

NC STATE
UNIVERSITY

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.



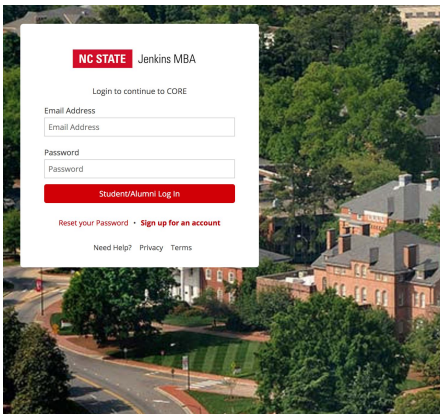
To create your account, simply follow the steps below. If you need assistance with 12Twenty please contact Connie Fowler in our Career Center at cgreavis@ncsu.edu.

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

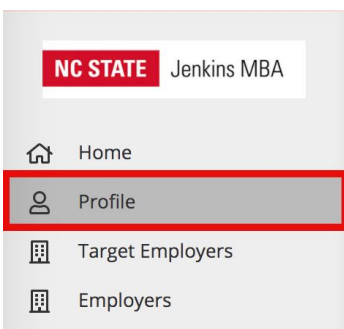


Profile Set Up

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.

Jobs and Job Offers Application Material **Background**

Personal

Name: TEST STUDENT

Years of Experience: --

Country of Citizenship: --

Work Authorization - Detailed: --

Date of Birth: --

Language(s) Spoken: --

Language(s) Written Fluently: --

Were you the recipient of an undergraduate research grant?: --

What approximate date did you begin looking for employment?: --

Used the Recruiter Network?: --

Participated in the Cooperative Education and Internship Program?: --

Had Any International Internships: --

Military Background: --

LinkedIn URL: --

MBA Concentration 1: --

Gender Identity: --

Alternate degree: --

MBA Concentration: --

Mobile Phone: --

Peer Coach: --

Share Offer Information: --

Preferences

Desired Industry: --

Desired Function: --

Desired City: --

Education

NC State University | Jenkins MBA

Master's

Start Date: --

Complete your profile

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

Jobs and Job Offers Personal

Last Name * STUDENT

Years of Experience * -- Please select a value --

Country of Citizenship * -- Please select a value --

Work Authorization - Detailed * I have a dual citizenship

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

Date of Birth * MM/DD/YYYY

Language(s) Spoken -- Please select a value --

Language(s) Written Fluently -- Please select a value --

Were you the recipient of an undergraduate research grant? Yes No

What approximate date did you begin looking for employment? MM/DD/YYYY

Military Background * Yes No

Used the Recruiter Network? Yes No

Participated in the Cooperative Education and Internship Program? Yes No

Had Any International Internships Yes No

LinkedIn URL www.linkedin.com/your-public-profile-id

Gender Identity * -- Please select a value --

If you are in a dual degree program, what is your other non-MBA degree? None selected

MBA Concentration * MBA Concentration

Mobile Phone * Mobile Phone

I would like to share my information with the Poole College of Management as it relates to my job offer acceptance * Yes No

Cancel Update

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

6) Keep your Career **“Preferences”** section updated

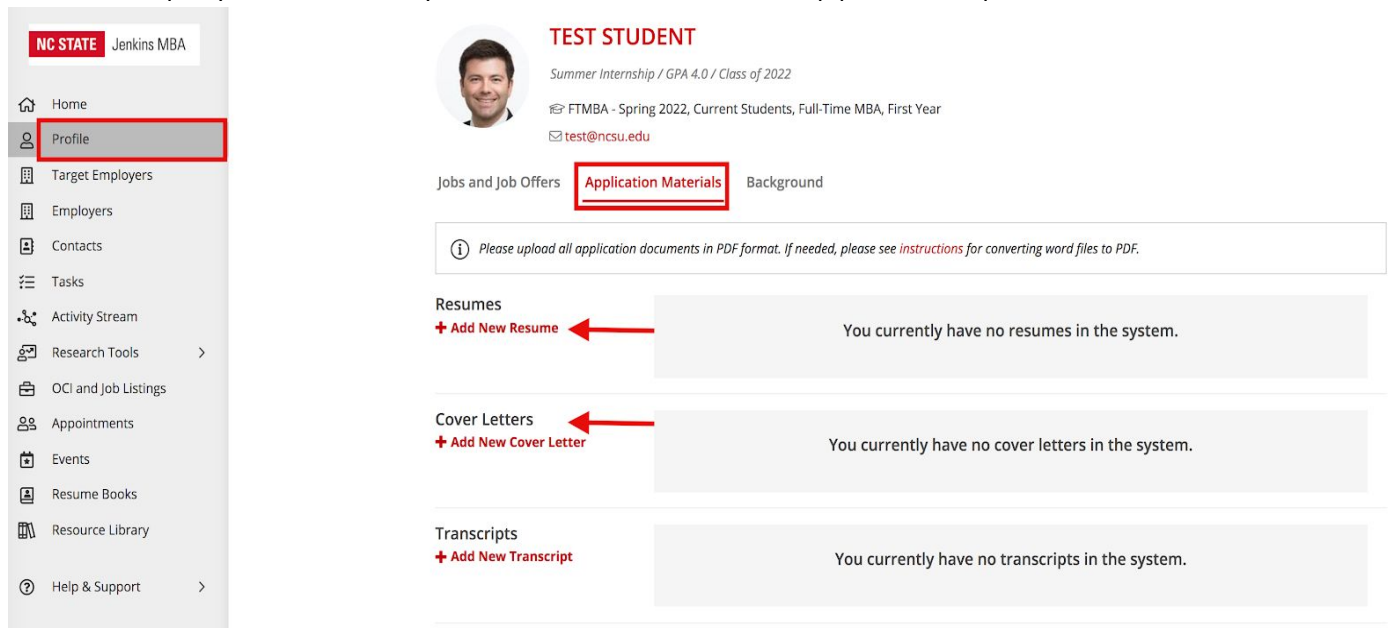
To stay informed with the latest career resources, events, jobs, and interviews that match your unique preferences frequently update the **“Preference”** section of your profile with industries,

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.”

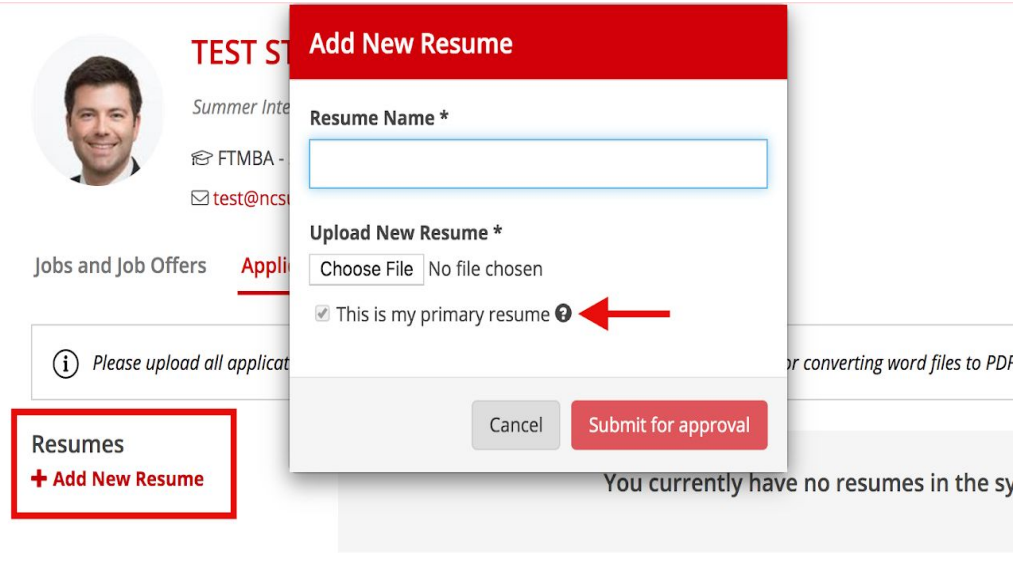


The screenshot shows a user profile for 'TEST STUDENT' with a navigation menu on the left. The 'Application Materials' tab is selected and highlighted with a red box. Below the profile information, there is a message: 'Please upload all application documents in PDF format. If needed, please see instructions for converting word files to PDF.' The 'Resumes' section has a '+ Add New Resume' button with a red arrow pointing to it. The 'Cover Letters' section has a '+ Add New Cover Letter' button with a red arrow pointing to it. The 'Transcripts' section has a '+ Add New Transcript' button.

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.



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test@ncs

Jobs and Job Offers

Appli

Please upload all applicat

Resumes

+ Add New Resume

Resume Name *

Upload New Resume *

Choose File No file chosen

This is my primary resume

Cancel Submit for approval

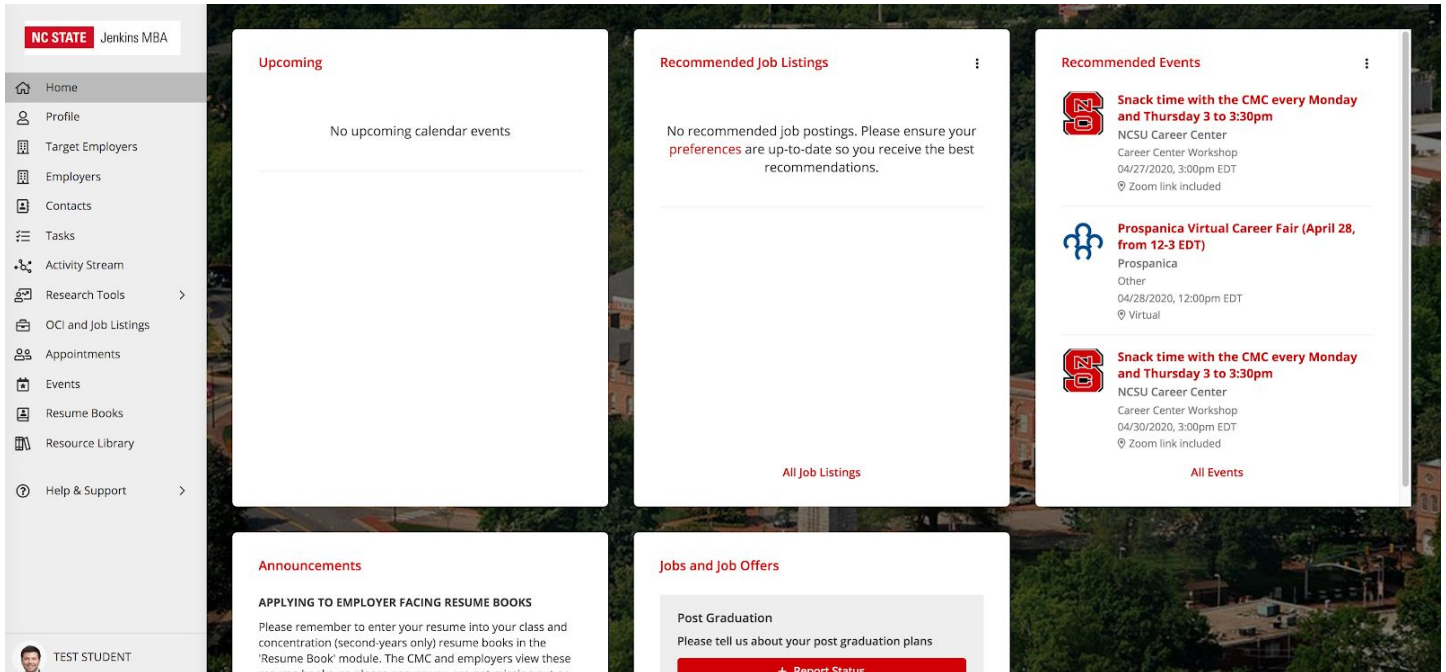
You currently have no resumes in the sy

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.



The screenshot displays the 12TWENTY user interface. At the top left, the user is identified as 'NC STATE Jenkins MBA'. A navigation sidebar on the left includes links for Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, Research Tools, OCI and Job Listings, Appointments, Events, Resume Books, Resource Library, and Help & Support. The main content area is divided into several sections:

