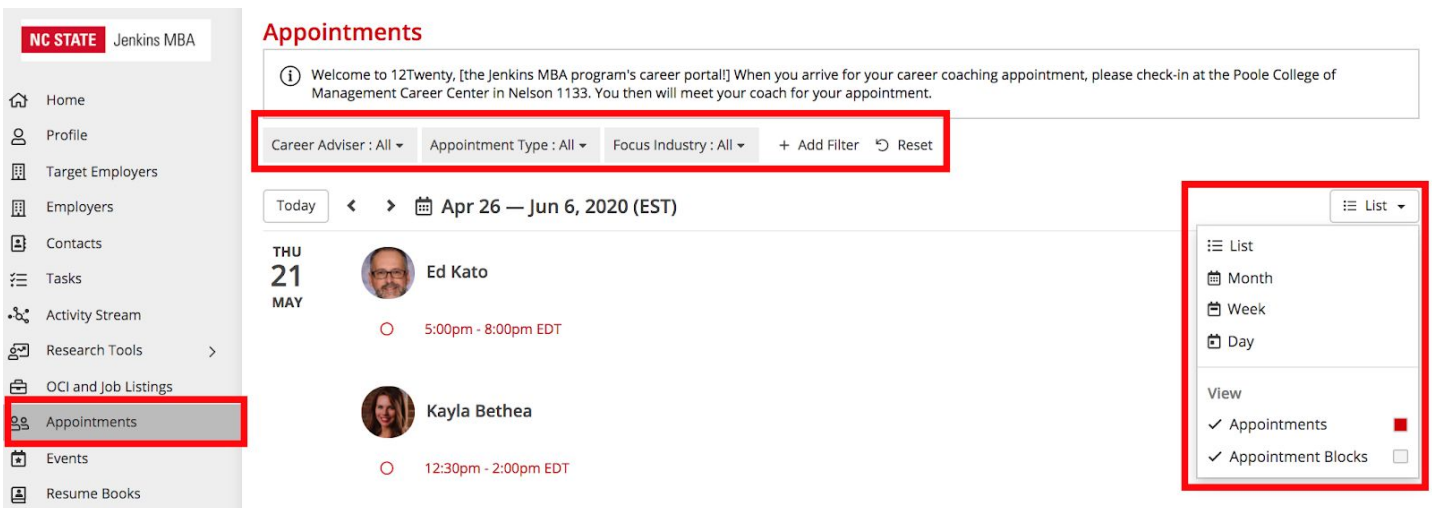
2) Simply click your preferred appointment block/time and the "Book Appointment" button

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.

4) Don't forget to add any supporting document as an attachment!
- The "Attachments" area is excellent for notifying your career coach about 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 coach.
- 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.

![12TWENTY logo]

✉ Appointment Scheduled with Grant Southwick. ✕

From	notifications@prestigiousburns.12twenty.com
To	Baron Albert
Subject	Appointment Scheduled with Grant Southwick.

PRESTIGIOUS UNIVERSITY

Appointment Scheduled with Grant Southwick

Dear Baron Albert,

Your advising appointment with Grant Southwick has been scheduled.
Appointment Date: 4/13/2020 1:00:00 PM
Student: Baron Albert
Burns Grad - Summer 2021, * All Students
Preferred Type: General Career Coaching
Location:
Additional Information: Excited to chat!
Attachments: None

