

Student Toolkit



Powered by  12TWENTY

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Sign Up and Login

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

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

If you need assistance with the ASL 12Twenty platform, please contact Becky England in the Office of Career Services and Alumni Relations at bengland@asl.edu

1) Navigate to <https://law-asl.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 only if their account has been pre-authorized by a school admin.
- For assistance logging in, please review this [article](#).



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

PRESTIGIOUS UNIVERSITY

Login to continue to EARN\$

Email Address

Password

Student/Alumni Log In

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

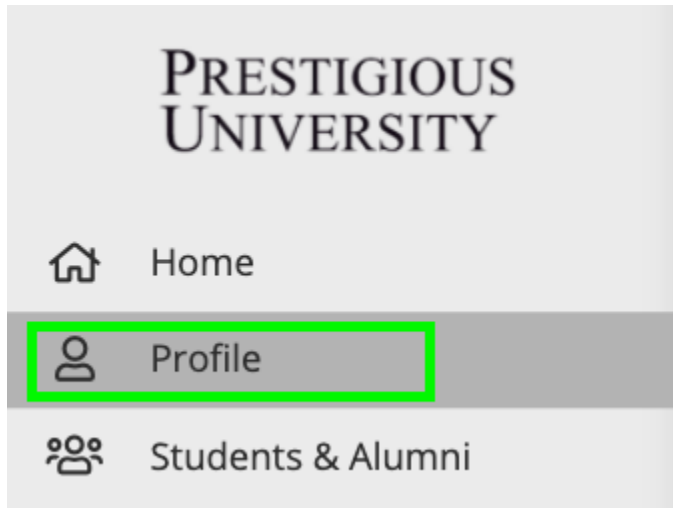
[Need Help?](#) [Privacy](#) [Terms](#)

Profile Set-Up

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

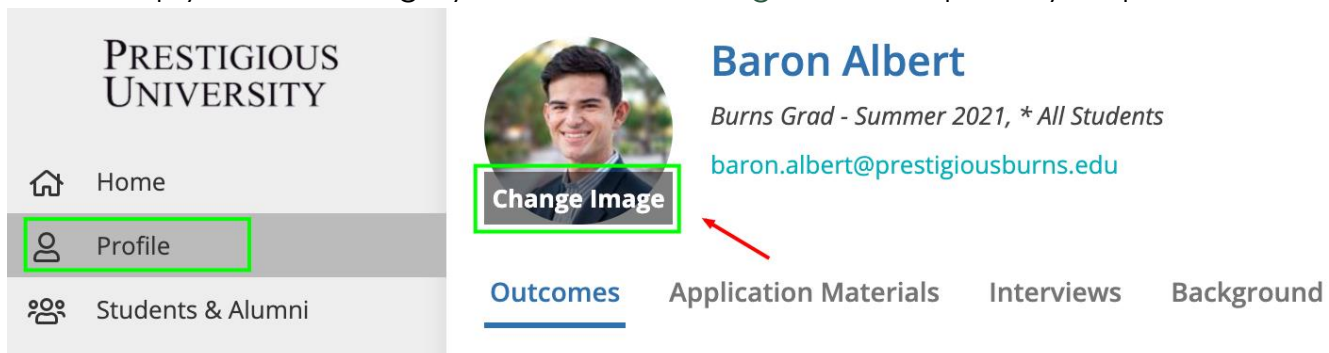
Let's take a look at the step-by-step guide below for setting up a student profile:

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



2) Let's add a photo of you!

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



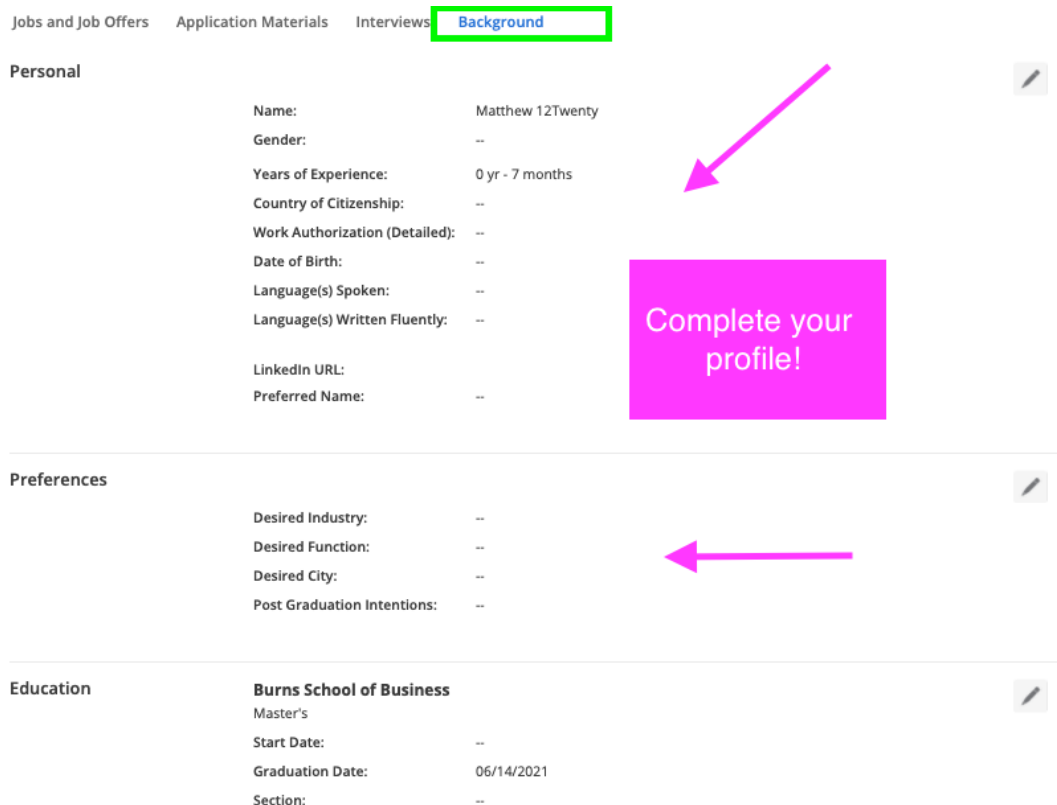
3) Update your Headline

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



4) Complete your “Background” tab

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



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

Personal

Name: Matthew 12Twenty

Gender: --

Years of Experience: 0 yr - 7 months

Country of Citizenship: --

Work Authorization (Detailed): --

Date of Birth: --

Language(s) Spoken: --

Language(s) Written Fluently: --

LinkedIn URL: --

Preferred Name: --

Complete your profile!

Preferences

Desired Industry: --

Desired Function: --

Desired City: --

Post Graduation Intentions: --

Education

Burns School of Business

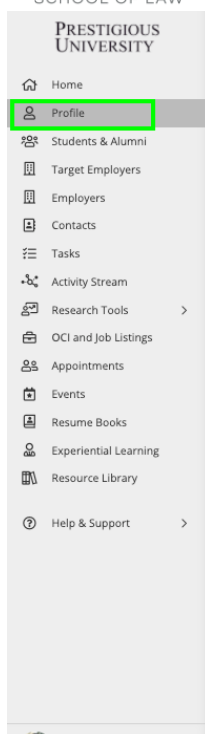
Master's


Start Date: --

Graduation Date: 06/14/2021

Section: --

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





Outcomes

Personal

Preferences

Edit your background information

* - indicates a required field.

First Name:

Middle Name:

Last Name *:

Gender:

Country of Citizenship *:

☐ I have a dual citizenship

Work Authorization - Detailed *:

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

Language(s) Spoken:

[+Add Additional Language](#)

Language(s) Written Fluently:

[+Add Additional Language](#)

Military Service *: ☒ Yes ☐ No

How many internships did you do? *:

LinkedIn URL *:

Scholarship *:

Favorite Color: ☐ Yes ☒ No


Student Club *:

Preferred Name:

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

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UNIVERSITY

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- Events
- Resume Books
- Experiential Learning
- Resource Library
- Help & Support



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

Outcomes Application Materials Interviews Background

Personal

Your profile is now updated!!