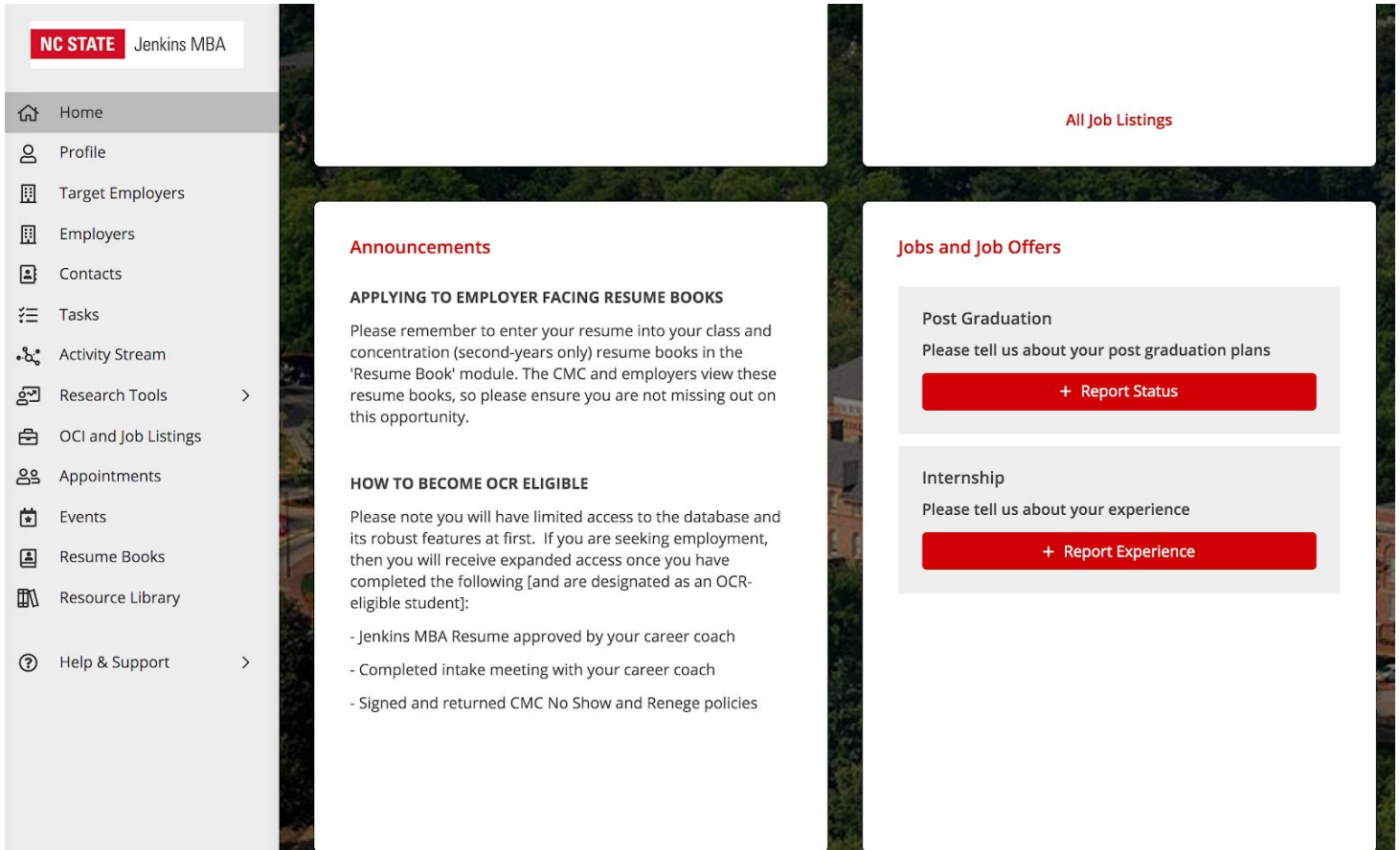
- Upcoming:** A section titled 'Upcoming' with the message 'No upcoming calendar events'.
- Recommended Job Listings:** A section titled 'Recommended Job Listings' with the message 'No recommended job postings. Please ensure your preferences are up-to-date so you receive the best recommendations.' and a link for 'All Job Listings'.
- Recommended Events:** A section titled 'Recommended Events' listing two events:
 - 'Snack time with the CMC every Monday and Thursday 3 to 3:30pm' at NCSU Career Center, Career Center Workshop, on 04/27/2020, 3:00pm EDT, with a Zoom link included.
 - 'Prospanica Virtual Career Fair (April 28, from 12-3 EDT)' at Prospanica, Other, on 04/28/2020, 12:00pm EDT, which is a virtual event.
 - A second instance of the 'Snack time with the CMC every Monday and Thursday 3 to 3:30pm' event at NCSU Career Center, Career Center Workshop, on 04/30/2020, 3:00pm EDT, with a Zoom link included.
- Announcements:** A section titled 'Announcements' with the heading 'APPLYING TO EMPLOYER FACING RESUME BOOKS' and text: 'Please remember to enter your resume into your class and concentration (second-years only) resume books in the "Resume Book" module. The CMC and employers view these resume books, so please ensure you are not missing out on...'
- Jobs and Job Offers:** A section titled 'Jobs and Job Offers' with a sub-section for 'Post Graduation' that says 'Please tell us about your post graduation plans' and includes a '+ Report Status' button.

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.



The screenshot displays the 12TWENTY application interface. On the left is a navigation sidebar for 'NC STATE Jenkins MBA' with options: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, Research Tools, OCI and Job Listings, Appointments, Events, Resume Books, Resource Library, and Help & Support. The main content area is divided into three sections: 1. 'All Job Listings' (top right). 2. 'Announcements' (middle left), containing two sections: 'APPLYING TO EMPLOYER FACING RESUME BOOKS' (with text about entering resumes) and 'HOW TO BECOME OCR ELIGIBLE' (with text about database access and a list of requirements: Jenkins MBA Resume approved, completed intake meeting, and signed CMC policies). 3. 'Jobs and Job Offers' (middle right), containing two sections: 'Post Graduation' (with text about post-graduation plans and a '+ Report Status' button) and 'Internship' (with text about experience and a '+ Report Experience' button).

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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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

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

NC STATE Jenkins MBA

New Position While in Program - Offer Accepted

(*) indicates a required field.

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

TEST STUDENT

Basics

Employer *

Detailed Industry *

Job Title *

Detailed Function *

Number of Employees

Location

Job Country *

Location not yet determined

Job City *

Example: Philadelphia - PA or London - England

Address 1 *

Postal Code *

When

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

Offer Received Date

Offer Accepted Date *

Start Date *

End Date *

No end date

Date of First Offer (Post-Graduation)

Compensation (USD)

Base Salary *

 per year

Expected Commission

 per year

Do not expect to receive Expected Commission

Expected Bonus *

 per year

Did not receive an Expected Bonus

Guaranteed Bonus *

 per year

Did not receive Guaranteed Bonus

Other Guaranteed Compensation *

 per year

Did not receive Other Guaranteed Compensation

Carried Interest *

 per year

Did not receive Carried Interest

Complete the survey as fully and accurately as possible

All fields with an * are required

However, completing all fields possible helps your community

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



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

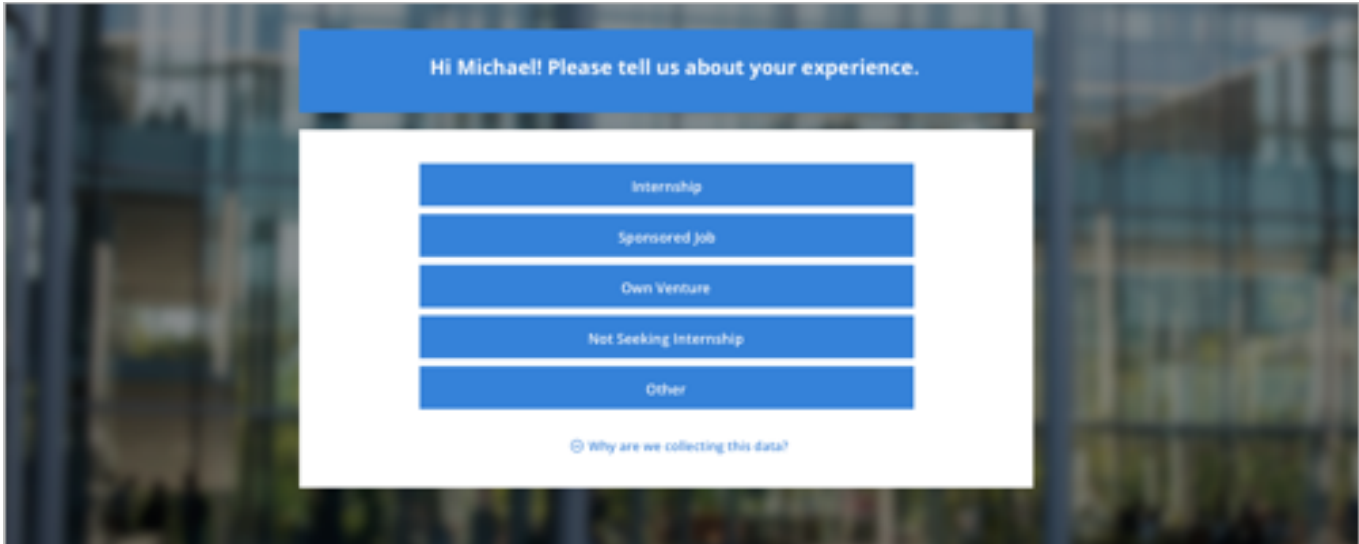
Approved by Olivia Hale (unapprove) · Included in Reporting · Last Edited: 08/09/2019



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

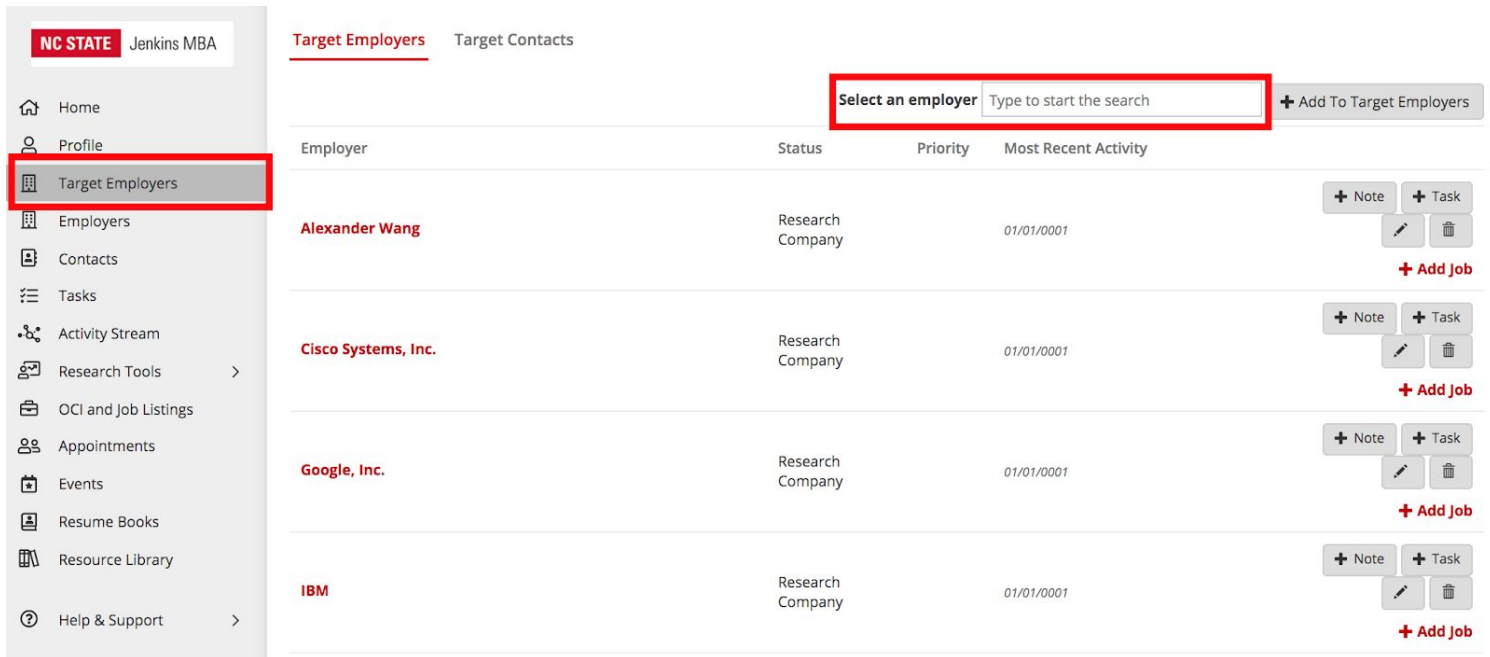
This is a powerful tool for tracking your contact network and excellent for keeping your job search organized. Your very own personal CRM tool!

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.



NC STATE Jenkins MBA

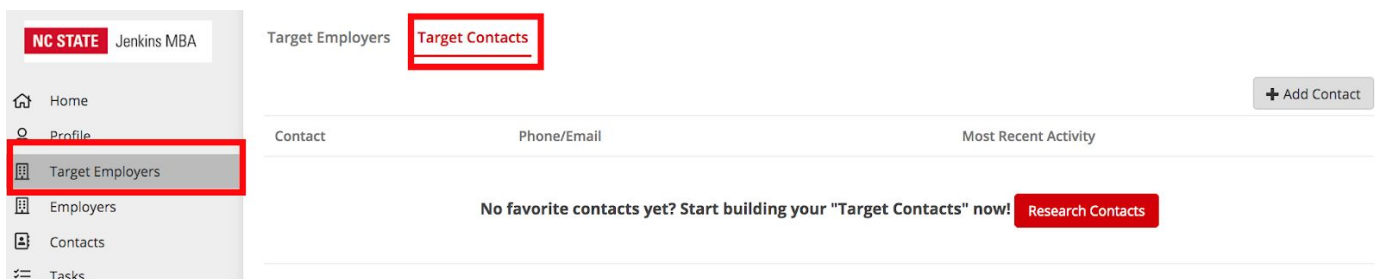
Target Employers Target Contacts

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

Employer	Status	Priority	Most Recent Activity
Alexander Wang	Research Company		01/01/0001
Cisco Systems, Inc.	Research Company		01/01/0001
Google, Inc.	Research Company		01/01/0001
IBM	Research Company		01/01/0001

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.



