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

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 12Twenety?** Click on [sign up for an account](#)
  - Fill out the required fields and then click create account.

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**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

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**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.

**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. Also, the clock on the system is set for **US Pacific Time**. So, if the deadline is September 2, 11:59 PM as shown in the screenshot, the application deadline would be midnight, Pacific Time. If the deadline needs to be midnight US Eastern time, the time deadline will have to be adjusted to 8:59 PM.

**Application Method**

The last few fields require information about the job application method. The popular options are email, website, and resume drop.

**Resume Drop** - 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.

**Website** - 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.
You can see in the screenshot above that the system allows you to choose multiple options. You can also notice that on choosing the email and website options, additional fields pop up asking for the application email or application website. *We have found the best practice is to designate BOTH resume drop AND website application.* The application deadline on the job posting is set to a default 30 days from posting and can be manually adjusted to align with your timeline. We recommend that the job be posted as early as possible, to maximize visibility for the students.

**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](https://marshall-usc.12twenty.com/hire)

- Go to “Events”, then click on “Host an event on the top 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

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)
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 Jonathan Johnson, Recruiting Relations Administrator at jonathmj@marshall.usc.edu or 213-740-2331