Name: Baron Albert

Gender: Male

Country of Citizenship: Spain

Work Authorization - Detailed: F1 Student

Language(s) Spoken: Spanish

Language(s) Written Fluently: --

How many internships did you do?: 3

Military Service: Yes

LinkedIn URL: barry.a@test.com

Preferred Name: Barry

Scholarship: --

Favorite Color: No

Student Club: Art Club, Finance Club, Tech Club

Preferences

Desired Industry: Consulting, Financial Services

Desired Function: Public Health

Desired City: Los Angeles - CA (United States (USA)), Dallas - TX (United States (USA)), Vado - NM (United States (USA))

[Public View](#)

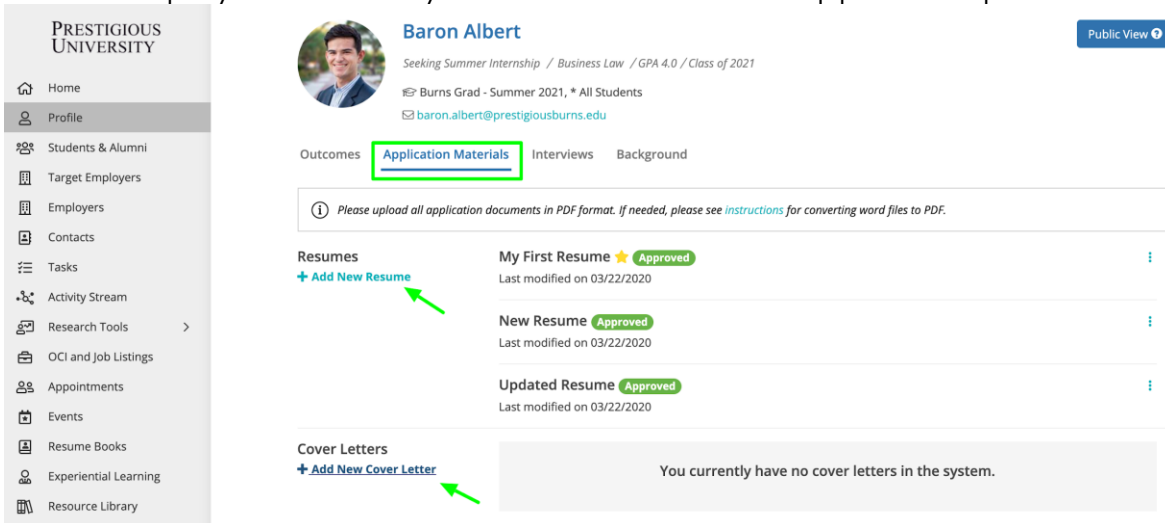
6) Keep your Career “Preferences” section updated

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

Upload Application Materials

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

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



PRESTIGIOUS UNIVERSITY

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

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

Outcomes **Application Materials** Interviews Background

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

Resumes
+ Add New Resume

My First Resume Approved
Last modified on 03/22/2020

New Resume Approved
Last modified on 03/22/2020

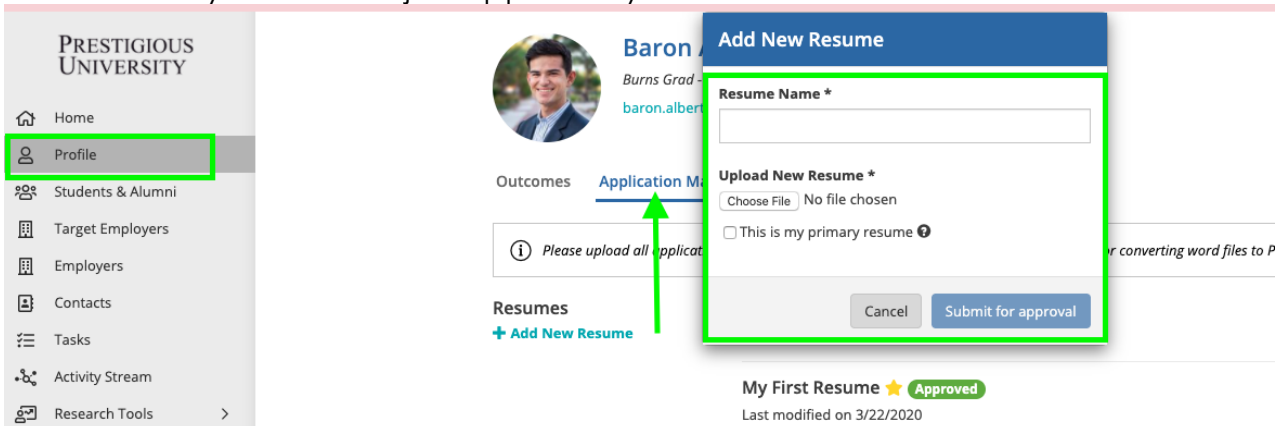
Updated Resume Approved
Last modified on 03/22/2020

Cover Letters
+ Add New Cover Letter

You currently have no cover letters in the system.

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

- This module allows Employers to filter for candidates who match their hiring criteria.
- If your profile and resume match what the employer is seeking in a candidate, they can reach out to you with the job opportunity.