NC STATE Jenkins MBA

Target Employers Target Contacts

+ Add Contact

Contact	Phone/Email	Most Recent Activity
No favorite contacts yet? Start building your "Target Contacts" now! Research 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	

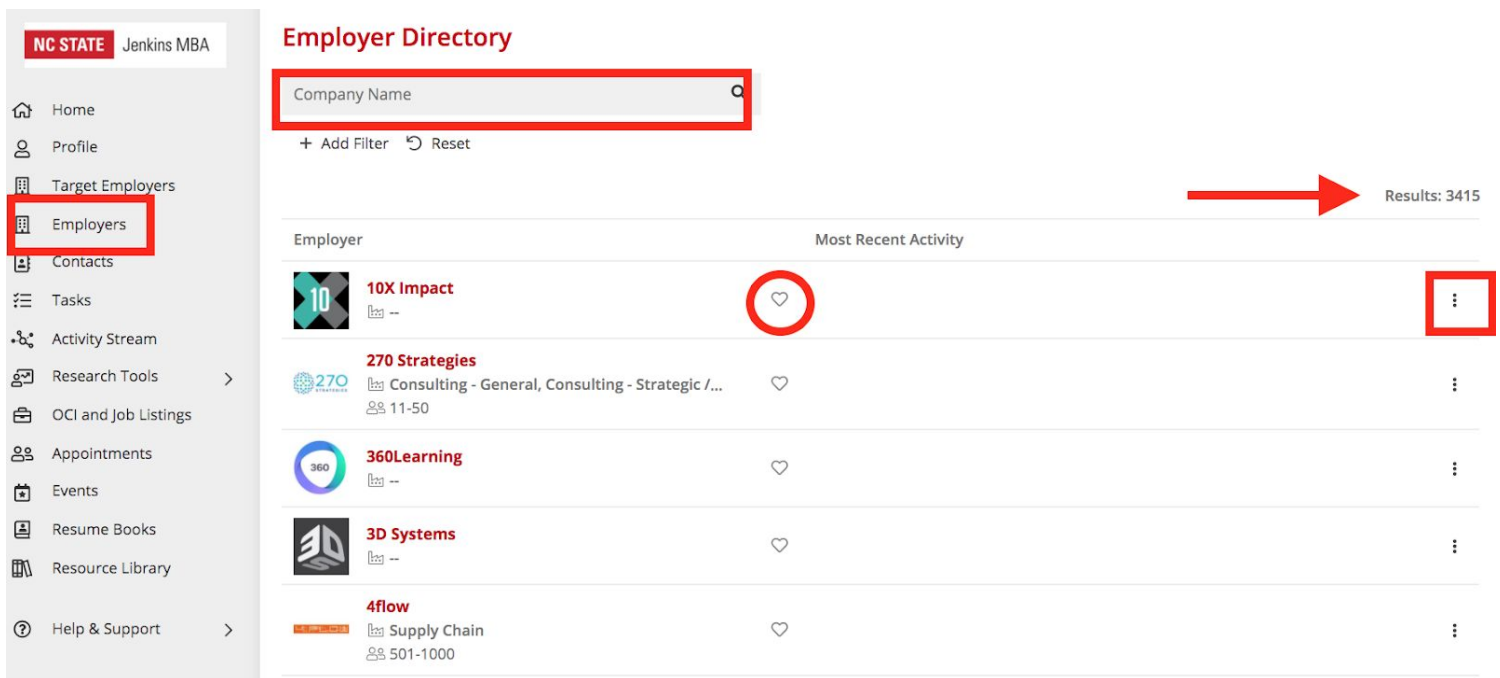
You will be able to track all of your to-do's and next steps using the “Tasks” module. This is where you can set up appointments, events and schedule critical to-do reminders.

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.


















NC STATE Jenkins MBA

Employer Directory

Company Name

+ Add Filter ↻ Reset

Results: 3415

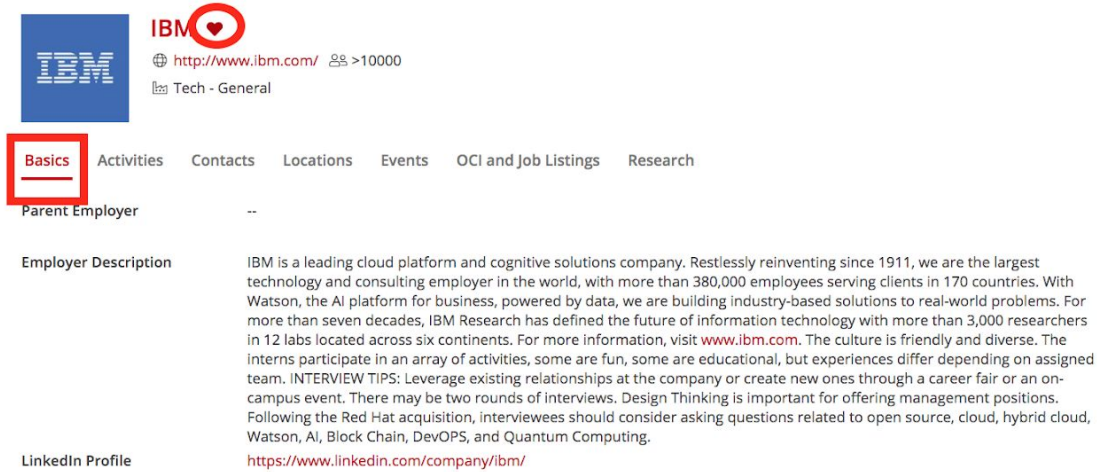
Employer	Most Recent Activity
 10X Impact --	 
 270 Strategies Consulting - General, Consulting - Strategic /... 11-50	 
 360Learning --	 
 3D Systems --	 
 4flow Supply Chain 501-1000	 


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


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

NC STATE Jenkins MBA

- Home
- Profile
- Target Employers
- Employers
- Contacts
- Tasks
- Activity Stream
- Research Tools >
- OCI and Job Listings
- Appointments
- Events
- Resume Books



IBM 

<http://www.ibm.com/>  >10000

Tech - General

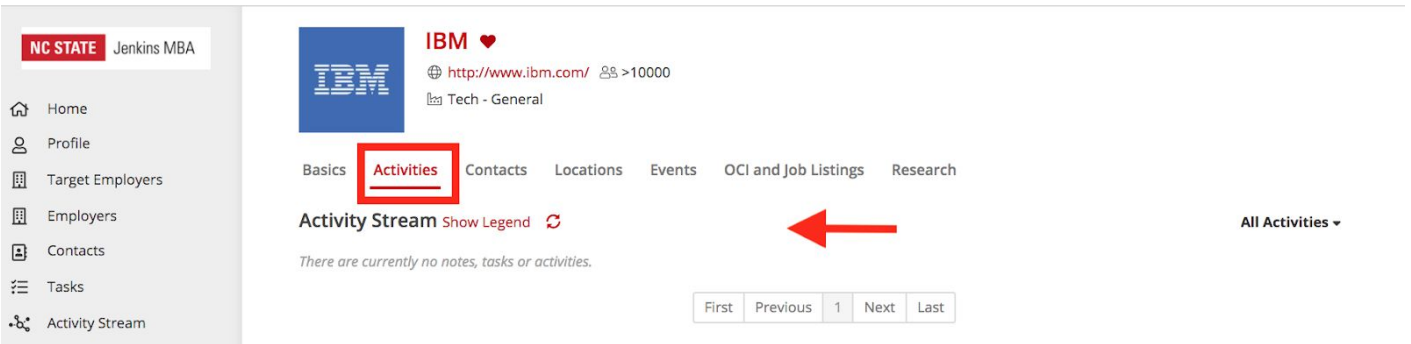
Basics **Activities** Contacts Locations Events OCI and Job Listings Research

Parent Employer --

Employer Description IBM is a leading cloud platform and cognitive solutions company. Restlessly reinventing since 1911, we are the largest technology and consulting employer in the world, with more than 380,000 employees serving clients in 170 countries. With Watson, the AI platform for business, powered by data, we are building industry-based solutions to real-world problems. For more than seven decades, IBM Research has defined the future of information technology with more than 3,000 researchers in 12 labs located across six continents. For more information, visit www.ibm.com. The culture is friendly and diverse. The interns participate in an array of activities, some are fun, some are educational, but experiences differ depending on assigned team. **INTERVIEW TIPS:** Leverage existing relationships at the company or create new ones through a career fair or an on-campus event. There may be two rounds of interviews. Design Thinking is important for offering management positions. Following the Red Hat acquisition, interviewees should consider asking questions related to open source, cloud, hybrid cloud, Watson, AI, Block Chain, DevOPS, and Quantum Computing.


LinkedIn Profile <https://www.linkedin.com/company/ibm/>


- **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.



NC STATE Jenkins MBA


- Home
- Profile
- Target Employers
- Employers
- Contacts
- Tasks
- Activity Stream

IBM 


<http://www.ibm.com/>  >10000

Tech - General

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

Activity Stream [Show Legend](#) 

There are currently no notes, tasks or activities.

 **All Activities** ▼

First Previous 1 Next Last

- **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.

NC STATE Jenkins MBA

- Home
- Profile
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- Appointments
- Events
- Resume Books
- Resource Library
- Help & Support >



IBM ❤️
 http://www.ibm.com/ 👤 >10000
 Tech - General

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

Job Phase: Post Graduation Grad year: All

Top Job Titles:
 1. Associate Offering Manager (5)
 2. Associate Offering Manager Program (2)
 3. Buyer/Sourcing Analyst (1)

Top Locations:
 1. Raleigh - NC (8)
 2. Durham - NC (5)
 3. Charlotte - NC (1)

Top Offer Month:
 1. April (4)
 2. December (3)
 3. May (2)

Top Functions:
 1. Marketing/Sales - Product Management (5)
 2. Other (3)
 3. Operations/Logistics - Production Management (2)

Top Job Sources:
 1. Previous employer (3)
 2. Family, friends outside School (2)
 3. Consortia events (1)

- **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.

NC STATE Jenkins MBA




- Home
- Profile
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- Help & Support >



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 Tech - General

Basics Activities Contacts Locations Events OCI and Job Listings Research

Events Results: 3

Event Name	Event Status	Registration Status	Attended?
 IBM Fireside Chat Panel IBM Company Presentation 01/28/2020, 4:30pm EST Nelson 2405	Past	Not Registered	✓
 IBM-NCSU Pathfinder Mentoring Program - JumpStart Project Fair IBM Other 01/17/2020, 3:30pm EST Building 500, Room G104, IBM RTP Campus	Past	Not Registered	✓
 IBM Corporate Presentation IBM Career Center Workshop 08/29/2019, 4:30pm EDT Nelson 2405	Past	Not Registered	✓

- **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.

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- Help & Support >

IBM ❤️
<http://www.ibm.com/> >10000
 Tech - General

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

Job Listings Results: 20

Job	Job Phase	OCI Round	Interview Date	Job Status	Application Status	Application Date
Offering Manager - Summer Intern 2020 IBM Multiple Locations 3 months ago Apply By...	Internship	--	--	Application Closed	Not Applied	
Senior Market Development & Insights Analyst IBM New York - NY 7 months ago Apply By...	Internship	--	--	Application Closed	Not Applied	
Sr. User Experience Designer - Intern 2020 IBM Flexible/Negotiable 7 months ago Apply By...	Internship	--	--	Application Closed	Not Applied	

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

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 Tech - General

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

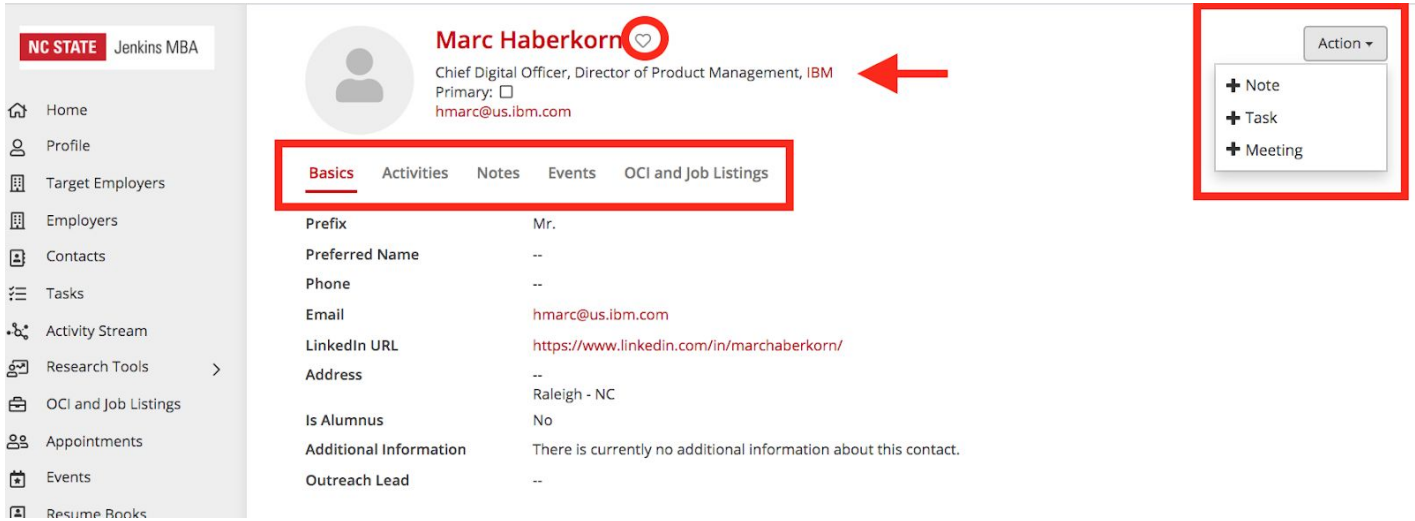
Contact Status: Current Contacts

+ Add Contact


Name	Phone Number	Email	Office Location	Primary
Mr. Marc Haberkorn Chief Digital Officer, Director of Product Management		hmarc@us.ibm.com	Raleigh - NC	<input type="checkbox"/>
Ms. Meaghan Keane Campus Talent Acquisition Sourcer	2038070260	Meaghan.Keane@ibm.com	Raleigh - NC	<input type="checkbox"/>
Kate Naron Offering Manager, Infrastructure as a Service	281-908-6230	Kate.Naron@ibm.com		<input type="checkbox"/>
Ms. Linda Brown Executive Succession & Development Partner		blinda@us.ibm.com	Raleigh - NC	<input checked="" type="checkbox"/>

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.