- You can also add the appointment to your personal calendar by clicking the appointment block you just booked and clicking "calendar icon" next to the appointment date and selecting your calendar type from the dropdown.
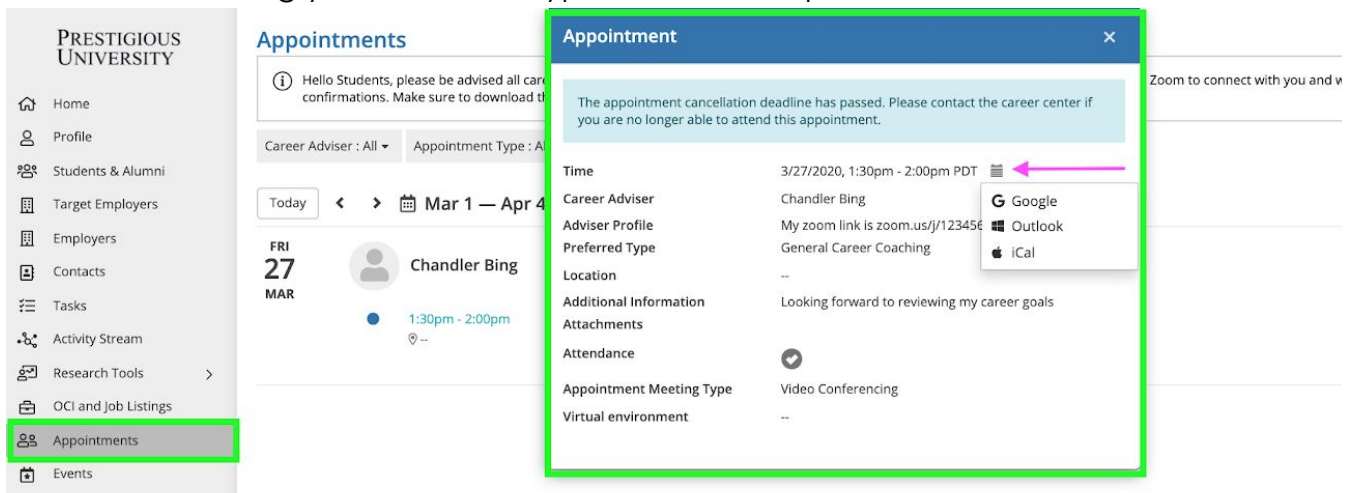
- Lastly, booked appointments display on the "Upcoming" tile of your homepage!
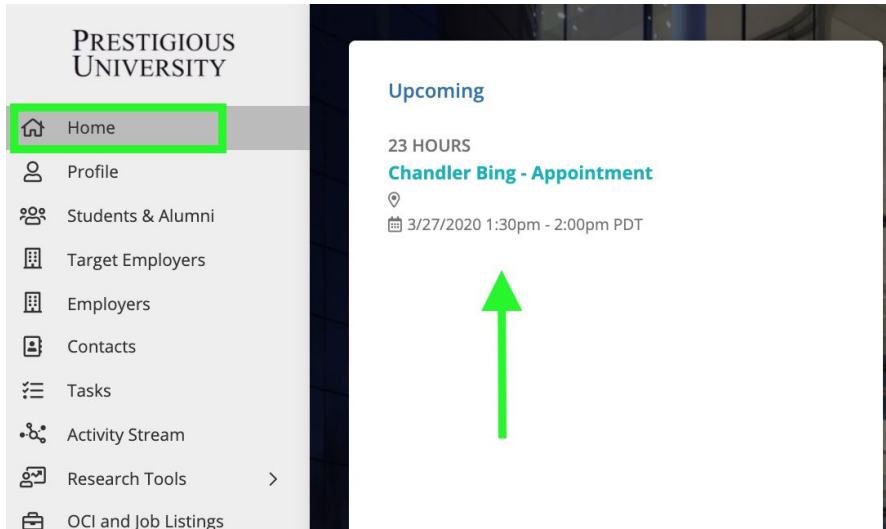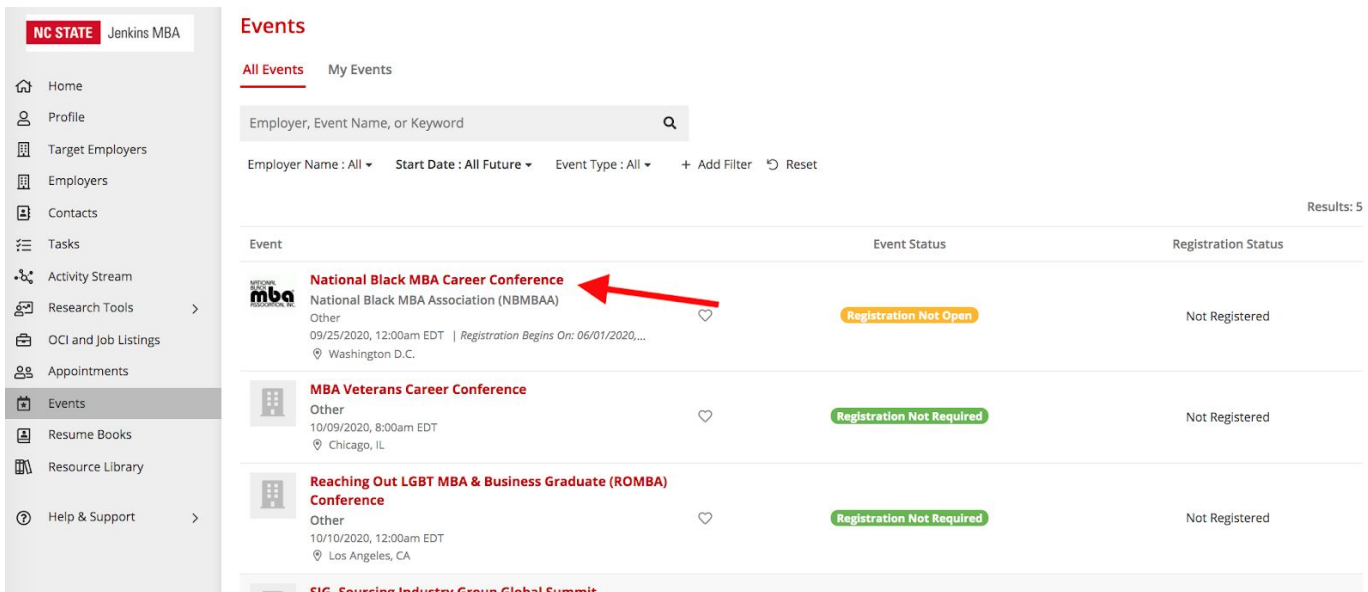
Events