PRESTIGIOUS UNIVERSITY

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

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

Outcomes Application Materials Interviews Background

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

Resumes
+ Add New Resume

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

Add New Resume

Resume Name *

Upload New Resume *

Choose File No file chosen

☐ This is my primary resume

Cancel Submit for approval

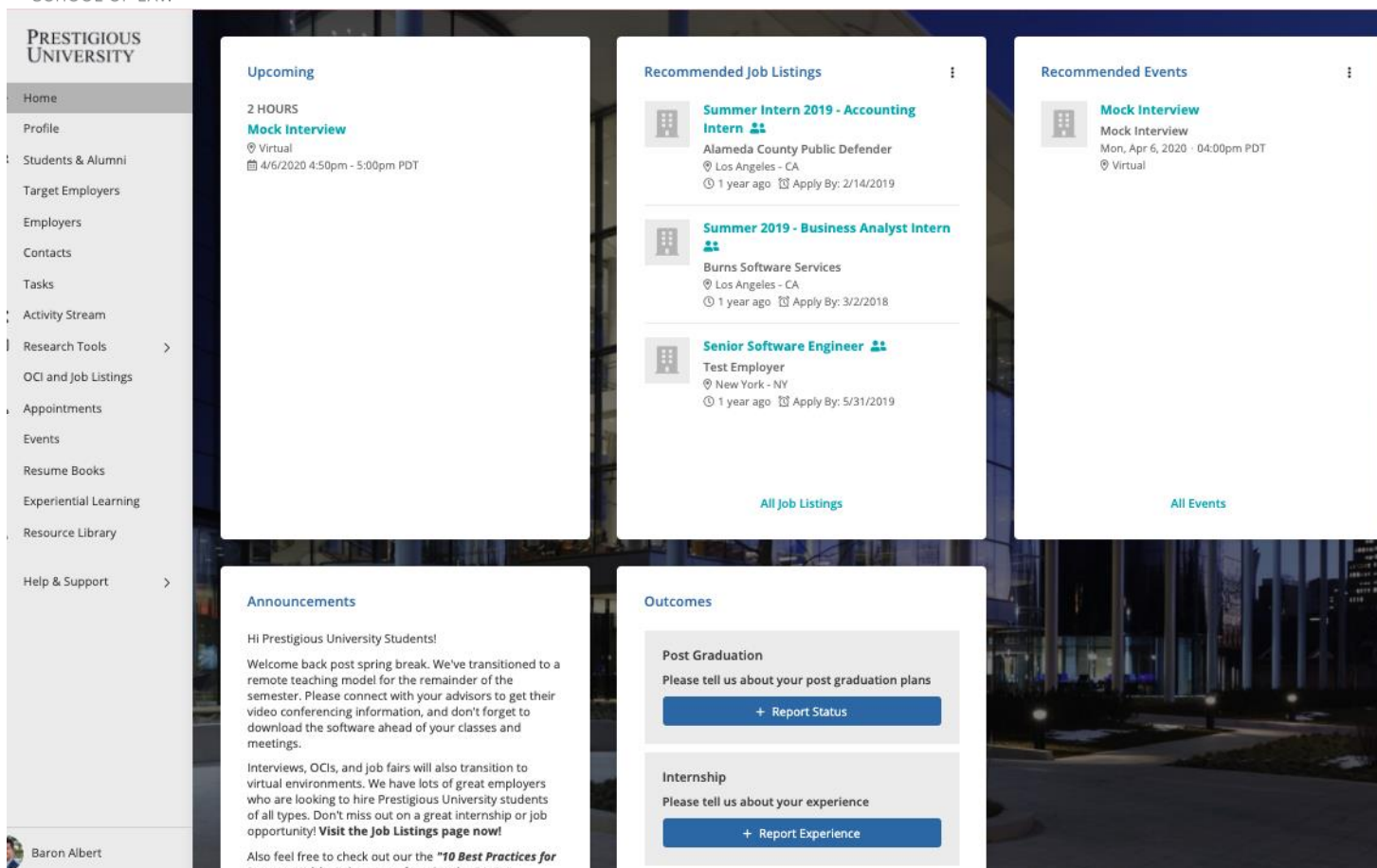


Note: If resume approval is enabled, your resume will go through a “review and approval” process before you can begin to use it as an official document for job postings, interviews, Candidate Search, and event registrations. Click the “[Submit for approval](#)” button to initiate the resume approval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

Homepage

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

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



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

- Upcoming:** A section titled "2 HOURS Mock Interview" with details: Virtual, 4/6/2020 4:50pm - 5:00pm PDT.
- Recommended Job Listings:** A list of three job listings:
 - Summer Intern 2019 - Accounting Intern:** Alameda County Public Defender, Los Angeles - CA, 1 year ago, Apply By: 2/14/2019.
 - Summer 2019 - Business Analyst Intern:** Burns Software Services, Los Angeles - CA, 1 year ago, Apply By: 3/2/2018.
 - Senior Software Engineer:** Test Employer, New York - NY, 1 year ago, Apply By: 5/31/2019.
- Recommended Events:** A section titled "Mock Interview" with details: Mon, Apr 6, 2020 - 04:00pm PDT, Virtual.
- Announcements:** A message from Baron Albert welcoming back post spring break students and announcing a transition to a remote teaching model. It also mentions that interviews, OCIs, and job fairs will transition to virtual environments.
- Outcomes:** Two sections: "Post Graduation" with a "+ Report Status" button, and "Internship" with a "+ Report Experience" button.

Outcome Submission

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

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

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

Announcements

Hi Prestigious University Students!

Welcome back post spring break. We've transitioned to a remote teaching model for the remainder of the semester. Please connect with your advisors to get their video conferencing information, and don't forget to download the software ahead of your classes and meetings.

Interviews, OCIs, and job fairs will also transition to virtual environments. We have lots of great employers who are looking to hire Prestigious University students of all types. Don't miss out on a great internship or job opportunity! **Visit the Job Listings page now!**

Also feel free to check out our the **"10 Best Practices for Resume Writing"** document found in the EARNs Resource Library. [Click here for direct access!](#)

Good luck this year!

Career Development Team

Outcomes

Post Graduation

Please tell us about your post graduation plans

+ Report Status

Internship

Please tell us about your experience

+ Report Experience

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

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

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

Post Graduation Outcome Options



Baron Albert
Burns Graduate
baron.albert

Outcomes

Application M

Post Graduation

Internship

Report Status

Post Graduation

Please tell us about your plans

Pending Job

Accepted Job

Own Venture

Still Seeking Employment

Still Seeking Education

Graduate School

Fellowship

Military Service

Service Organization


Volunteering

Other Intentions

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

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- Experiential Learning
- Resource Library
- Help & Support


Baron Albert

Job - Offer Accepted

(*) indicates a required field.

Basics

Employer *

Employer

Job Title *

Job Title

Number of Employees

-- Please select a value --

Do you have other post graduation plans? *

-- Please select a value --

Detailed Industry *

-- Please select an Industry --

Detailed Function *

-- Please select a job Function --

Location

Country *

Country

Location not yet determined

City *

City

Example: Philadelphia - PA or London - England

When

Offer Received Date *

MM/DD/YYYY

Format: (MM/DD/YYYY)

Offer Accepted Date *

MM/DD/YYYY

Format: (MM/DD/YYYY)

Start Date *

MM/DD/YYYY

Format: (MM/DD/YYYY)

End Date *

MM/DD/YYYY

Format: (MM/DD/YYYY)

☒ No end date

Compensation

Currency Receiving

USD

Base Salary *

\$

per year

Expected Commission

\$

per year

☐ Do not expect to receive Expected Commission

Expected Bonus *

\$

per year

☐ Did not receive an Expected Bonus

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

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



Baron Albert

Burns Grad - Summer 2021, * All Students

baron.albert@prestigiousburns.edu

Public View

Outcomes Application Materials Interviews Background

Post Graduation

Fellowship

Last Edited: 02/04/2020

Asian Pacific American Legal Resource Center - APALRC

Job Title 33333

Offer Accepted

Last Edited: 02/27/2020

Internship

BGC Capital Markets - Summer 2010

Intern

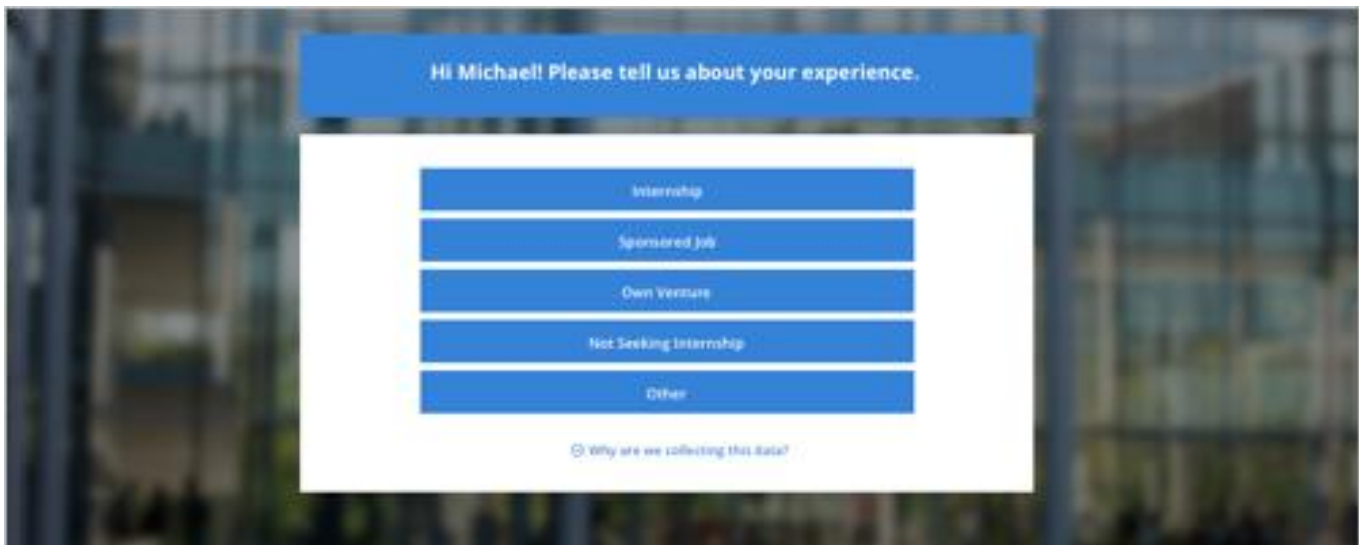
Internship - Offer Accepted

Last Edited: 12/19/2019

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

+ Report Experience

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



Applying for Jobs

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

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

- **All Tab** - Shows you every type of opportunity you can apply for. If the listing has an “Interview Date” or “OCI Round” the employer is looking to host Interviews for the listing they have open (these can take place On/Off-Campus and virtually).
- **Job Listing Tab** - Click on this tab if you would like to sort for just the job listings.
- **OCI Tab** - Click on this tab if you would like to sort for Employers who are partnering with the Career Services team to host Interviews for the listing they have open (these can take place On/Off-Campus and virtually).
- **Applied Tab** - This tracks your applications for listings within the career system.





