

Below you will find recruiting event planning protocols and detailed instructions on how to access and navigate our recruiting platform (MCSO), [12Twenty](#). If you have additional questions, please review our Recruitment Guide, connect with your [Employer Relationship Manager](#) or email, [mba-crc@marshall.usc.edu](mailto:mba-crc@marshall.usc.edu)

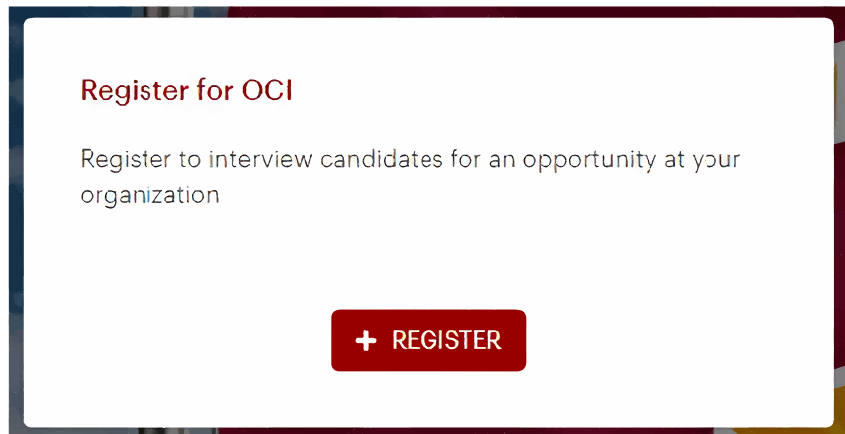
## Getting started with 12Twenty

- Already have a 12Twenty account? Click on this [link](#).
  - You can click the “Reset Your Password” if you do not recall the password
- Are you a new user to 12Twenty? use this [link to create an account](#)
  - Fill out the required fields and return to our [12Twenty portal](#) to sign-in with your credentials.

## Submitting a Recruiting Event Request

### To host USC Marshall On-Campus interviews (aka OCI)

- From the home page, click “+Register” under “Register for OCI”
- Fill out the required fields and click “Next”.
- Click “Yes” when the popup asks if you’d like to submit for approval now



**Register for OCI**

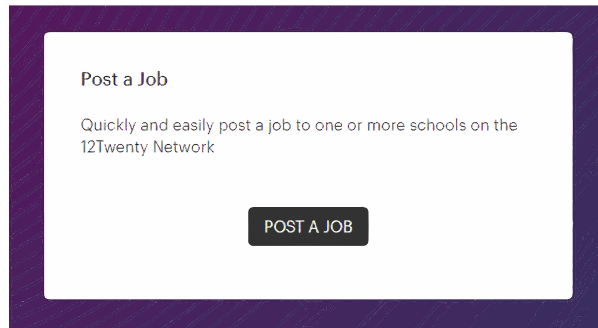
Register to interview candidates for an opportunity at your organization

[+ REGISTER](#)

# Submitting a Job Posting

## To submit a job posting (for OCIs)

- From home page, click “+Post” under “Post a Job”
- Fill out the required fields and click “Submit”



If you submit a job description, the following information will be helpful to include

## Work Authorization

Just beneath the “job description” field is the “work authorization” field. We wanted to clarify that international students who are in the country on a F1 visa are legally authorized to complete their summer internship in the US. Moreover, our STEM designated MBA and MS programs, provide students the potential to extend their OPT to three years, allowing them to legally work full time in the US on their student visa. The students are responsible for managing the appropriate documentation required. We recommend that employers allow all students the opportunity to apply for all positions.

Pre-School Professional Experience Preferred

☐ Yes ☐ No

Interview Format

-- Interview Format --

Work Authorization Requirement ?

-- Work Authorization Requirement --

Industry \*

Q Search

Job Function \*

☐ Select all

## Application Deadline

The system assigns a default application deadline, 30 days from the posting. If you would like to keep the application open longer or if your requirement is more urgent, the deadline can be manually edited. Our system's default time zone is **US Pacific Time**. So, if the deadline is August 5, 11:59 PM as shown in the screenshot below, the application deadline would be midnight, Pacific Time. If the deadline needs to be midnight US Eastern time, the time needs to be adjusted to 8:59 PM.

### Job Dates

Application Begins On*	<input type="text" value="07/06/2023"/>	<input type="text" value="8:00am"/>
Application Deadline*	<input type="text" value="08/05/2023"/>	<input type="text" value="11:59pm"/>
How do you plan on reviewing your applicants?	<input type="radio"/> I will review applicants as they come in, and may close the job posting early <input type="radio"/> I will wait until the end of the application period to review all of the applicants	
Anticipated Job Start Date	<input type="text" value="MM/DD/YYYY"/>	

## Application Method

The last few fields require information about the job application method. The three options are Site Submission, External Link, and Email.

**Site Submission:** Choose this option if you would like the applicants to submit their resume and cover letter on our system, to be collated into a resume book that would be emailed to your recruiting contact upon application deadline.