NC STATE Jenkins MBA

Marc Haberkorn 

Chief Digital Officer, Director of Product Management, IBM
 Primary:
 hmarc@us.ibm.com

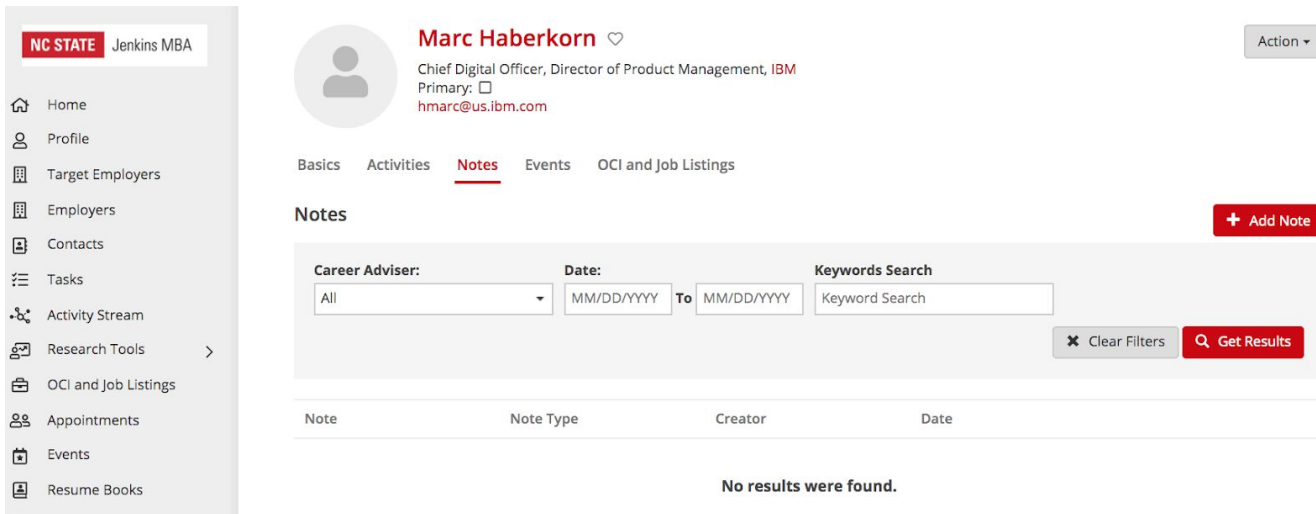
Basics Activities Notes Events OCI and Job Listings

Prefix Mr.
 Preferred Name --
 Phone --
 Email hmarc@us.ibm.com
 LinkedIn URL https://www.linkedin.com/in/marchaberkorn/
 Address --
 Raleigh - NC
 Is Alumnus No
 Additional Information There is currently no additional information about this contact.
 Outreach Lead --


Action ▾

- + Note
- + Task
- + Meeting

- **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.



NC STATE Jenkins MBA

Marc Haberkorn 

Chief Digital Officer, Director of Product Management, IBM
 Primary:
 hmarc@us.ibm.com

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

Notes + Add Note

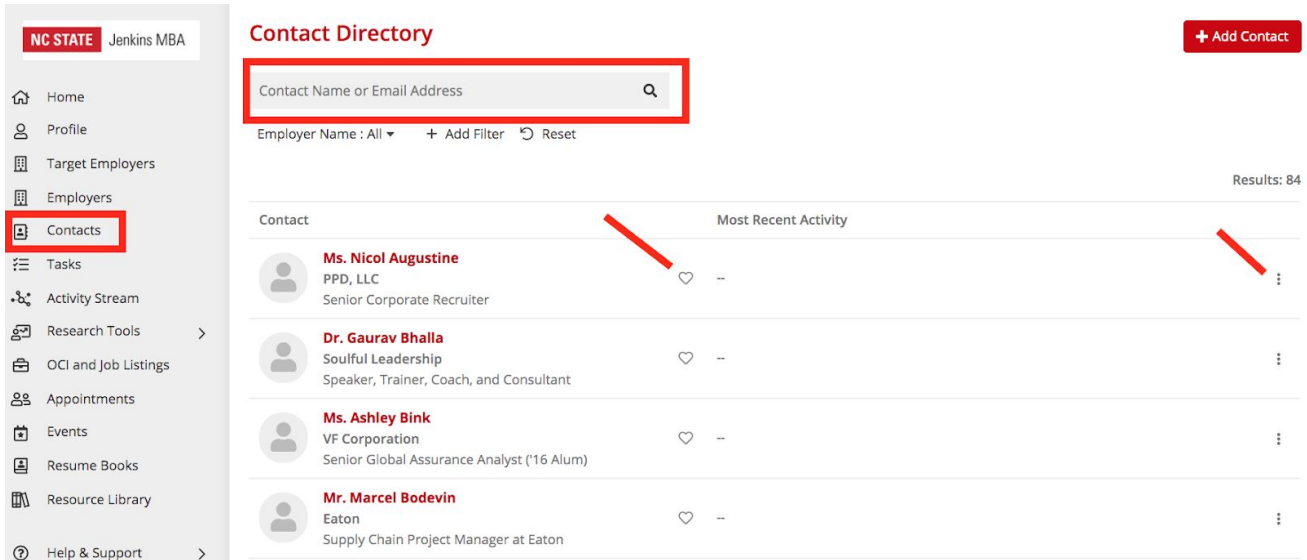
Career Adviser: Date: To Keywords Search

Note	Note Type	Creator	Date
No results were found.			

- **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”**















Contact Directory + Add Contact

Contact Name or Email Address

Employer Name : All + Add Filter ↻ Reset

Results: 84

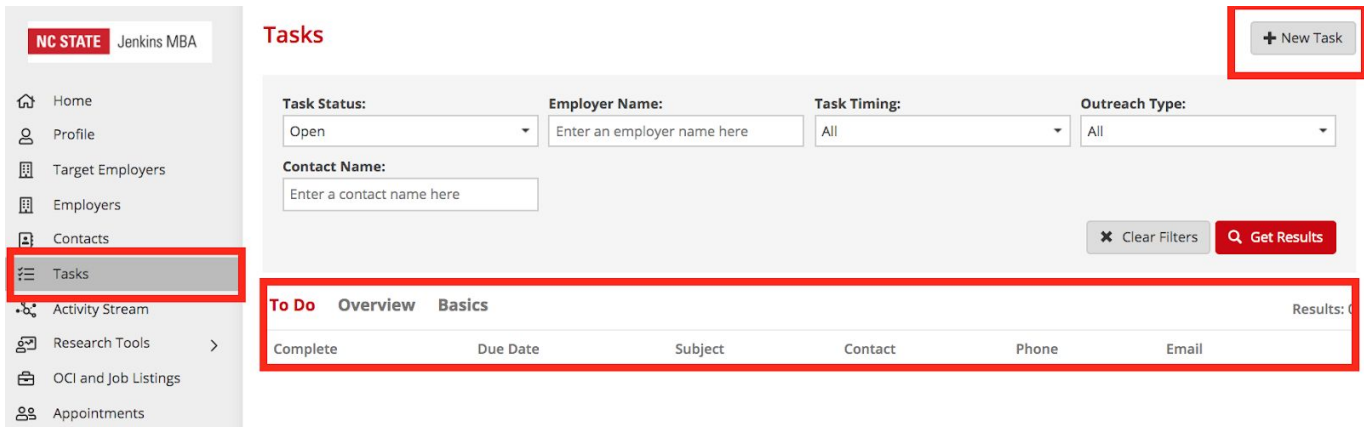
Contact	Most Recent Activity
 Ms. Nicol Augustine PPD, LLC Senior Corporate Recruiter	 -- 
 Dr. Gaurav Bhalla Soulful Leadership Speaker, Trainer, Coach, and Consultant	 -- 
 Ms. Ashley Bink VF Corporation Senior Global Assurance Analyst ('16 Alum)	 -- 
 Mr. Marcel Bodevin Eaton Supply Chain Project Manager at Eaton	 -- 

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”**



Tasks + New Task

Task Status:
 Employer Name:
 Task Timing:
 Outreach Type:

Contact Name:

✕ Clear Filters 🔍 Get Results

To Do	Overview	Basics	Results: 0			
Complete	Due Date	Subject	Contact	Phone	Email	

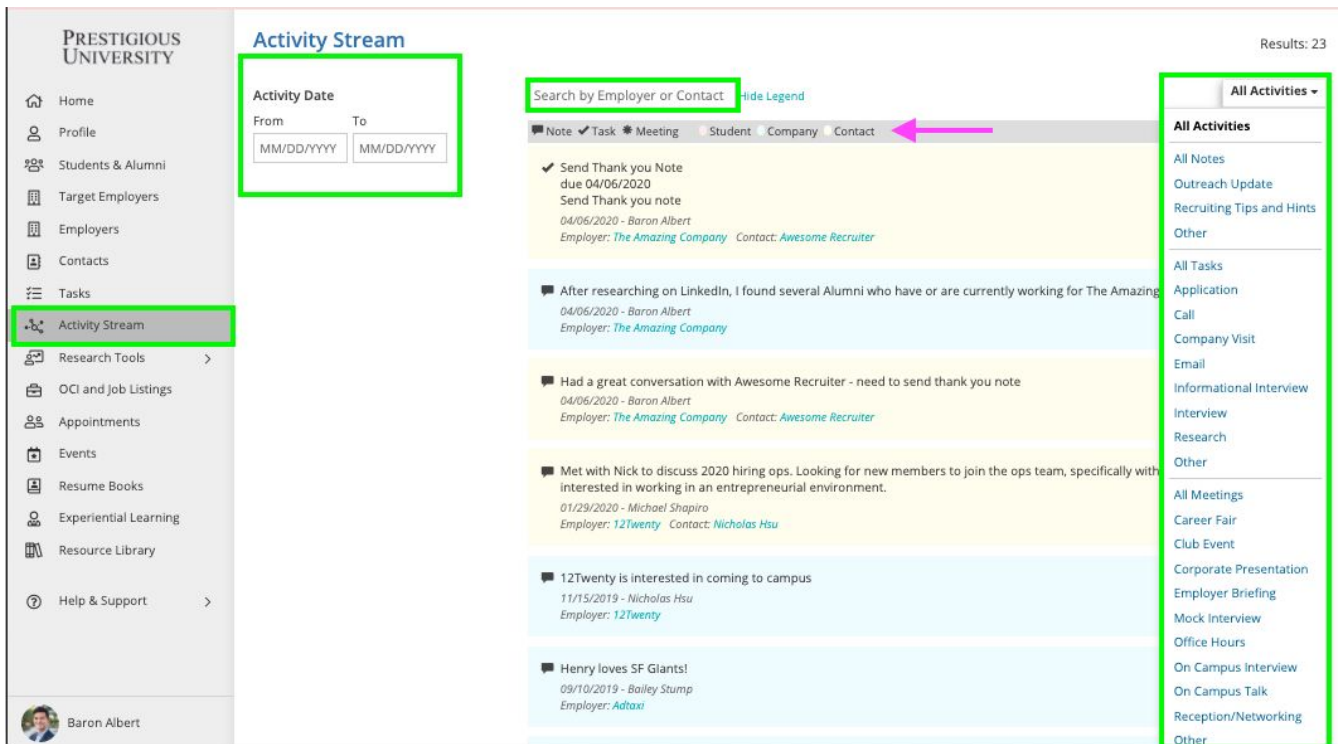
2) Add a new task to the list by clicking the **“+ New Task”** button and filling in the pop up form

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.



The screenshot displays the 'Activity Stream' interface for 'PRESTIGIOUS UNIVERSITY'. On the left, a navigation menu includes 'Home', 'Profile', 'Students & Alumni', 'Target Employers', 'Employers', 'Contacts', 'Tasks', 'Activity Stream' (highlighted), 'Research Tools', 'OCI and Job Listings', 'Appointments', 'Events', 'Resume Books', 'Experiential Learning', 'Resource Library', and 'Help & Support'. The user profile 'Baron Albert' is shown at the bottom left. The main content area is titled 'Activity Stream' and features a search bar 'Search by Employer or Contact' and a date filter 'Activity Date' with 'From' and 'To' fields. Below these are tabs for 'Note', 'Task', 'Meeting', 'Student', 'Company', and 'Contact'. A list of activities is displayed, including 'Send Thank you Note due 04/06/2020', 'After researching on LinkedIn, I found several Alumni who have or are currently working for The Amazing Company', 'Had a great conversation with Awesome Recruiter - need to send thank you note', 'Met with Nick to discuss 2020 hiring ops...', '12Twenty is interested in coming to campus', and 'Henry loves SF Giants!'. On the right, a legend titled 'All Activities' lists various activity types such as 'All Notes', 'Outreach Update', 'Recruiting Tips and Hints', 'All Tasks', 'Application', 'Call', 'Company Visit', 'Email', 'Informational Interview', 'Interview', 'Research', 'All Meetings', 'Career Fair', 'Club Event', 'Corporate Presentation', 'Employer Briefing', 'Mock Interview', 'Office Hours', 'On Campus Interview', 'On Campus Talk', 'Reception/Networking', and 'Other'.

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:
 - o This allows you to search using a variety of Job/Location, Education and Background based attributes such as Degree Sought, College/University, Gender, World Region, Graduation Class, and more.

Choose an Attribute X

Outcome/Location Attributes **Job Phase** Post Graduation ▼

General Employer Job Title Industry: Consolidated Detailed Job Function: Consolidated Detailed	Location City Metro Area US State/Canada Province Country North America Region World Region	Other Job source: Consolidated Was this your summer internship? Is this company a startup?
---	---	--

Education Attributes

Graduation Year
Undergraduate Major: |
College/School
Degree Level

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

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.

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Outcomes Index

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

Industry change

School/Network: NC State University | Jenkins MBA | Program: FTMBA | Job Phase: Post Graduation | Pay Type: Base Salary | Pay Period: per year | Graduation Year: All

Offer Status: Accepted Offers | Exclude Sponsored Jobs: Yes

Sort By: Avg. Base Salary

[Get Results](#)

Industry	Avg. Base Salary ¹	Total Number of Offers ¹ (% of All Offers)
1 Technology Drill Down Expanded Results	\$83,765 per year	69 (19.9%)
2 Energy Drill Down Expanded Results	\$82,733 per year	25 (7.2%)

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.

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Salary Database

Select attributes to see aggregate salary information from a set of the NC State Jenkins MBA population.

Industry ⊖ ⊕

Technology ←

School/Network ? Program ? Job Phase ? Graduation Year ? Pay Type ? Pay Period ?

NC State University | Jenkins MBA | FTMBA | Post Graduation | All | Base Salary | per year

Offer Status ? Exclude Sponsored Jobs ?

Accepted Offers | Yes

Clear All 🔍 Get Results

Warning: The current table may be displaying stale data. Please refresh your results to see updated information.

Years	Max	Average	Median	Min	Offers ²
2006 - 2019	\$85,000	\$68,129	\$75,000	\$27,000	30

Base Salary Data By Graduation Year (per year)

Year	Max	Average	Median	Min	Offers ²
2019	I/D	I/D	I/D	I/D	0
2018	I/D	I/D	I/D	I/D	1
2017	\$81,500	\$72,261	\$70,000	\$67,000	5

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.

Sort By: Offers ▾

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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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.