OCI and Job Listings

[All](#)
[OCI](#)
[Job Listings](#)
[12TwentyGPS](#)
[Applied](#)
[My Interview Availability](#)

Employer, Job Title, or Keyword

Job Status : [Approved, Application Open](#) ▾
 Employer : [All](#) ▾
 Job Title : [All](#) ▾
 City : [Any](#) ▾
 Type of Job : [All](#) ▾
 + Add Filter
 [Reset](#)

↓ Posting Date
 Results:

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

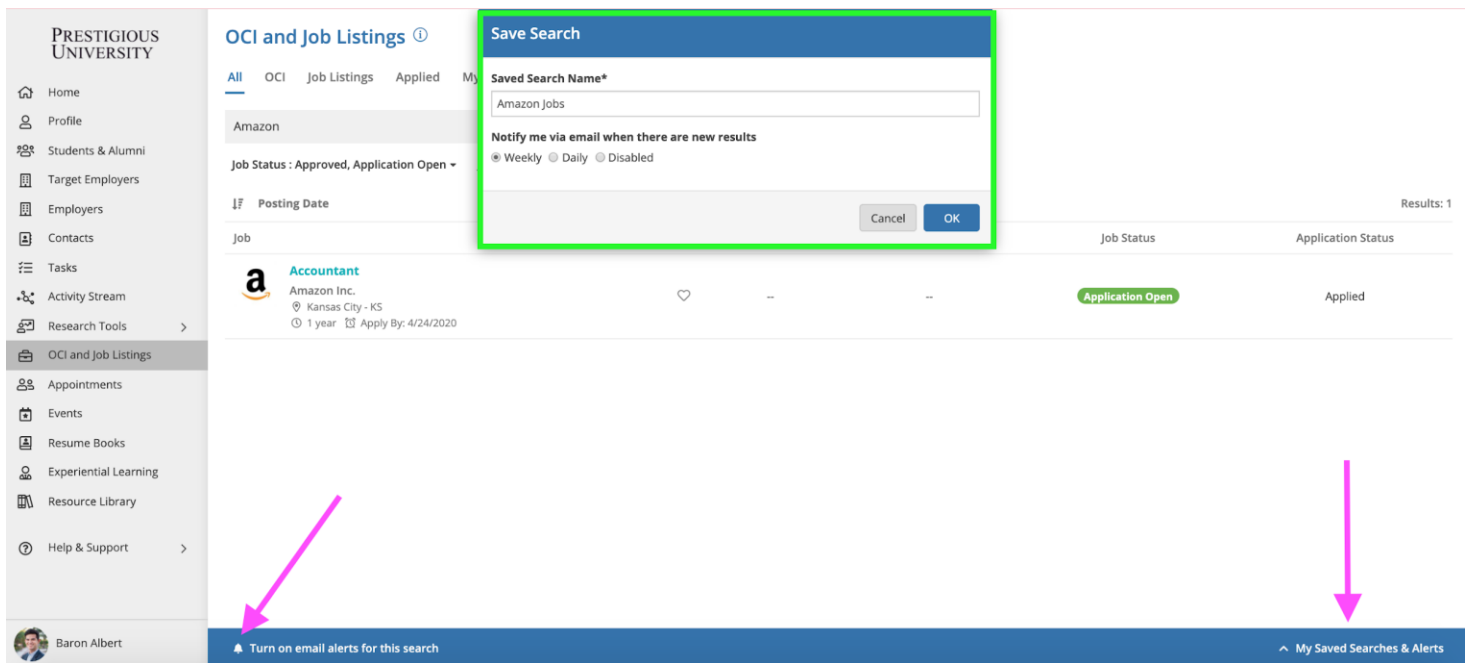
2) Use the “Filters” at the top of the page to search for jobs that match your criteria

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

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

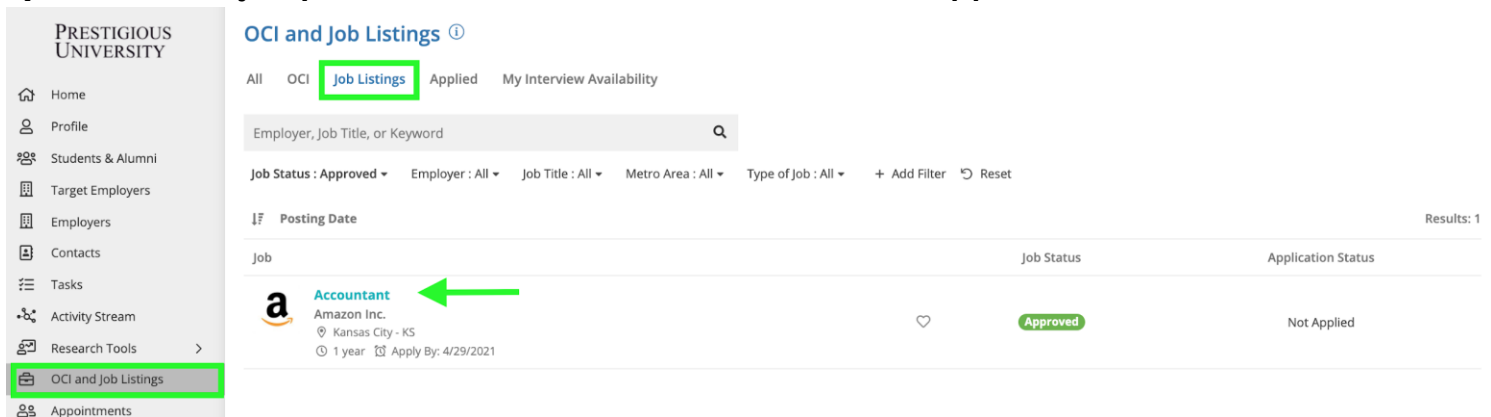
- You can easily save any search results by clicking the bar at the bottom of the page that says “Turn on email alerts for the search.”

- Click the “My Saved Searches & Alerts” button from the bottom right-hand corner to give your saved search a name and to let us know how often you want to be alerted of new opportunities that match your search.
- Easily access your saved searches in the lower right corner via the “My Saved Searches & Alerts” button to update your frequency of delivery and/or delete the saved search.



The screenshot shows the Prestigious University OCI and Job Listings interface. A modal titled "Save Search" is open, allowing users to name their search and choose email notification frequency (Weekly, Daily, or Disabled). The background shows a list of job listings, with one for "Accountant" at Amazon Inc. in Kansas City, KS. The job status is "Application Open" and the application status is "Applied". A blue bar at the bottom contains a button to "Turn on email alerts for this search" and a link to "My Saved Searches & Alerts".

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



The screenshot shows the Prestigious University OCI and Job Listings interface with the "Job Listings" tab selected. The search results show a list of job listings, with one for "Accountant" at Amazon Inc. in Kansas City, KS. The job status is "Approved" and the application status is "Not Applied". A green arrow points to the job listing, indicating the next step in the process.

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



Accountant

Amazon Inc.