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

1) Select the Events module to see 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 available job fairs.

2) Clicking the event name opens the event details page.

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

![12TWENTY logo]

NC STATE Jenkins MBA

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- Resume Books
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TEST STUDENT

National Black MBA Career Conference ♡
National Black MBA Association (NBMBAA)
Other
📅 Friday 09/25/2020, 12:00am - 11:00pm EDT
⏰ *Registration Period*: 06/01/2020, 10:00am - 09/24/2020, 11:45pm EDT
📍 Washington D.C.

ⓘ The event registration is not yet open. Please wait to register until the registration period begins.

Event Details

The National Black MBA Association® (NBMBAA) is the nation's premier organization for black business
professionals to convene for networking, leadership development, and career opportunities.
The National Black MBA Association® is excited to announce Washington, DC as the home for their 42nd Annual
Conference and Exposition, taking place September 22-26, 2020. The organization will also celebrate a major milestone
as it commemorates its 50th anniversary year.

The National Black MBA Association® Annual Conference and Exposition is one of the largest professional development and job
recruitment events in the nation. Each year, this successful affair attracts more than 9,000 business-minded attendees who are
fascinated to know about topics including career, education, entrepreneurship, lifestyle and leadership. The NBMBAA Annual
Conference offers a myriad of opportunities designed to meet your professional development, branding, recruiting, retention, and
corporate citizenship goals. Don't miss out on member discounts and become a member today!