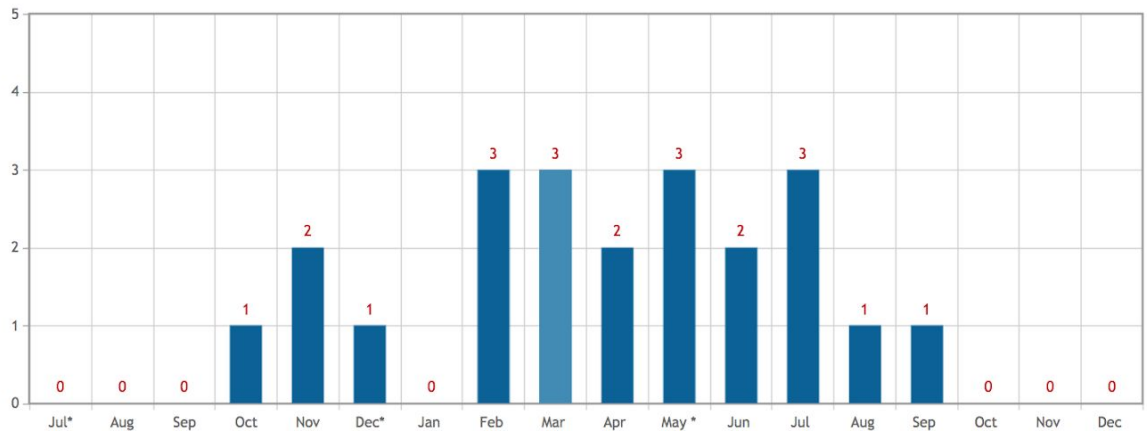
Industry change

School/Network Program Job Phase Graduation Year Industry

Offer Status Exclude Sponsored Jobs

Get Results

Total Job Offers By Month



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.

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Offer Job Source

Find out how various employers, industries, functions, cities or other attributes are distributed in regards to where jobs come from.

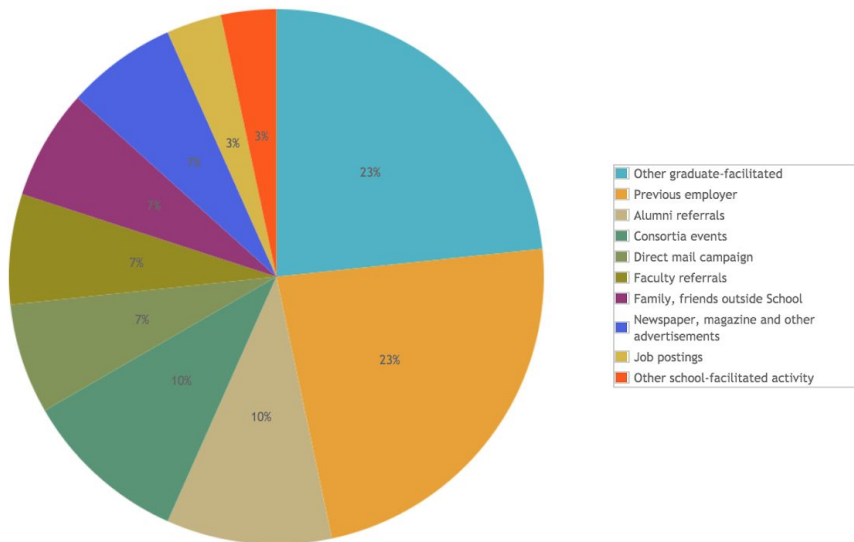
Industry change

Program: FTMBA | Job Phase: Post Graduation | Graduation Year: All | **Industry: Technology** | Offer Status: Accepted Offers

Exclude Sponsored Jobs: Yes

[Get Results](#)

Industry Offers By Job Source



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.

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Offer Trends

Find out how job offers in various employers, industries, functions, cities, and more trended over time.

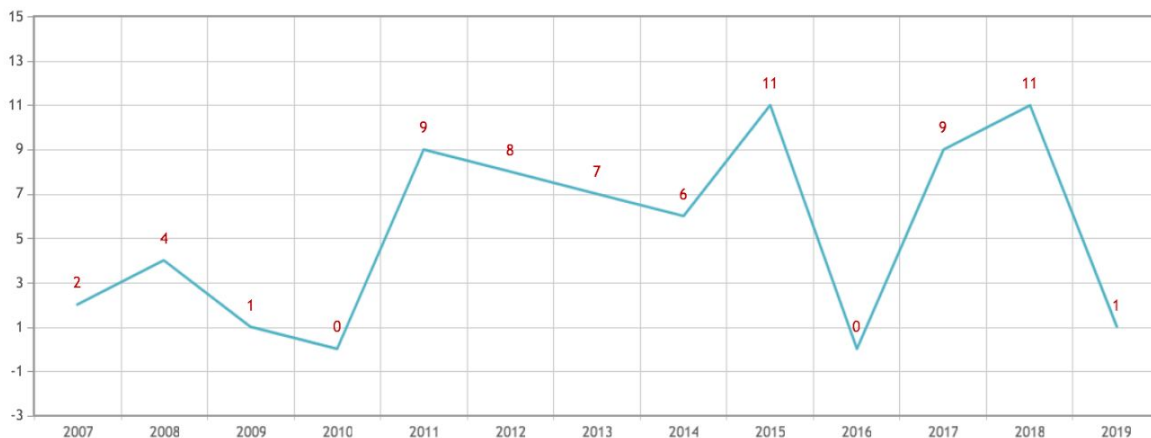
Industry change

School/Network Program Job Phase Graduation Year **Industry**

Offer Status Exclude Sponsored Jobs

Get Results

Total Job Offers By Year



Notes

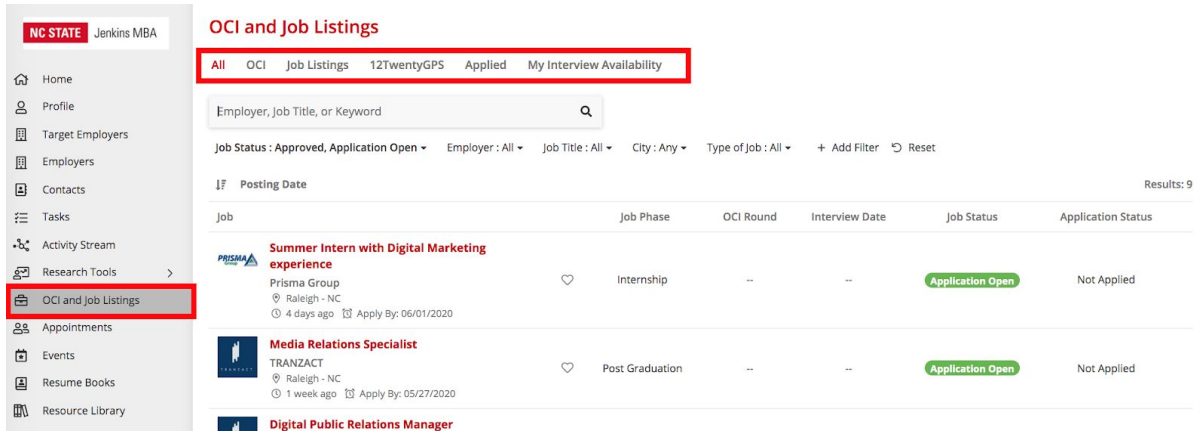
1. The results above are based on data from the years 2006-2019. Depending on your filters, this report may appear differently from information published by your career center.

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.








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: 9

Job	Job Phase	OCI Round	Interview Date	Job Status	Application Status
 Summer Intern with Digital Marketing experience Prisma Group Raleigh - NC 4 days ago Apply By: 06/01/2020	 Internship	--	--	Application Open	Not Applied
 Media Relations Specialist TRANZACT Raleigh - NC 1 week ago Apply By: 05/27/2020	 Post Graduation	--	--	Application Open	Not Applied
 Digital Public Relations Manager					

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.

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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: 9

Job	Job Phase	OCI Round	Interview Date	Job Status	Application Status
Summer Intern with Digital Marketing experience Prisma Group Raleigh - NC 4 days ago Apply By: 06/01/2020	Internship	--	--	Application Open	Not Applied
Media Relations Specialist TRANZACT Raleigh - NC 1 week ago Apply By: 05/27/2020	Post Graduation	--	--	Application Open	Not Applied
Digital Public Relations Manager TRANZACT Raleigh - NC 1 week ago Apply By: 05/27/2020	Post Graduation	--	--	Application Open	Not Applied
Media Communications Strategist TRANZACT Raleigh - NC	Post Graduation	--	--	Application Open	Not Applied

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

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

NC STATE Jenkins MBA

OCI and Job Listings

All OCI **Job Listings** 12TwentyGPS Applied My Interview Availability

Flagstone

Job Status : Approved, Application Open + Add Filter Reset

Posting Date Results: 1

Job	Job Phase	Job Status	Application Status
Private Equity Associate Flagstone Heritage Flexible/Negotiable 1 month ago Apply By: 07/31/2020	Internship	Application Open	Not Applied

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

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

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TEST STUDENT



Private Equity Associate

Flagstone Heritage

Flexible/Negotiable

Internship Internship

1 month ago Apply by: 07/31/2020, 11:59pm EDT



Apply

Responsibilities and tasks will vary, but will focus on proprietary deal sourcing, managing a multi-stage, high-volume deal funnel. This opportunity provides a high level of autonomy and is primarily self-reliant. You will be responsible for:

- **Industry Research** – Analyzing industries by reading market research reports, news articles, and industry guides
- **Marketing** – Sending pre-written letters to business owners to determine if they may be interested in selling their businesses
- **Company Analysis** – For businesses that may be for sale, you'll do research to understand their products, suppliers, competitors, and customers. What makes this company tick? Should Flagstone Heritage buy this business?
- **Financial Analysis** - What can we learn from the company's financial statements? What price should we pay for this business?

This is an unpaid role; however, this experience will provide an opportunity to experience first-hand how a search fund goes about acquiring a single company to run. For more information about the company, please visit: www.flagstoneheritage.com.

Job Details

Preferred Years of Experience --

Interview Format Phone Interview

Work Auth Requirement All Work Authorizations Accepted

Type of Job Internship

Industry Financial - Investment Management, Financial - Private Equity

Job Function Finance/Accounting - Investment Management, Finance/Accounting - Private Equity, Finance/Accounting - Research, Finance/Accounting - Sales and Trading, General Management - General, Marketing/Sales - Sales

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.

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Private Equity Associate

Apply to this Job

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

- Please include the following document(s):
- Resume

External Link

<https://halstatt-legacy-partners.breezy.hr/p/3782ef71c1d9>

OK



Apply

Responsibility
funnel. This c

- **Industry**
- **Marketi**
- **Compan**
- **Financia**

This is an un
a search fund goes about acquiring a single company to run. For more information about the
company, please visit: www.flagstoneheritage.com.

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pay for this

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.!

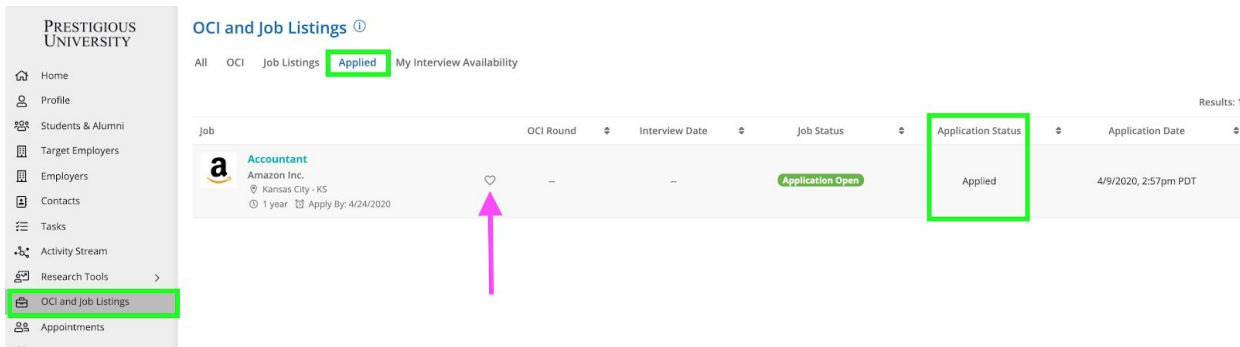
Pertinent Details

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.



The screenshot shows the 'OCI and Job Listings' interface with the 'Applied' tab selected. A table displays the following information:

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

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.

NC STATE Jenkins MBA

OCI and Job Listings

OCI Management Register for OCI

All OCI Job Listings 12TwentyGPS

Employer, Job Title, or Keyword

Job Status: Application Closed Employer: All Job Title: All City: Any Type of Job: All Add Filter Reset

Posting Date	Job	Job Phase	OCI Round	Interview Date	OCI Registration Status	Job Status	Applicants
	Entrepreneurial Technology Commercialization Consultant NC Small Business and Technology Development Center... Raleigh - NC 2 months ago Apply By: 02/24/2020	Internship	SBTDC Summer 2020 Internships	03/06/2020	Active	Application Closed	14 applicants
	Summer Intern (MBA) GEP Worldwide Flexible/Negotiable 7 months ago Apply By: 10/08/2019	Internship	GEP Worldwide Interviews- Summer Intern (MBA)	10/18/2019	Active	Application Closed	15 applicants

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.

PRESTIGIOUS UNIVERSITY

OCI and Job Listings

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.