📍 Kansas City - KS (United States)

📅 Job

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

Test

Job Details

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

Job Dates

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



Apply

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

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

External Application:

- If the employer has requested to receive the applications by email, fax, or an external website you will see this noted in the pop-up window along with the required documents.
- These applications will not be automatically tracked in the careers portal.

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- Experiential Learning

Accountant

Amazon Inc.

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

① Please upload all application documents in

Resume (required)

My First Resume

Cover Letter (optional)

Upload New

Please name the file

Transcript (optional)

Upload New

Please name the file

Apply to this Job

① The employer requests that you apply to this job via the following external link.

Please include the following document(s):

- Resume
- Cover Letter
- Transcript

External Link

amazon.com/careers

External Job ID

act132343

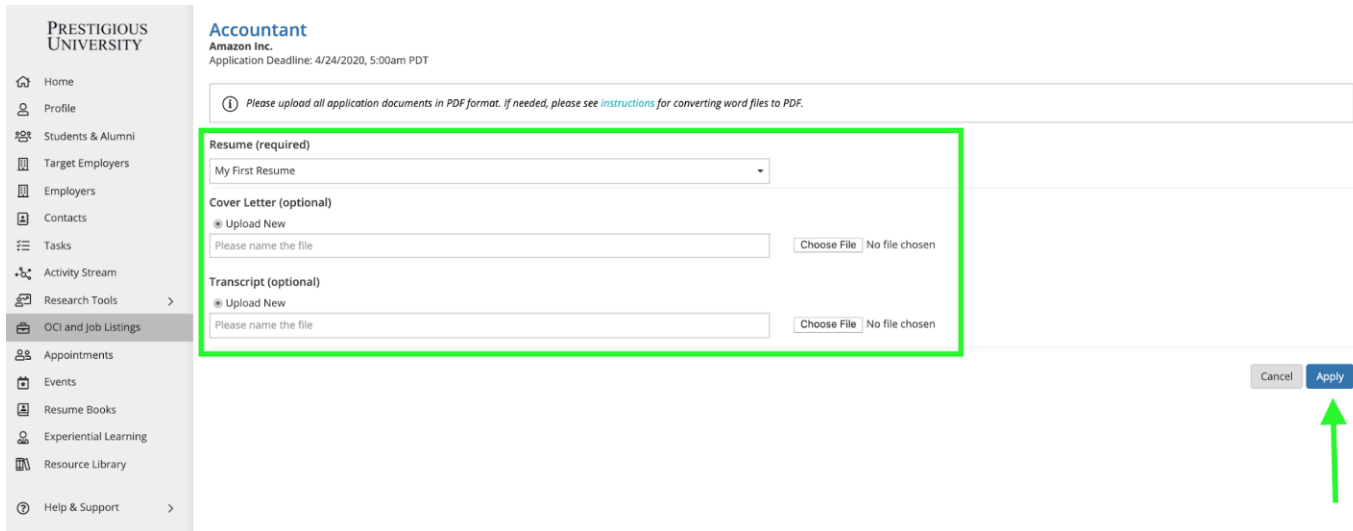
OK

Cancel Apply

Career System Application:

- If the employer has requested that you submit applications through the system, you will be prompted and able to submit the requested documents on the next screen.
- All required documents must be submitted in order to successfully apply

- You can choose from your existing /pre-saved documents or choose a new file from your computer.
 - Note: Please upload all documents in PDF format to ensure employers can easily download these into an “Application packet.”*



PRESTIGIOUS UNIVERSITY

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

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

Resume (required)
My First Resume

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

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

Cancel **Apply**

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

7) Confirmation of Application

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

Congratulations!

You have successfully applied to Accountant at Amazon Inc.!

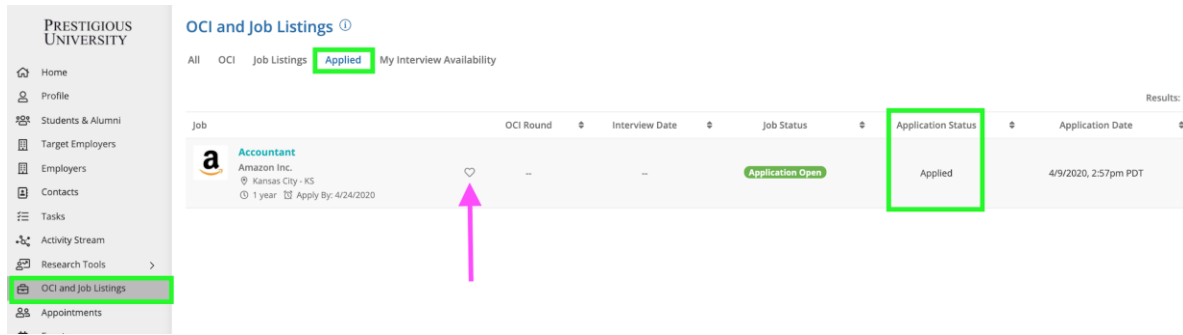
Pertinent Details

Location Kansas City - KS (United States)

[Back to Job Details](#)

8) Keep track of your Applications

- Use the “Applied” tab of the “OCI and Job Listing” module to track the applications you submit directly via the platform.



The screenshot shows the 'OCI and Job Listings' module with the 'Applied' tab selected. A table lists job opportunities. The first entry is for 'Accountant' at 'Amazon Inc.' in 'Kansas City - KS'. The 'Application Status' is 'Applied', and the 'Application Date' is '4/9/2020, 2:57pm PDT'. A pink arrow points to the heart icon for favoriting the listing.

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

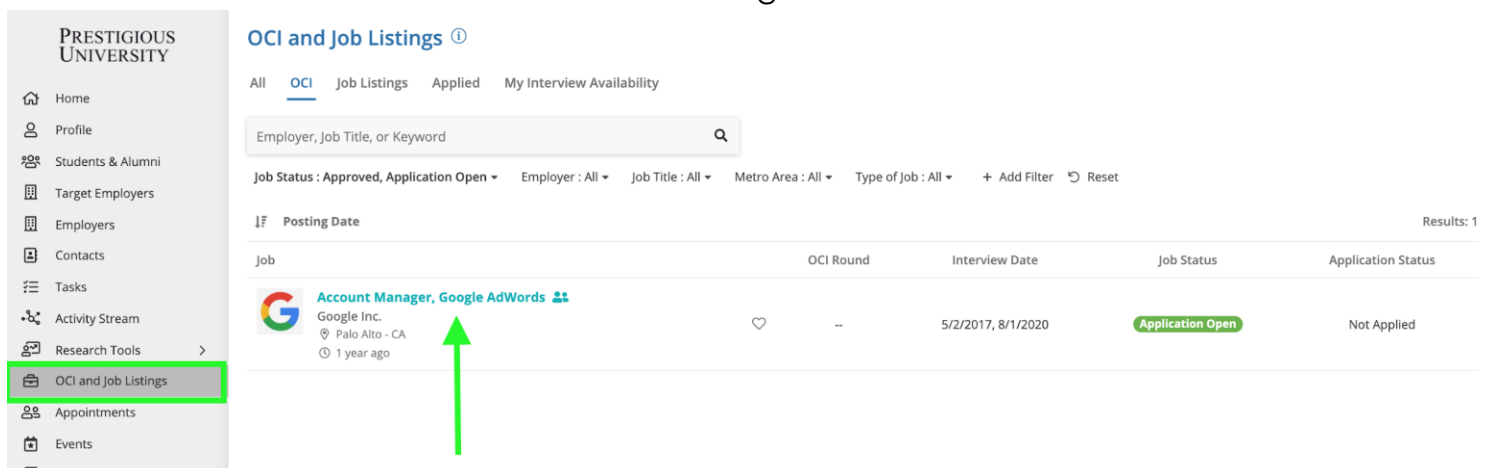
Employers who often partner with the Career Services team to host Interviews for the listing they have open (these can take place On/Off-Campus and virtually). Every year we have a handful of employers that come back to participate in these recruiting programs called “OCIs.” Let’s take a look at how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