To learn more visit their opportunities page
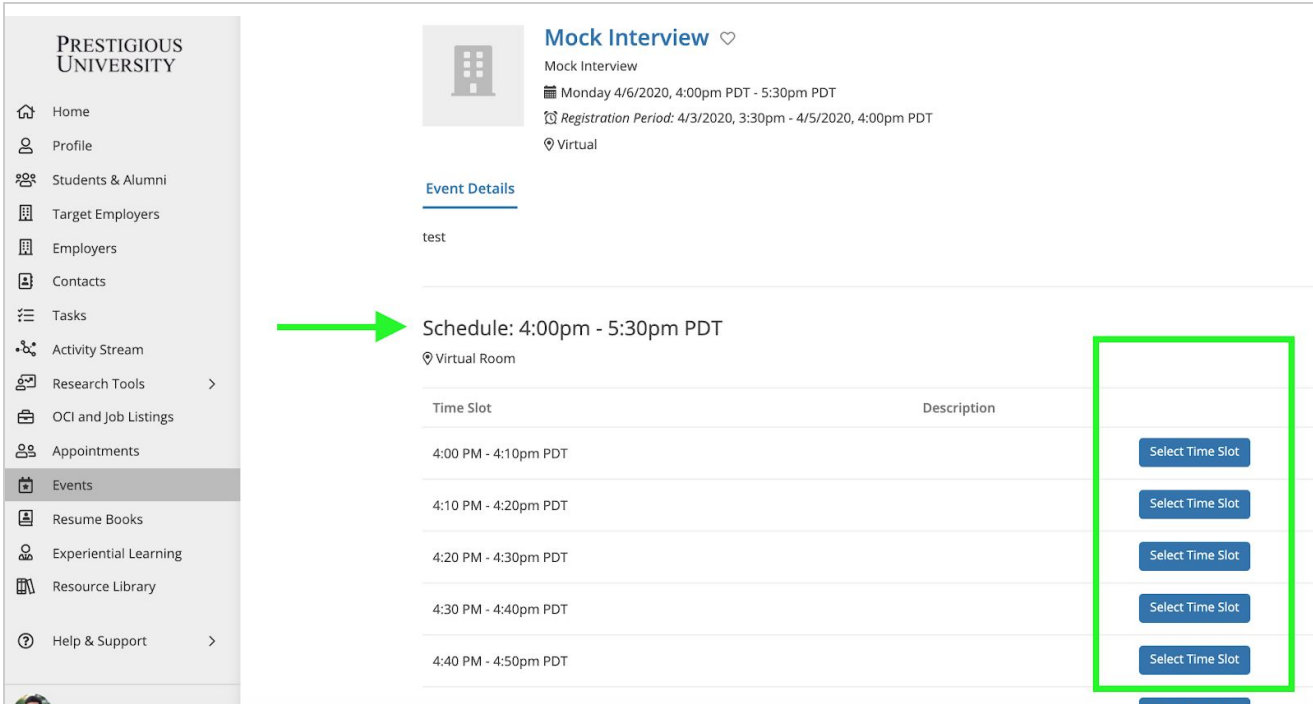
Sep 22-26, 2020 | Washington D.C.

To register, visit their website

YOU CANNOT REGISTER FOR THE CONFERENCE THROUGH 12TWENTY, YOU MUST REGISTER THROUGH THE CONFERENCE WEBSITE!

VISIT THE CONFERENCE WEBSITE FOR REGISTRATION DEADLINES!

Event Info

Event Format	Off Campus
# of Attendees Permitted ❓	100
Target Audience	--
Dress Attire	Business Professional
Presenter	--
Industry	--
# of Registrants	--
Work Authorization ❓	All Work Authorizations Accepted

❖ Some events are "time-slotted" like Mock Interviews and Coffee Chats so you'll be able to register for a specific time
   ● On the Event Details tab of a "time-slotted" event, simply click "Select Time-Slot" button to select your time
   ● *Note: Students may only register for one time-slot per event.*
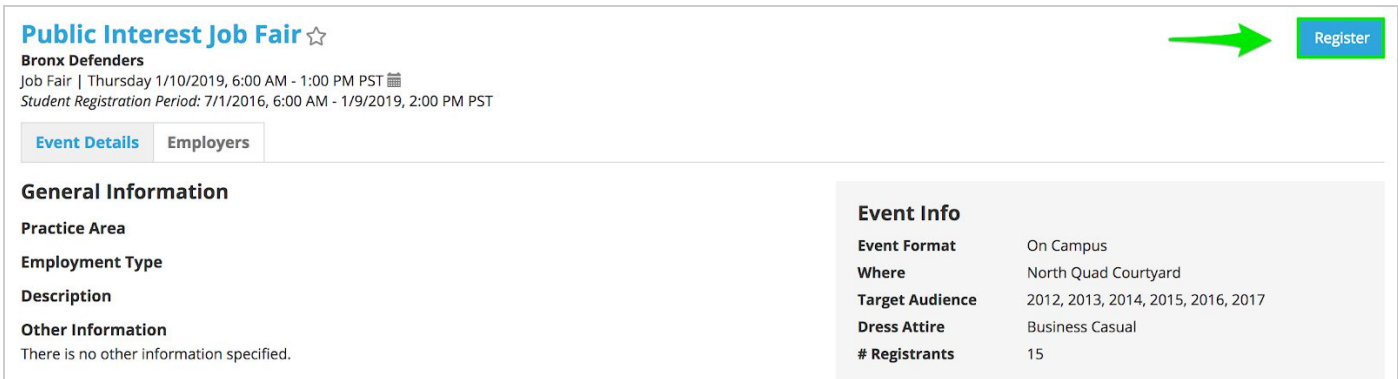
❖ Some events like Job Fairs allow employers and students to register for the event which gives you the opportunity to see a list of all the employers that plan to attend the event. This allows you to do your research before the event start date.
  ● On the Event page, you will be able to click the "Employers" tab of the event to see and search through a list of all attending employers