[Apply](#)

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

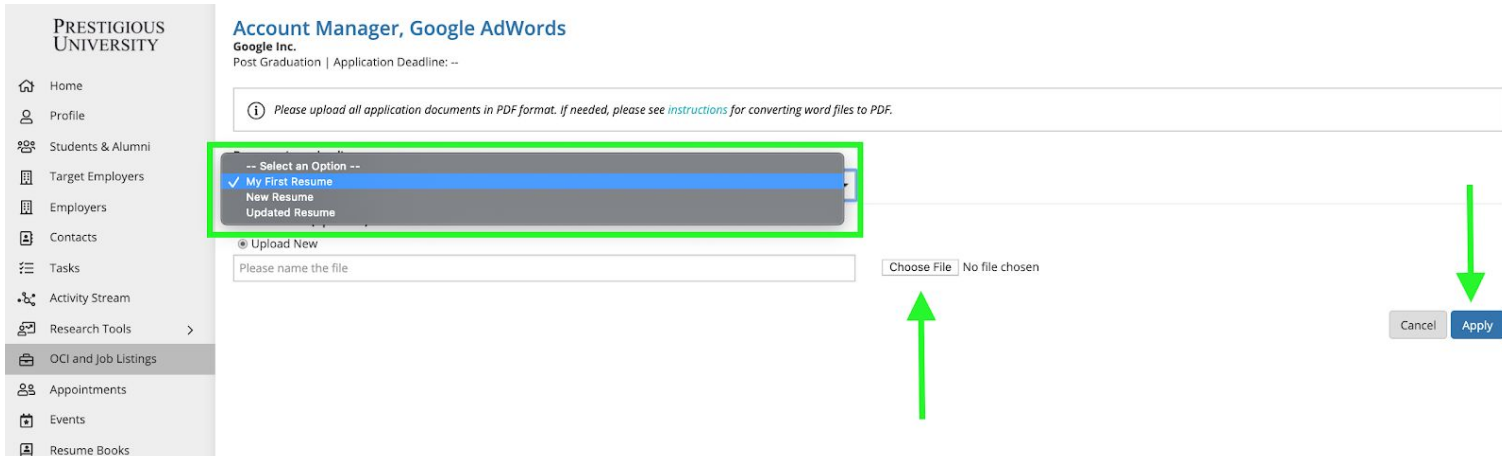
Anticipated Job Start Date	May 25, 2018
----------------------------	--------------

Application Information

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

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.



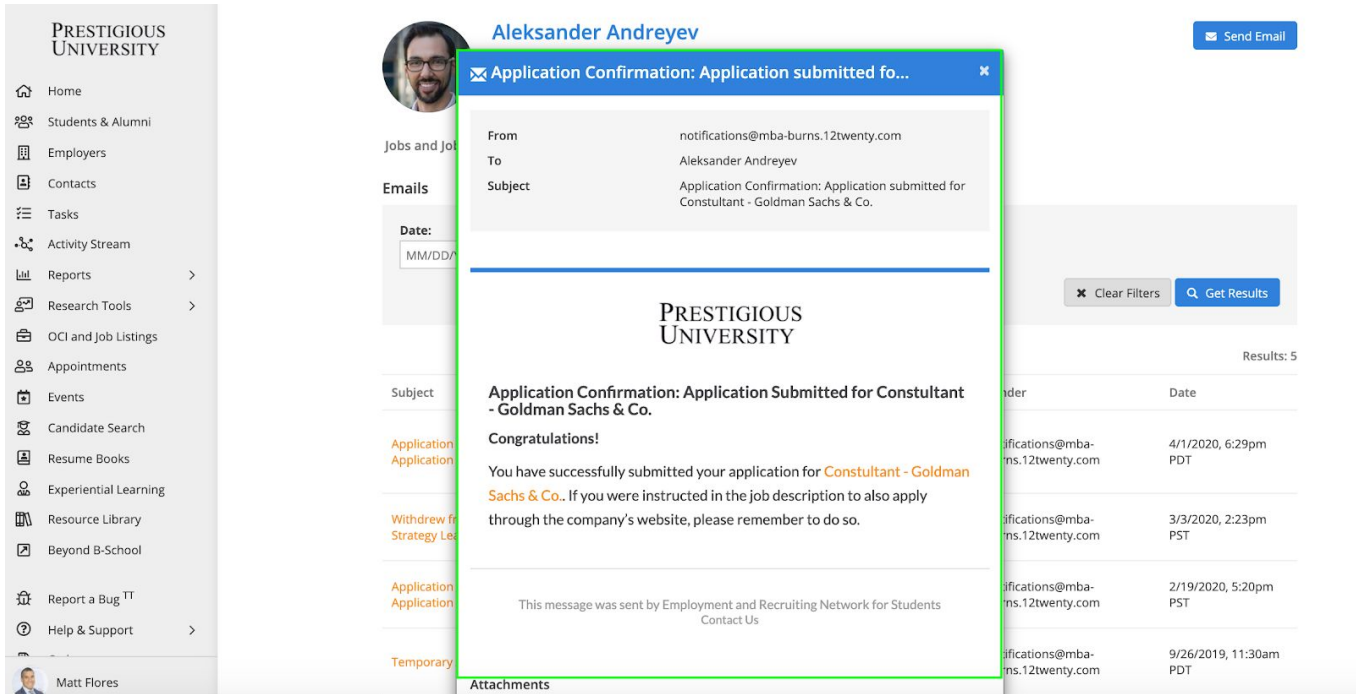
Congratulations!

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

Pertinent Details

Location Palo Alto - CA (United States)

[Back to Job Details](#)



PRESTIGIOUS UNIVERSITY

Aleksander Andreyev

Application Confirmation: Application submitted fo...

From: notifications@mba-burns.12twenty.com
To: Aleksander Andreyev
Subject: Application Confirmation: Application submitted for Consultant - Goldman Sachs & Co.

Date: MM/DD/YYYY

PRESTIGIOUS UNIVERSITY

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

Congratulations!

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

This message was sent by Employment and Recruiting Network for Students
[Contact Us](#)

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

6) Check the status of your OCI applications

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

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

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

PRESTIGIOUS UNIVERSITY

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- Reports >
- Research Tools >
- OCI and Job Listings
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- Resume Books
- Experiential Learning
- Resource Library
- Beyond B-School
- Report a Bug TT
- Help & Support >

Aleksander Andreyev Send Email

Interview Invitation Accepted for Constulant - Go...

From: notifications@mba-burns.12twenty.com
To: Aleksander Andreyev
Subject: Interview Invitation Accepted for Constulant - Goldman Sachs & Co.

Date: MM/DD/YYYY

PRESTIGIOUS UNIVERSITY

Interview Invitation Accepted for Constulant - Goldman Sachs & Co.

Dear Aleksander Andreyev,

This email is to confirm that you have accepted an interview invitation for **Constulant - Goldman Sachs & Co.**. You can see details and take further action via EARNs.

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

Clear Filters **Get Results**

Results: 6

Sender	Date
notifications@mba-burns.12twenty.com	4/1/2020, 6:38pm PDT
notifications@mba-burns.12twenty.com	4/1/2020, 6:29pm PDT
notifications@mba-burns.12twenty.com	3/3/2020, 2:23pm PST
notifications@mba-burns.12twenty.com	2/19/2020, 5:20pm PST

PRESTIGIOUS UNIVERSITY

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- Appointments
- Events
- Resume Books
- Experiential Learning
- Resource Library
- Beyond B-School
- Help & Support >

Constulant

Goldman Sachs & Co.

Remote/Telecommute

Job

New! Apply by: 4/1/2020, 6:45pm PDT

Interview Date(s): 4/13/2020

Application: You accepted the interview on 04/01/2020, 6:38 PM PDT Withdraw from Interview Withdraw from Application Edit Application

Interview Scheduled: Please select a time to interview. Select Interview Time

Test

Job Details

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

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

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

- You will see a list of all the available interview slots and you can pick your desired interview time by clicking the **"Select Time"** button.
- Once you have selected an interview time, you will receive an email confirming your interview time and the location of the interview (On Campus, Off Campus, or Virtual).

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- Experiential Learning
- Resource Library
- Beyond B-School

Please Confirm

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

Cancel **OK**

Time 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

PRESTIGIOUS UNIVERSITY

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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.

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

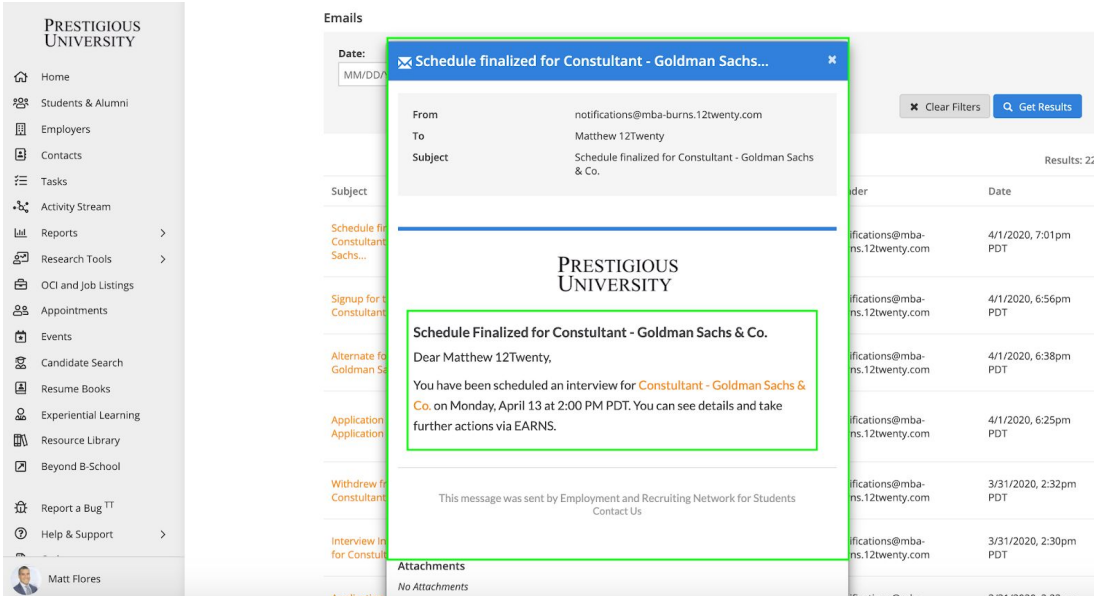
✕ Clear Filters
Get Results

Results: 7

Sender	Date
ifications@mba-burns.12twenty.com	4/1/2020, 6:44pm PDT
ifications@mba-burns.12twenty.com	4/1/2020, 6:38pm PDT
ifications@mba-burns.12twenty.com	3/31/2020, 2:32pm PDT
ifications@mba-burns.12twenty.com	3/31/2020, 1:30pm 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.

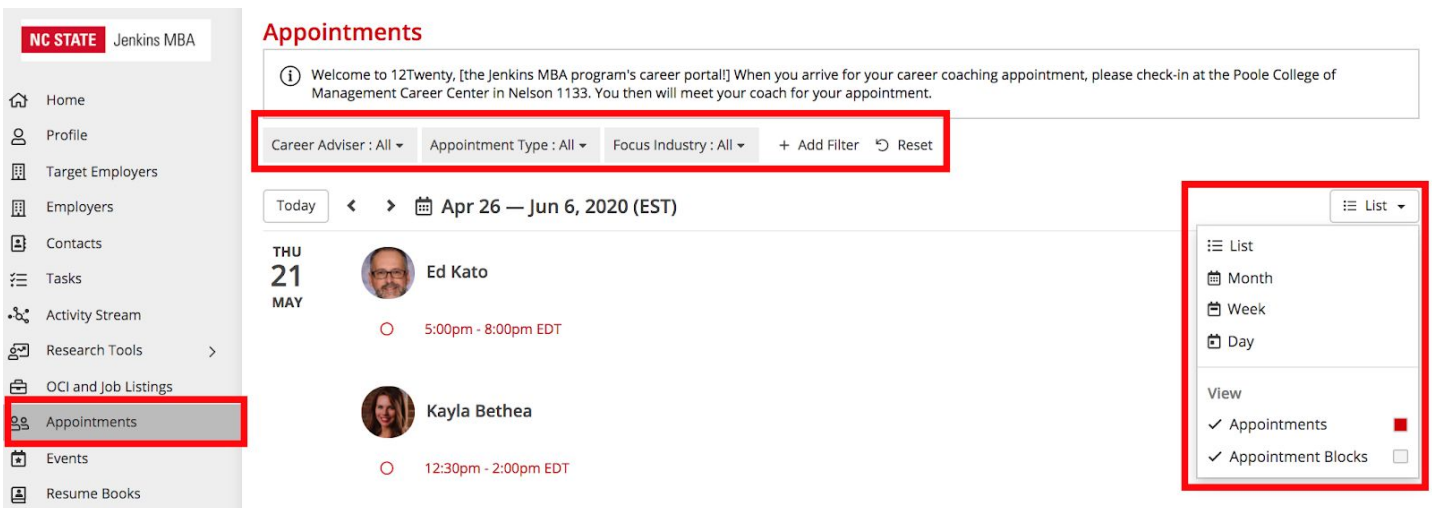


Appointments

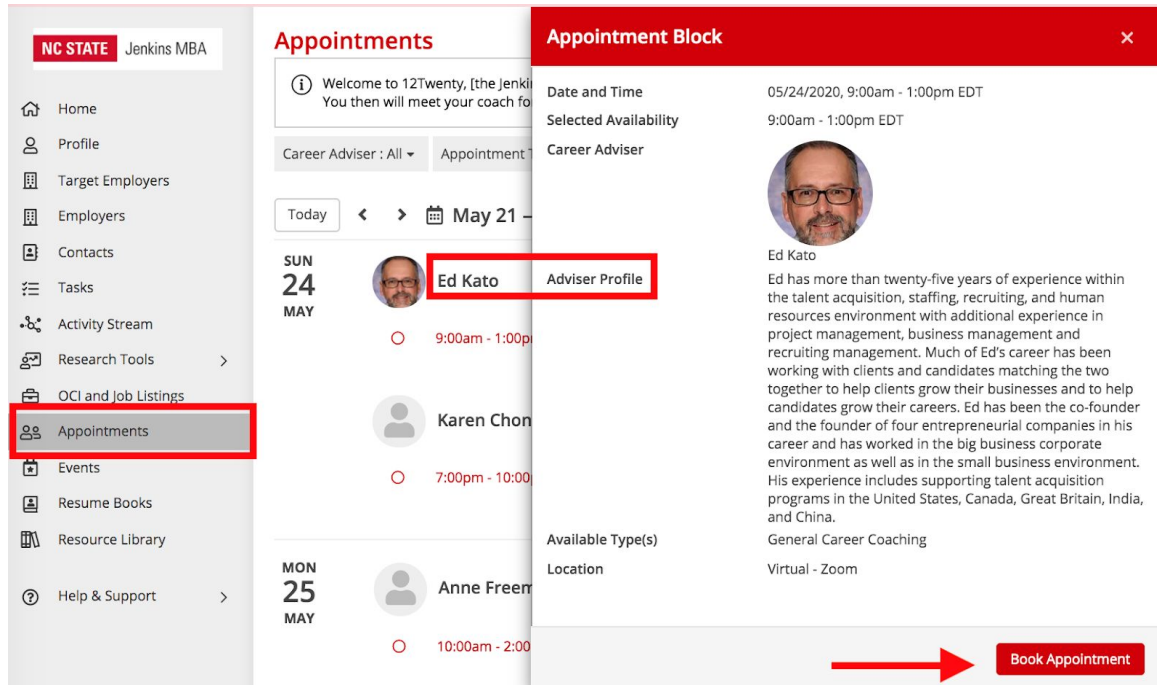
The Appointments tool helps you stay connected to your career coach - whether on-campus or virtual. These one-on-one meetings can address all aspects of career planning including: resume and cover letter drafting, application procedures, market and employer information, industry/practice area career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