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

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

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

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

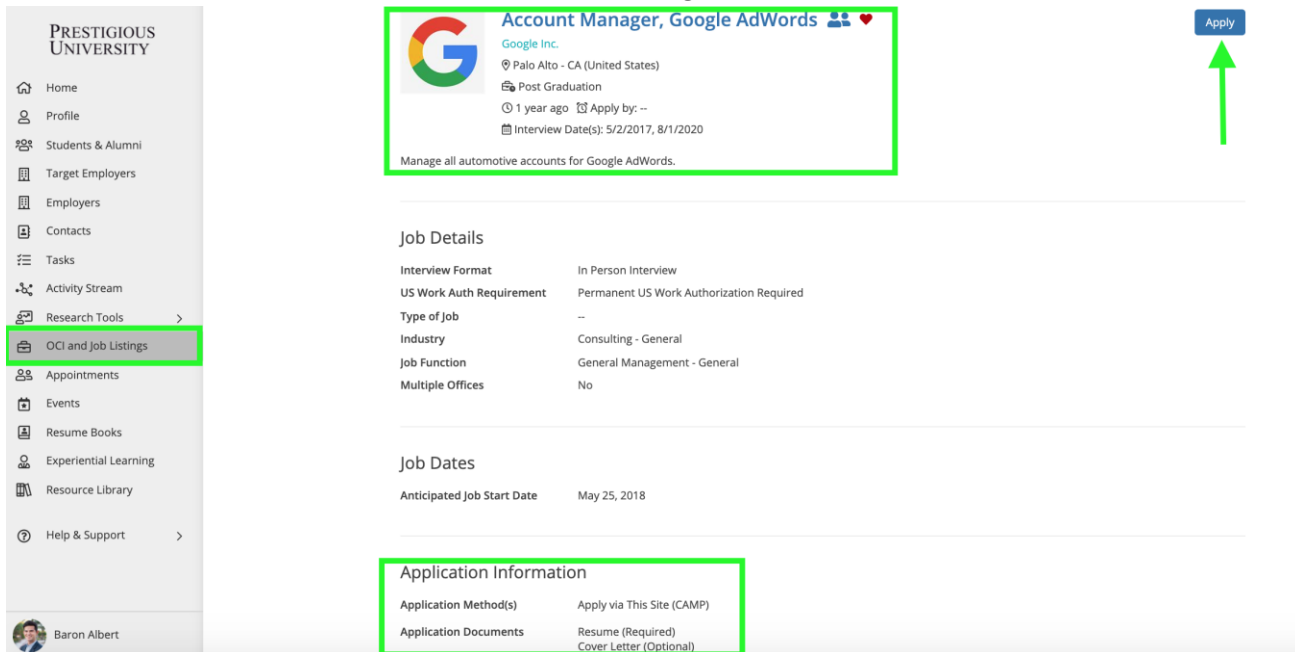


The screenshot shows the 'OCI and Job Listings' module with the 'OCI' tab selected. A search bar is present with the placeholder text 'Employer, Job Title, or Keyword'. Below the search bar, there are filters for 'Job Status', 'Employer', 'Job Title', 'Metro Area', and 'Type of Job'. The first listing is for 'Account Manager, Google AdWords' at 'Google Inc.' in 'Palo Alto - CA'. The 'Application Status' is 'Not Applied'. A green arrow points to the heart icon for favoriting the listing.

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

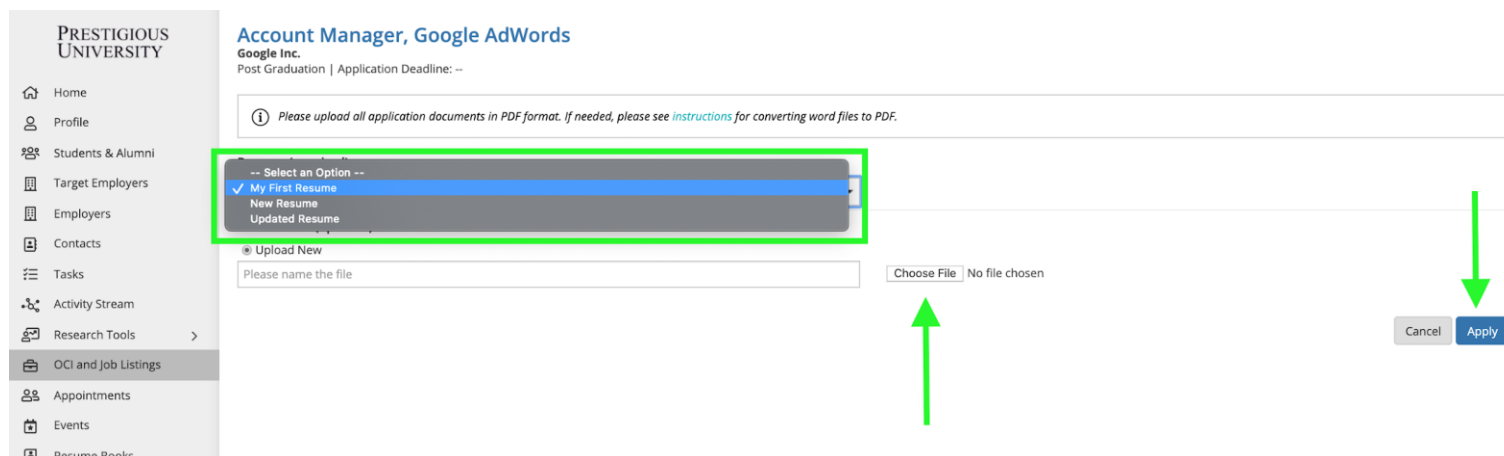
3) Once you click into an OCI listing you will see all the pertinent information and interview requirements

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



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

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



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.



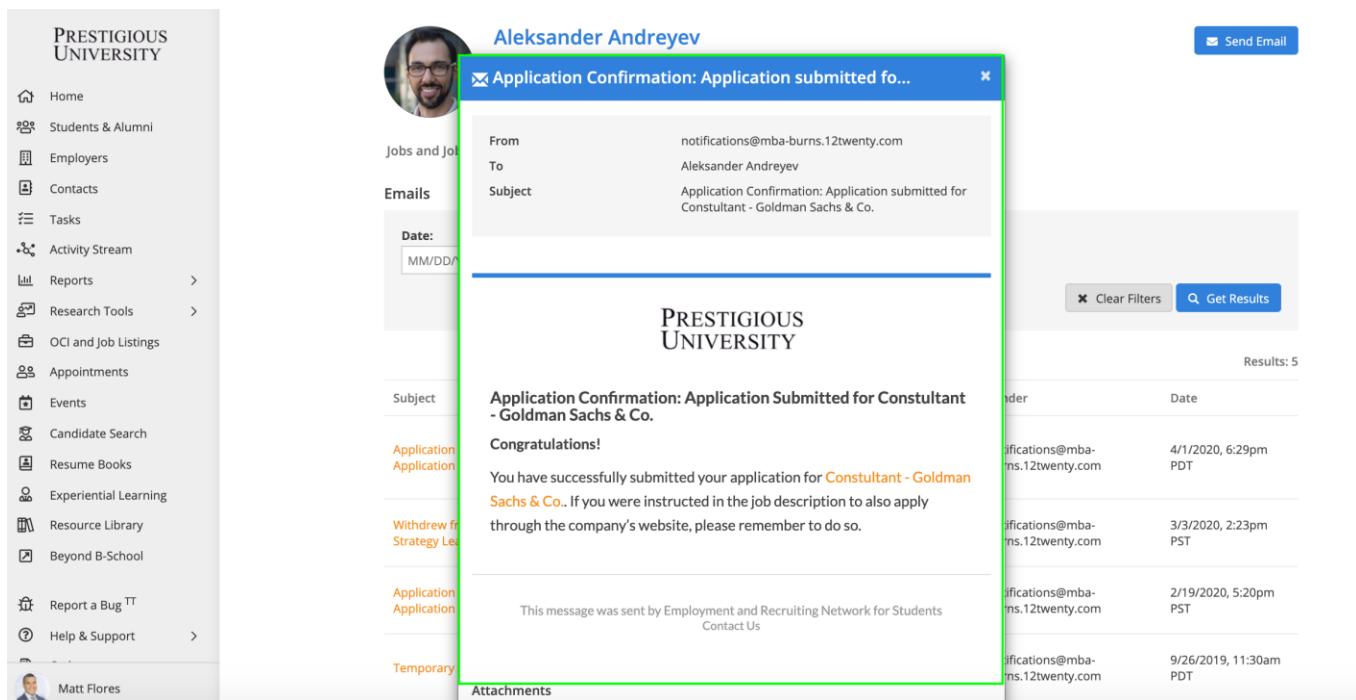
Congratulations!