3) Submit required Event registration documents (as needed)
  ● Some events may require you to submit a document to confirm your registration.
  ● Once you click "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
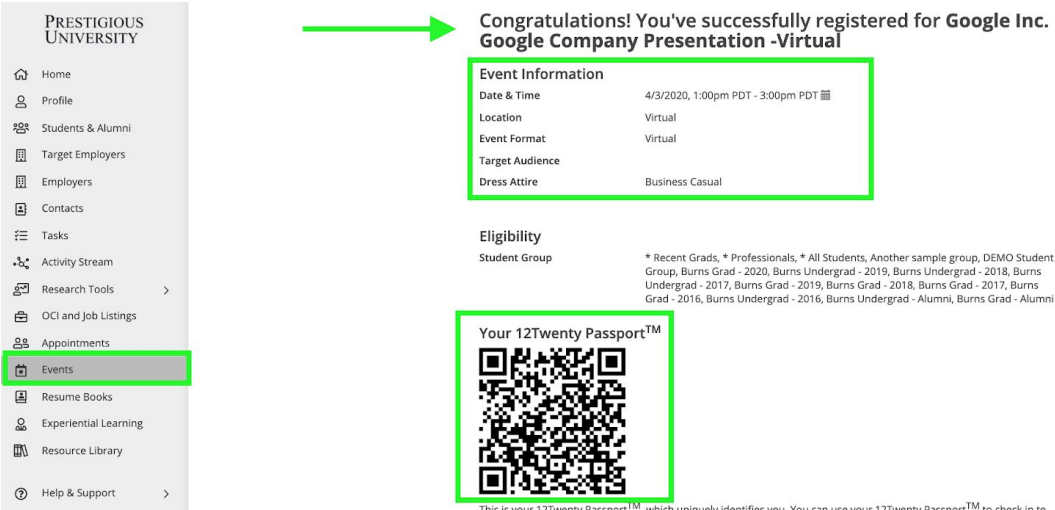
> ❶ *Please upload all application documents in PDF format. If needed, please see* instructions *for converting word files to PDF.*

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

PRESTIGIOUS UNIVERSITY

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- 🏛 Employers
- 📇 Contacts
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- 🗨 Research Tools   ›
- 📁 OCI and Job Listings
- 👥 Appointments
- 📅 Events
- 📖 Resume Books
- 👤 Experiential Learning
- 📚 Resource Library
- ❓ 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.
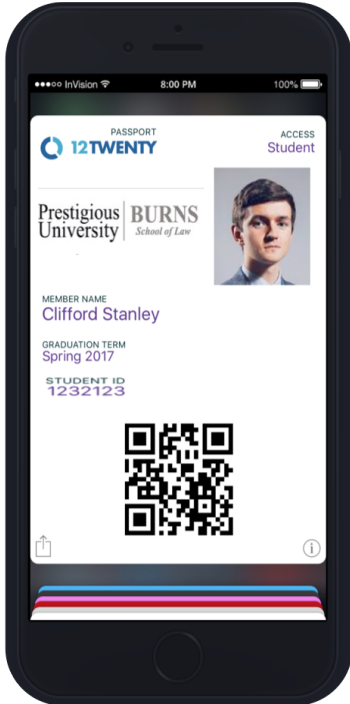
Resume Books

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.