**External Link :** Choose this option if you want the applicants to be redirected to the job posting page (example: careers.yourcompany.com/mba-intern-ca/job-1120341) on your company website for submitting the application. Please use the specific job posting page and not the company's main website home page.

**Email:** Choose this option if you want the applicants to directly email their resume and cover letter to the recruiter identified in the contact field.

### Application Method(s)\* ⓘ

Which application method(s) would you like to require? At least one application method must be selected as "Yes".

Apply via This Site\* ☒ Yes ☐ No

Apply via External Link ⓘ ☒ Yes ☐ No

External Job URL

Format: http://www.sampleurl.com

External Job ID

Apply via Email ⓘ ☒ Yes ☐ No

e.g. sample@domain.com

Format: sample@domain.com

## Application Method (cont.)

We recommend job listings be submitted as early as possible and to maximize visibility for the students - ***designate site submission AND external link for application methods.***

## Submitting or Registering for an Event

**To host an event (i.e. presentation, office hours, coffee chats)**

- From home page, click “Events” on left-hand navigation
- Click “+Host an Event” in the top right-hand corner
- Fill out the required fields, noting any comments in the “Notes” field and click “Submit”

**OR**

**To request an event with USC Marshall graduate students, log into your MCSO 12Twenty account:**  
<https://marshall-usc.12twenty.com/hire>

- Go to “Events”, then click on “Host an event on the Vchca right”
- Fill in the fields and click “Submit”

**To register for a USC Marshall organized event**

- From the home page, click “Events” on left-hand navigation
- To register, select the event of interest
- Click “Register” in the top right corner

# Export Targeted Resumes via Candidates Search

- To **export resume books** of USC Marshall graduate students, log into your MCSO 12Twenty account: <https://marshall-usc.12twenty.com/hire>
- Go to “Candidates”
- Fill out the fields you wish to search on candidates and click “Get Results”
- Next, click “Action” and “Download Selected Resumes” to export book



Events



Candidate Search



Resume Books

Keyword Search: <input type="text" value="Search Keywords in Resume"/>	Student Group: <input type="text" value="All"/>	Job Phase: <input type="text" value=""/>	Program: <input type="text" value="All"/>
MBA Graduation Year: <input type="text" value="All"/>	Graduation Term: <input type="text" value="All"/>	Desired Industry: <input type="text" value="All"/>	Desired Function: <input type="text" value="All"/>
Desired City: <input type="text" value="Enter a city name here"/>	Work Experience: <input type="text" value="All"/>	Industry (Pre Enrollment): <input type="text" value="All"/>	Function (Pre Enrollment): <input type="text" value="All"/>
Language Spoken: <input type="text" value="All"/>	Language Written: <input type="text" value="All"/>	Work Authorization: <input type="text" value="All"/>	Assigned Adviser: <input type="text" value="All"/>

Results: 545 Action ▾



Download Selected Resume(s) to PDF (100)



Export Selected Students to Excel (100)



Export All Students to Excel (545)

## OR

# To access pre-published resume book databases

- From home page, click “Resume Books” on left-hand navigation
- To download all resumes, click “Download Full Book”
- To filter resumes, click “Resumes” (next to resume book details)

1. MSF Class of 2024 First Revision (Resume Submit for Review/Approval)

Application Deadline: 06/01/2024, 11:00am PDT

1.1 MSF Class of 2024 Second Revision (Resume Submit for Review/Approval)

Application Deadline: 05/01/2024, 11:00am PDT

Consulting - FT MBA 2023

Application Deadline: 07/13/2023, 6:00pm PDT

## Planning Recruiting Events

All recruiting events should be submitted into MCSO/12Twenty, our career management system.

- There is an option to indicate if registration will be managed by USC Marshall Graduate Career Services or the employer
- Employers should include the event link in the 12Twenty submission for all virtual events.

All USC Marshall dedicated events must be scheduled outside of class time for the targeted audience.

Recognizing scheduling challenges for multi-school events, Graduate Career Services only will promote events that:

- Occur outside of class time for the targeted audience OR
- Occur multiple times so students can navigate around class conflicts OR
- Are recorded with an event link provided in a timely manner or some other accommodation\*
- Please work with your Employer Relationship Manager for scheduling questions for specific degree programs.
- Coffee chats can be scheduled throughout the day, although recommended some options span the day.

As most events will continue to be open to all USC Marshall graduate students to attend, the Target Student Audience field must be completed when making requests in 12Twenty so we can best time and promote your efforts.

- Some events will be open only to certain student populations, such as some coffee chats, invite only dinners, and events related to specific recruiting processes (i.e. interview prep sessions in advance of upcoming internship interviews).
- We encourage recording virtual events when appropriate and sharing with your employer relationship manager in a timely manner

If you need assistance logging into USC Marshall MCSO (12Twenty) or completing a new OCI request, please contact USC Graduate Career Services at **Dominique Wilson, Recruiting Relations Administrator** at [wilsondo@marshall.usc.edu](mailto:wilsondo@marshall.usc.edu) or 323-442-0448