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

Pertinent Details

Location Palo Alto - CA (United States)

[Back to Job Details](#)



The screenshot shows the Prestigious University application confirmation page. On the left is a sidebar with navigation links: Home, Students & Alumni, Employers, Contacts, Tasks, Activity Stream, Reports, Research Tools, OCI and Job Listings, Appointments, Events, Candidate Search, Resume Books, Experiential Learning, Resource Library, Beyond B-School, Report a Bug, and Help & Support. The main content area displays the user's profile (Aleksander Andreyev) and a confirmation message. A green box highlights the email content, which includes the university logo, the subject line "Application Confirmation: Application Submitted for Consultant - Goldman Sachs & Co.", and the congratulatory message. Below the message is a table of application history.

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

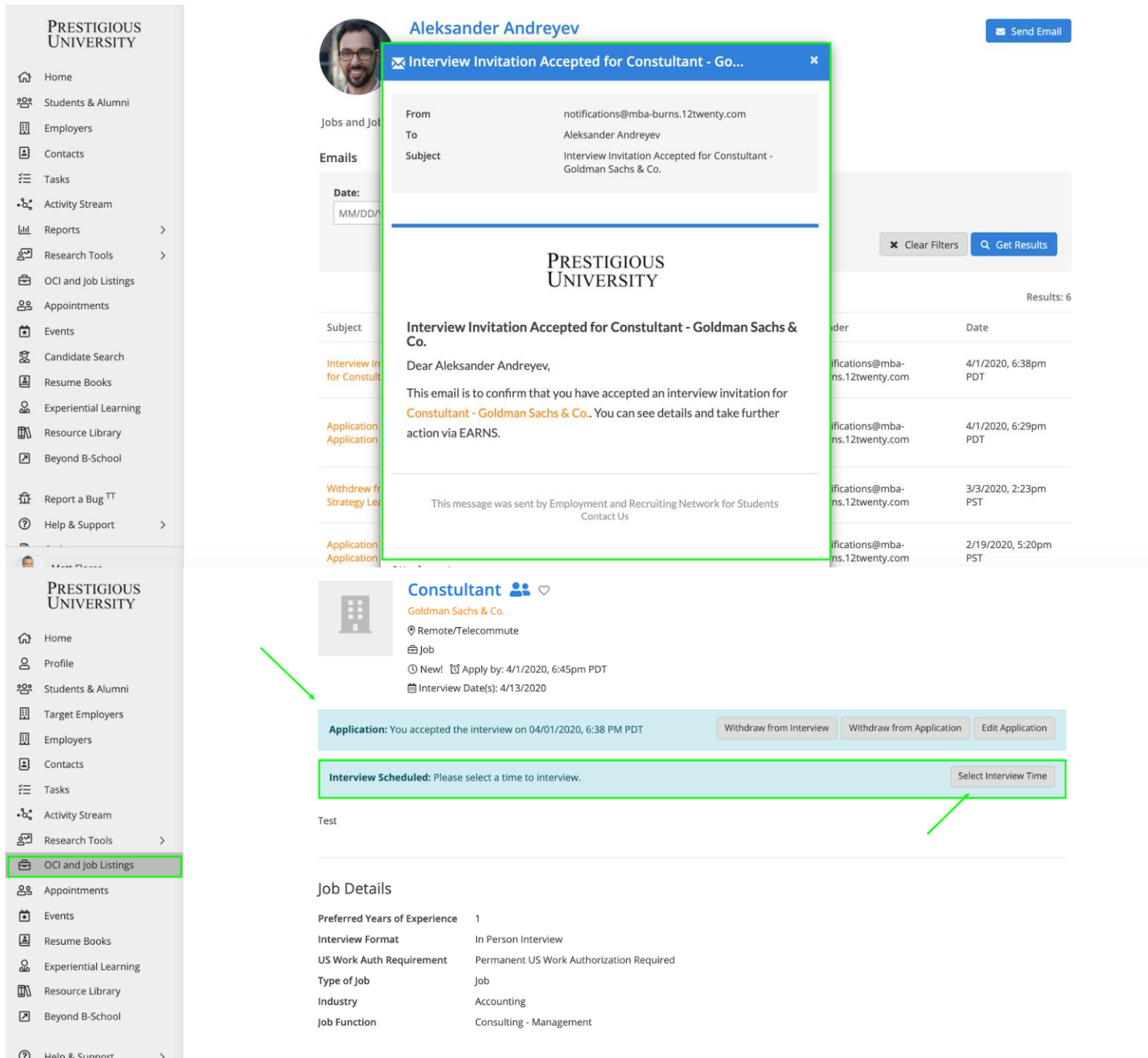
6) Check the status of your OCI applications

- You can check the status of your applications and interviews from the “Applied” tab of the “OCI and Job Listings” module.
- You will also receive emails throughout the Interview Program with a direct link to the OCIs so you can take the next steps at the right time.

- After the application deadline, the employer will receive your application materials and make a decision on the students they want to interview.

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

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



The screenshot displays the Prestigious University 12Twenty portal. On the left is a navigation menu with options like Home, Students & Alumni, Employers, Contacts, Tasks, Activity Stream, Reports, Research Tools, OCI and Job Listings (highlighted with a green box), Appointments, Events, Candidate Search, Resume Books, Experiential Learning, Resource Library, Beyond B-School, Report a Bug, and Help & Support.

The main content area shows a profile for Aleksander Andreyev. A green box highlights an email titled "Interview Invitation Accepted for Constultant - Go..." from notifications@mba-burns.12twenty.com. The email body confirms the acceptance of an interview invitation for Constultant - Goldman Sachs & Co. and provides a link to EARNs.

Below the email, the application status for "Constultant" at "Goldman Sachs & Co." is shown. A green box highlights the "Interview Scheduled" section, which states "Please select a time to interview." and includes a "Select Interview Time" button. A green arrow points from this button to the "OCI and Job Listings" menu item.

The application status also shows "Application: You accepted the interview on 04/01/2020, 6:38 PM PDT" and "Interview Scheduled: Please select a time to interview." with buttons for "Withdraw from Interview", "Withdraw from Application", and "Edit Application".

Job Details for the Constultant position are listed below:

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).

PRESTIGIOUS UNIVERSITY

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

Please Confirm

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

Interview Time Slot	Status	Action
4/13/2020, 9:00am PDT - 4/13/2020, 10:00am PDT	Open	<input type="button" value="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	<input type="button" value="Select Time"/>
4/13/2020, 12:15pm PDT - 4/13/2020, 1:15pm PDT	Open	<input type="button" value="Select Time"/>
4/13/2020, 2:00pm PDT - 4/13/2020, 3:00pm PDT	Open	<input type="button" value="Select Time"/>
4/13/2020, 3:00pm PDT - 4/13/2020, 4:00pm PDT	Open	<input type="button" value="Select Time"/>

Michael 12Twenty Send Email

Signup for the Interview for Constultant - Goldman...