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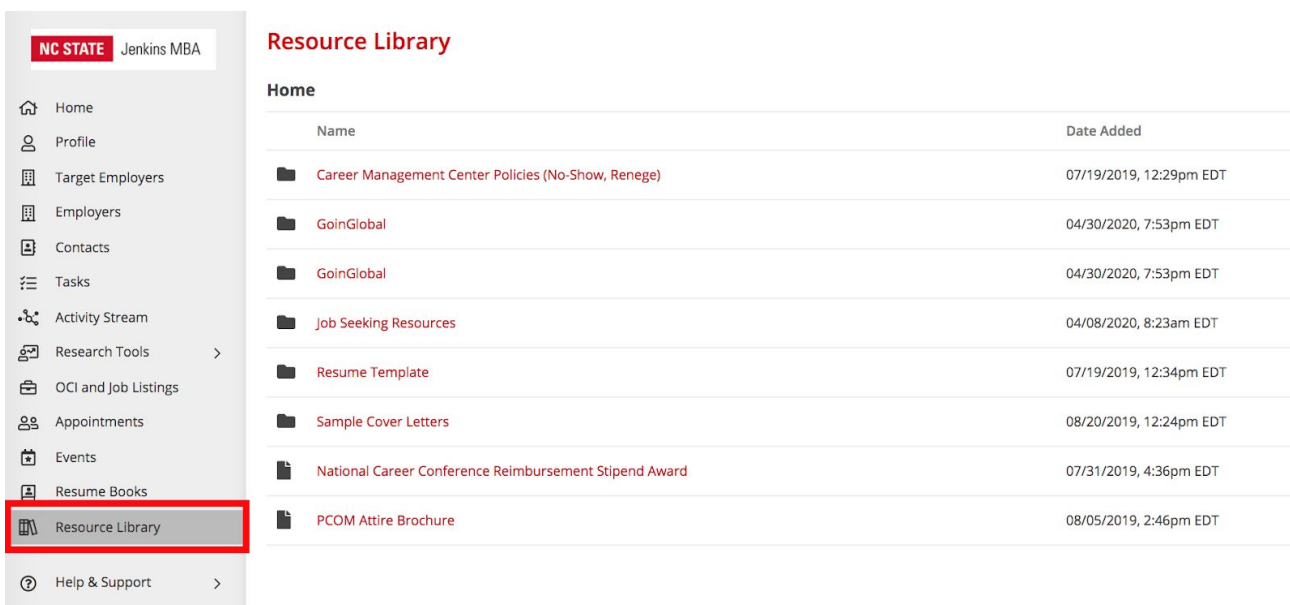
You submitted your resume 11/16/2018, 12:08 PM PST.

⎙ View your resume

Resource Library

This powerful tool allows you to access 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 click a folder to see the folder's content.

Resource Library

Home

Name	Date Added
📁 Career Management Center Policies (No-Show, Renege)	07/19/2019, 12:29pm EDT
📁 GoinGlobal	04/30/2020, 7:53am EDT
📁 GoinGlobal	04/30/2020, 7:53am EDT
📁 Job Seeking Resources	04/08/2020, 8:23am EDT
📁 Resume Template	07/19/2019, 12:34pm EDT
📁 Sample Cover Letters	08/20/2019, 12:24pm EDT
📄 National Career Conference Reimbursement Stipend Award	07/31/2019, 4:36pm EDT
📄 PCOM Attire Brochure	08/05/2019, 2:46pm EDT

Left sidebar:
NC STATE Jenkins MBA
- ⌂ Home
- 👤 Profile
- 🏢 Target Employers
- 🏢 Employers
- 📇 Contacts
- ☰ Tasks
- ⚬ Activity Stream
- 🔧 Research Tools ›
- 💼 OCI and Job Listings
- 👥 Appointments
- 📅 Events
- 📄 Resume Books
- 📖 Resource Library
- ❓ Help & Support ›

2) Click any resource in the folder to be directed to that specific resource
- In this example we clicked the "Resume Template "folder. There are 4 resources in the folder.

12TWENTY

Resource Library

Name	Date Added
📄 Jenkins MBA Resume Style Guide 2020	05/07/2020, 7:23am EDT
📄 Resume Detailed Style Guide and FAQ 2020	05/07/2020, 7:24am EDT
📄 Resume Rubric	07/19/2019, 12:39pm EDT
📄 Resume Template 2020	05/07/2020, 7:20am EDT