NC STATE Jenkins MBA

Appointments

Welcome to 12Twenty, [the Jenkins MBA] You then will meet your coach for

Career Adviser : All Appointment

Today < > May 21

SUN 24 MAY

Ed Kato Adviser Profile

9:00am - 1:00pm

Karen Chon

7:00pm - 10:00pm

MON 25 MAY

Anne Freeman

10:00am - 2:00pm

Appointment Block

Date and Time 05/24/2020, 9:00am - 1:00pm EDT

Selected Availability 9:00am - 1:00pm EDT

Career Adviser

Ed Kato

Ed has more than twenty-five years of experience within the talent acquisition, staffing, recruiting, and human resources environment with additional experience in project management, business management and recruiting management. Much of Ed's career has been working with clients and candidates matching the two together to help clients grow their businesses and to help candidates grow their careers. Ed has been the co-founder and the founder of four entrepreneurial companies in his career and has worked in the big business corporate environment as well as in the small business environment. His experience includes supporting talent acquisition programs in the United States, Canada, Great Britain, India, and China.

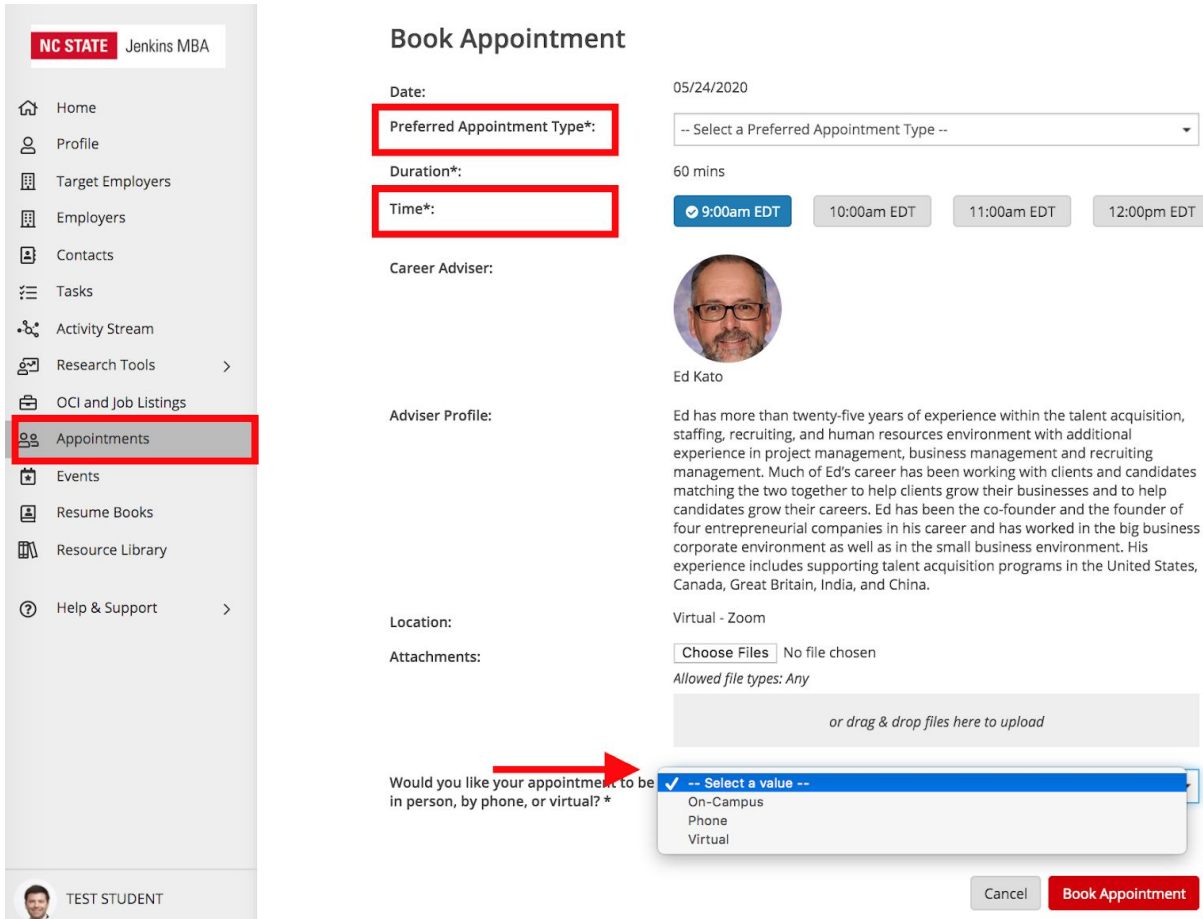
Available Type(s) General Career Coaching

Location Virtual - Zoom

Book Appointment

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.



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Help & Support

Book Appointment


Date: 05/24/2020

Preferred Appointment Type*: -- Select a Preferred Appointment Type --

Duration*: 60 mins

Time*: 9:00am EDT 10:00am EDT 11:00am EDT 12:00pm EDT

Career Adviser:


Ed Kato

Adviser Profile:

Ed has more than twenty-five years of experience within the talent acquisition, staffing, recruiting, and human resources environment with additional experience in project management, business management and recruiting management. Much of Ed's career has been working with clients and candidates matching the two together to help clients grow their businesses and to help candidates grow their careers. Ed has been the co-founder and the founder of four entrepreneurial companies in his career and has worked in the big business corporate environment as well as in the small business environment. His experience includes supporting talent acquisition programs in the United States, Canada, Great Britain, India, and China.

Location: Virtual - Zoom

Attachments: No file chosen
Allowed file types: Any
or drag & drop files here to upload

Would you like your appointment to be in person, by phone, or virtual? *

✓ -- Select a value --
On-Campus
Phone
Virtual

Cancel **Book Appointment**

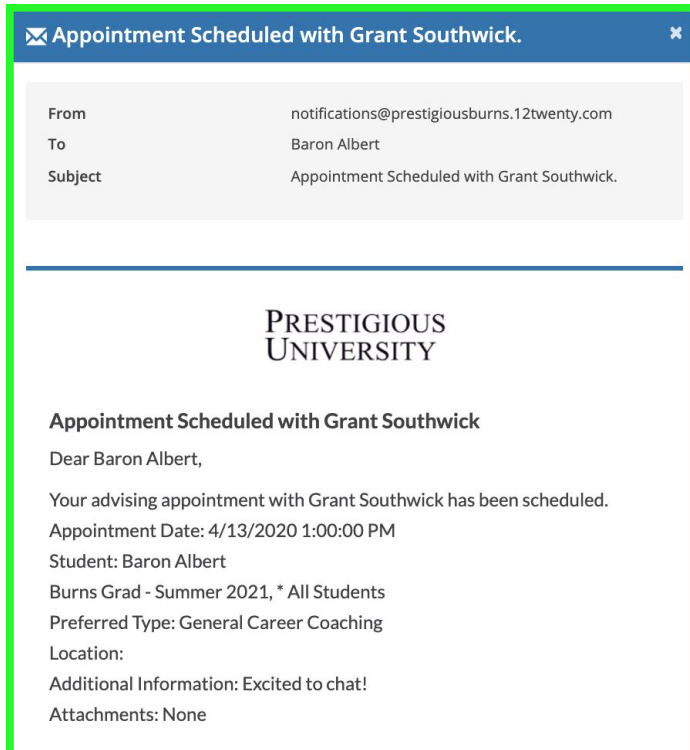
TEST STUDENT

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

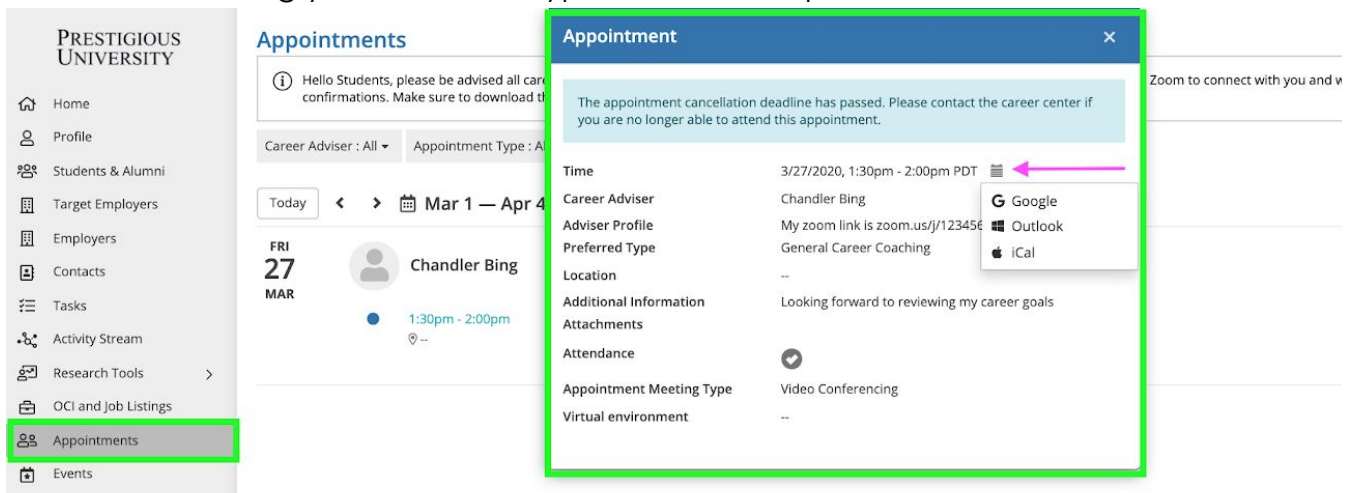
- The "Attachments" area is excellent for notifying your career coach about employment opportunities you are considering, resumes, cover letters, documents that need to be reviewed. This allows you to maximize the time you have with your coach.
- Simply drag and drop any relevant attachments or choose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

5) Add the appointment to your personal calendar

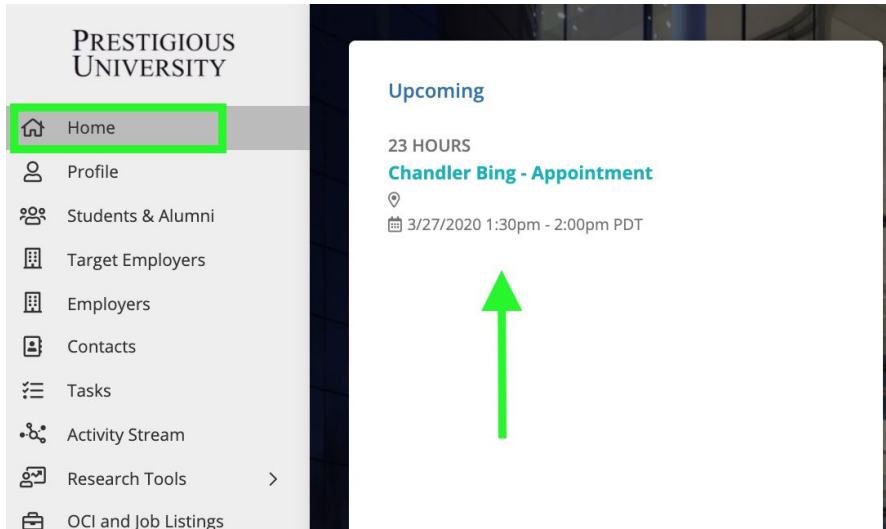
- After you book your appointment - you will receive a confirmation email with a calendar invite so you can add the Appointment to your personal calendar.



- 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” file of your homepage!

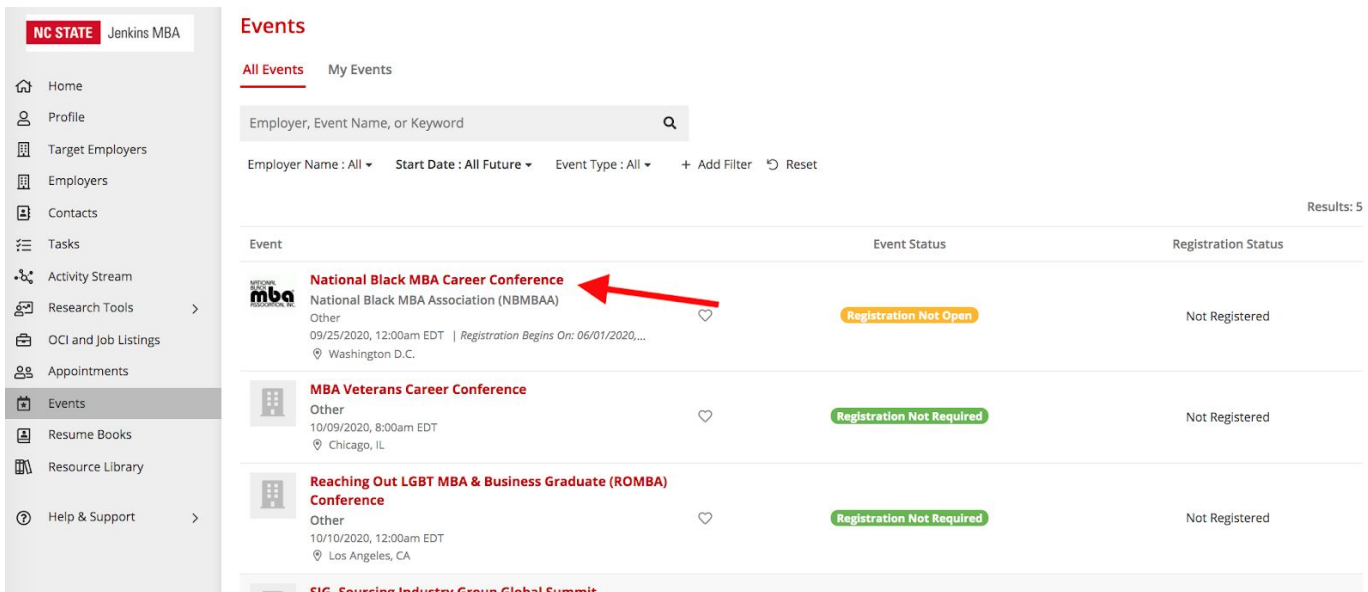


Events

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.