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

Date: MM/DD/YYYY

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

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.

PRESTIGIOUS UNIVERSITY

Home Students & Alumni Employers Contacts Tasks Activity Stream Reports > Research Tools > OCI and Job Listings Appointments Events Candidate Search Resume Books Experiential Learning Resource Library Beyond B-School Report a Bug TT Help & Support > Matt Flores

Schedule finalized for Constultant - Goldman Sachs...

From: notifications@mba-burns.12twenty.com
To: Matthew 12Twenty
Subject: Schedule finalized for Constultant - Goldman Sachs & Co.

Date: MM/DD/YYYY

PRESTIGIOUS UNIVERSITY

Schedule Finalized for Constultant - Goldman Sachs & Co.

Dear Matthew 12Twenty,

You have been scheduled an interview for **Constultant - Goldman Sachs & Co.** on Monday, April 13 at 2:00 PM PDT. You can see details and take further actions via EARNs.

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

Clear Filters Get Results

Results: 22

Sender	Date
ifications@mba-burns.12twenty.com	4/1/2020, 7:01pm PDT
ifications@mba-burns.12twenty.com	4/1/2020, 6:56pm PDT
ifications@mba-burns.12twenty.com	4/1/2020, 6:38pm PDT
ifications@mba-burns.12twenty.com	4/1/2020, 6:25pm PDT
ifications@mba-burns.12twenty.com	3/31/2020, 2:32pm PDT
ifications@mba-burns.12twenty.com	3/31/2020, 2:30pm PDT

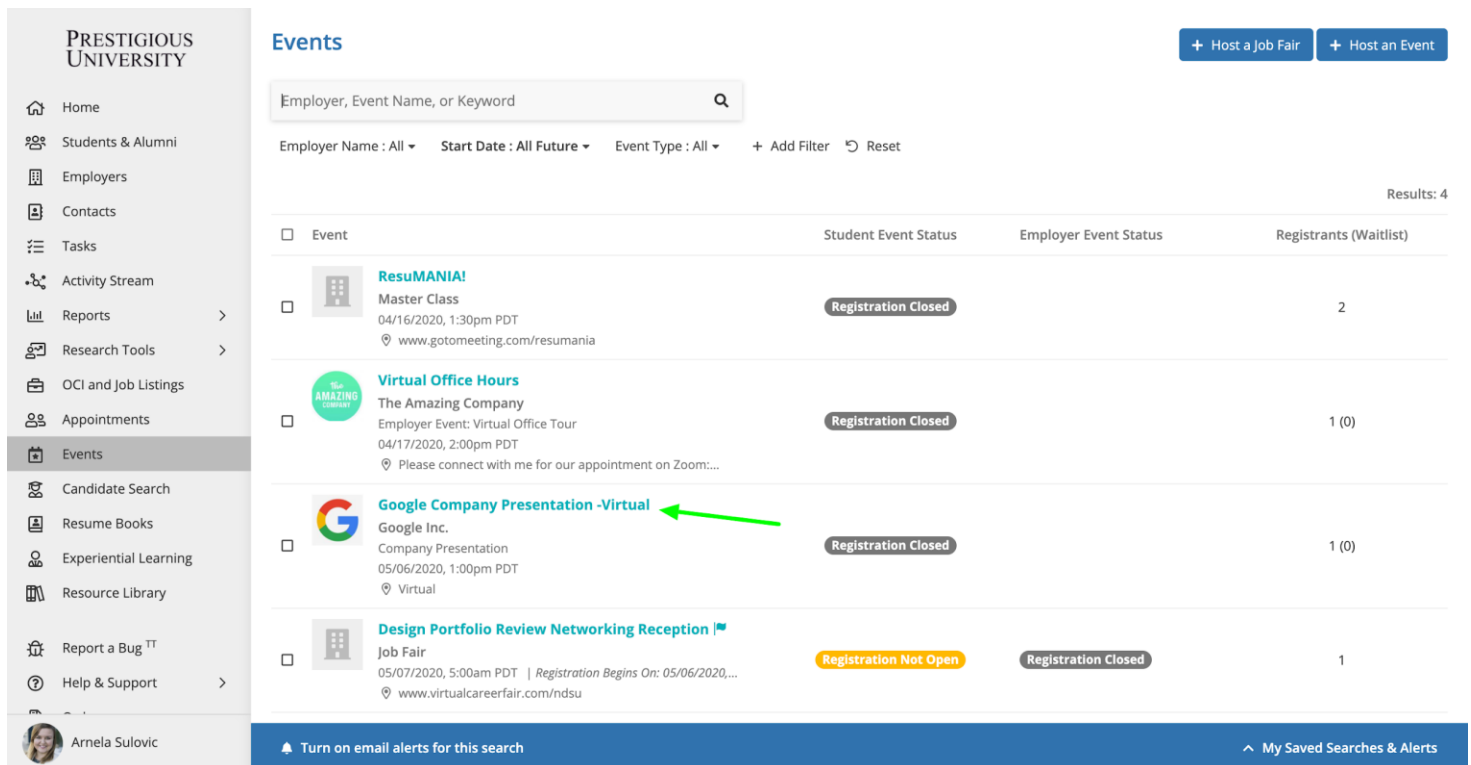
Attachments: No Attachments

Events





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

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

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



The screenshot shows the 'Events' module of the Prestigious University system. On the left is a sidebar with navigation links: Home, Students & Alumni, Employers, Contacts, Tasks, Activity Stream, Reports, Research Tools, OCI and Job Listings, Appointments, Events (highlighted), Candidate Search, Resume Books, Experiential Learning, Resource Library, Report a Bug, and Help & Support. The main content area is titled 'Events' and includes a search bar for 'Employer, Event Name, or Keyword'. Below the search bar are filters for 'Employer Name', 'Start Date' (set to 'All Future'), and 'Event Type' (set to 'All'). There are buttons for '+ Add Filter' and 'Reset'. In the top right corner, there are buttons for '+ Host a Job Fair' and '+ Host an Event'. The event list shows 4 results. Each row includes an event icon, title, description, date, status, and the number of registrants. A green arrow points to the 'Google Company Presentation -Virtual' event.

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

At the bottom of the interface, there are links for 'Turn on email alerts for this search' and 'My Saved Searches & Alerts'.

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

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

PRESTIGIOUS UNIVERSITY

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OCI and Job Listings

Appointments

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Resume Books

Experiential Learning

Resource Library

Help & Support >

Baron Albert



Google Company Presentation -Virtual

Google Inc.

Company Presentation

Friday 4/3/2020, 1:00pm PDT - 3:00pm PDT

Registration Period: 3/31/2020, 9:30pm - 4/2/2020, 9:30pm PDT

Virtual

Register

Event Details

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

Other Information

We will reserve the last 30 minutes for Q&A

Event Info

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

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

PRESTIGIOUS UNIVERSITY

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Mock Interview

Mock Interview

Monday 4/6/2020, 4:00pm PDT - 5:30pm PDT

Registration Period: 4/3/2020, 3:30pm - 4/5/2020, 4:00pm PDT

Virtual

Event Details

test


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

Virtual Room

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

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

Public Interest Job Fair ☆



Register

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

Event Details

Employers

General Information
 Practice Area
 Employment Type
 Description
 Other Information
 There is no other information specified.

Event Info
 Event Format On Campus
 Where North Quad Courtyard
 Target Audience 2012, 2013, 2014, 2015, 2016, 2017
 Dress Attire Business Casual
 # Registrants 15

3) Submit required Event registration documents (as needed)

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

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

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

Resume (required)

☒ Upload New
 ☐ Existing

Choose File No file chosen

Cancel

Register

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



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



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.