Events

All Events My Events

Employer, Event Name, or Keyword

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

Results: 5

Event	Event Status	Registration Status
 National Black MBA Career Conference National Black MBA Association (NBMBAA) Other 09/25/2020, 12:00am EDT Registration Begins On: 06/01/2020... Washington D.C.	Registration Not Open	Not Registered
 MBA Veterans Career Conference Other 10/09/2020, 8:00am EDT Chicago, IL	Registration Not Required	Not Registered
 Reaching Out LGBT MBA & Business Graduate (ROMBA) Conference Other 10/10/2020, 12:00am EDT Los Angeles, CA	Registration Not Required	Not Registered
SIG- Sourcing Industrv Group Global Summit		

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

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- Resume Books
- Resource Library
- Help & Support >

TEST STUDENT

National Black MBA Career Conference ♥

National Black MBA Association (NBMBA)
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® (NBMBA) 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 NBMBA 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](#)

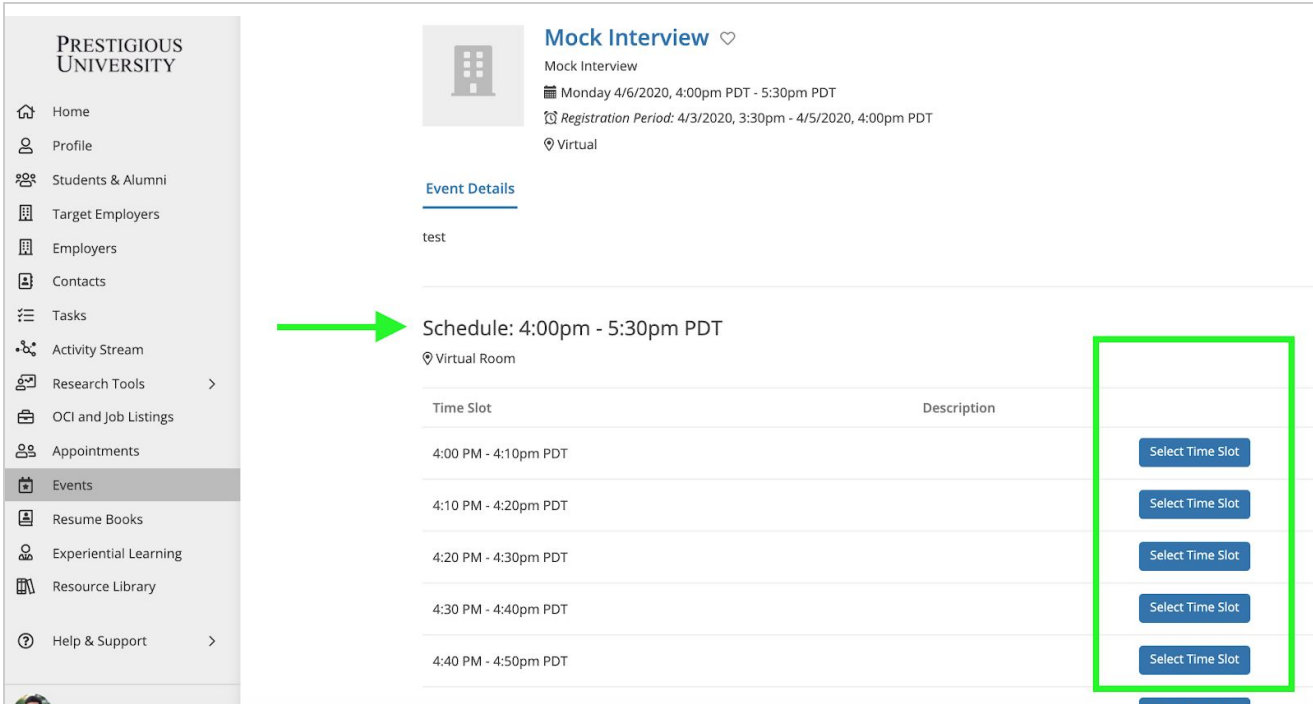
Sep 22-26, 2020 | Washington D.C.
To register, visit their [website](#)

**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.*



PRESTIGIOUS UNIVERSITY

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

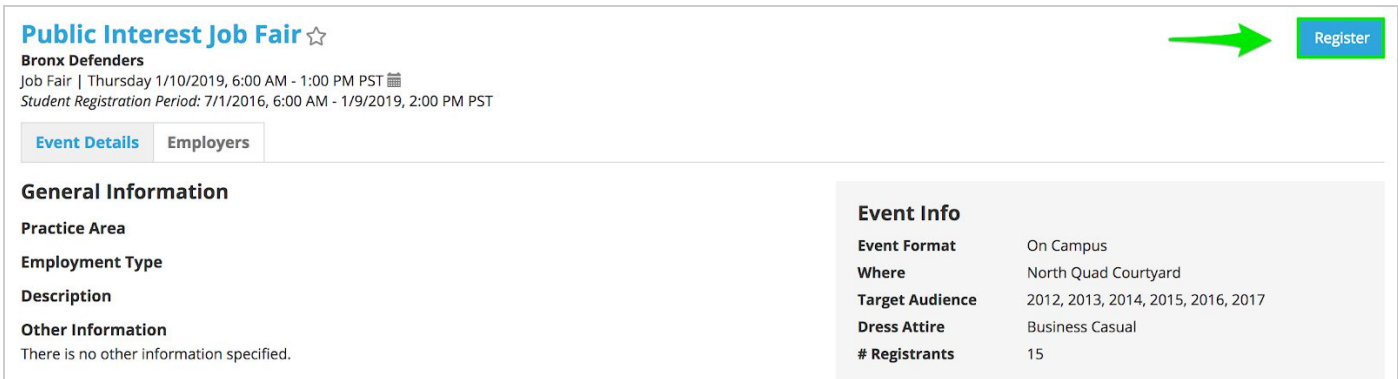
Event Details

test

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

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

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

[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

[Register](#)

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

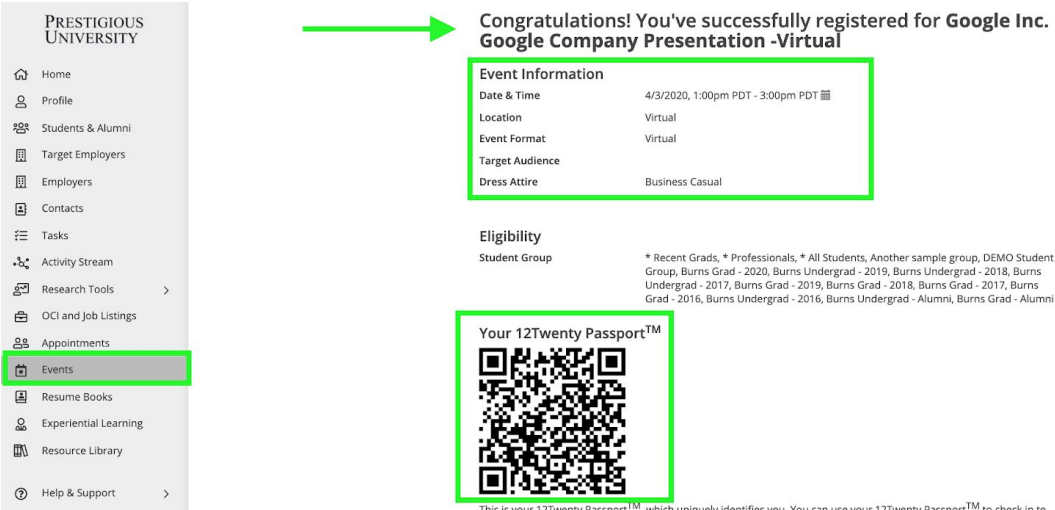
📘 Please upload all application documents in PDF format. If needed, please see [instructions](#) for converting word files to PDF.

Resume (required)

Upload New Existing

Please name the file No file chosen

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



PRESTIGIOUS UNIVERSITY

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- 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

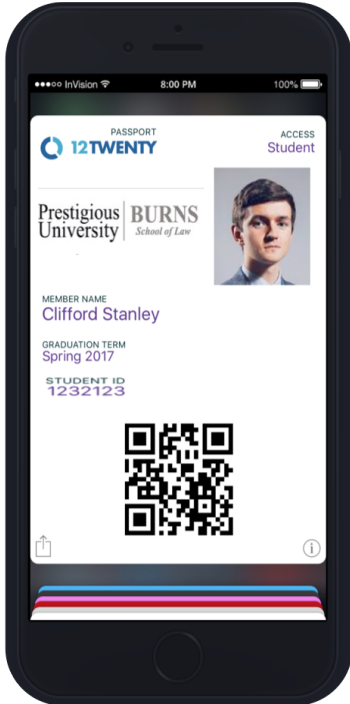
* Recent Grads, * Professionals, * All Students, Another sample group, DEMO Student Group, Burns Grad - 2020, Burns Undergrad - 2019, Burns Undergrad - 2018, Burns Undergrad - 2017, Burns Grad - 2019, Burns Grad - 2018, Burns Grad - 2017, Burns Grad - 2016, Burns Undergrad - 2016, Burns Undergrad - Alumni,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

NC STATE Jenkins MBA

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- Resume Books**
- Resource Library
- Help & Support

Resume Books

Name Search: Academic Year: Status:

✕ Clear Filters
Get Results

Results: 17

Resume Book	Description	Status	Approval Status
Ancestry Class of 2020 Interested Students Application Deadline: 12/02/2019, 5:00pm EST	Please add your resume if you wish to be considered for a full-time position by Ancestry for a Summer 2020 start. We will be sendi...	Archived	
Ancestry Class of 2021 Interested Students Application Deadline: 12/02/2019, 5:00pm EST	Please add your resume if you wish to be considered for summer internship positions by Ancestry. We will be sending this resume bo...	Archived	
Apple's GSM Internship position Application Deadline: 11/19/2019, 10:00am EST	Please submit your resume for the Apple GSM Internship position by Tuesday, November 19th at 10AM to be considered.	Archived	
Class of 2020 Continuing FT Job Search Application Deadline: 05/16/2020, 5:00pm EDT	MBA students who graduated May 2020 from the full-time Jenkins MBA program and continue to seek full-time employment.	Published	
Class of 2020, Biosciences Management	For students in the Biosciences Management concentration only. Please		

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
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Who Can Apply

Student Group	Full-Time MBA 2019,
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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.

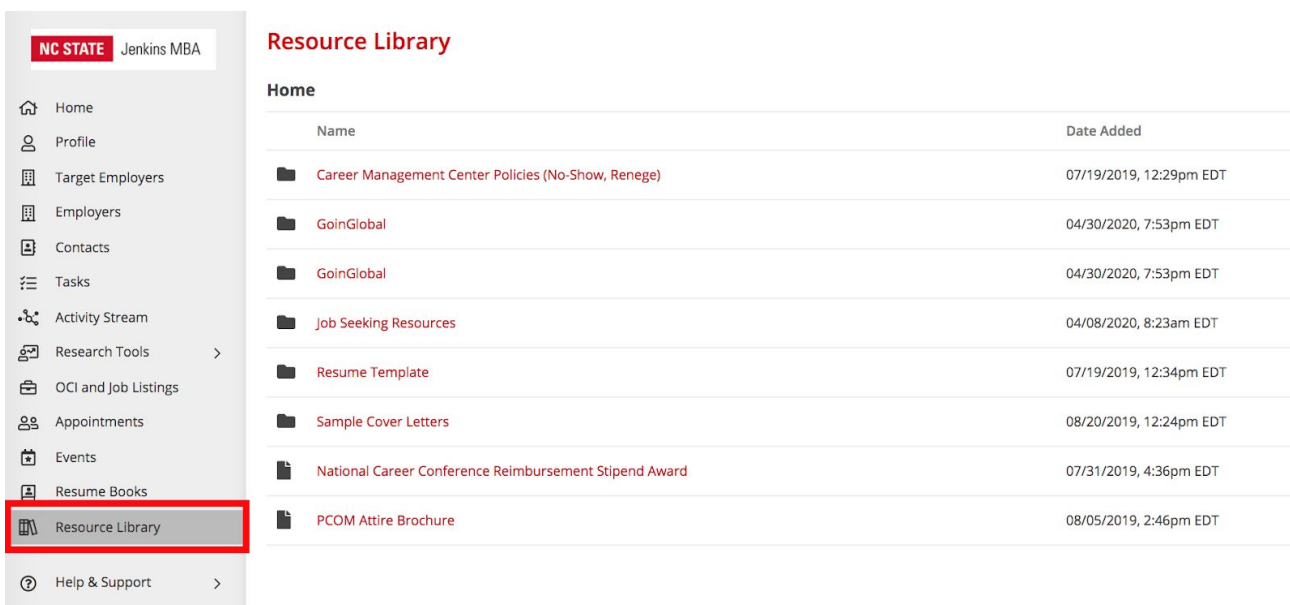
You submitted your resume 11/16/2018, 12:08 PM PST.
View your resume

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, 7:53pm EDT
GoInGlobal	04/30/2020, 7:53pm 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

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.

Resource Library

Home > Resume Template

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