

USC
Marshall

School of Business
Graduate Career Services

Recruitment Guide

2024-2025

Table of Contents

Welcome	3
Employer Relationship Managers	4
Who We Serve - Our Graduate Students Recruitment	5
Events & Timelines Scheduling Events	6
Job Posting Process	7
Marketing Support	7
Resume Books & Student Club Engagement	7
Commitment to Diversity	8
Hiring International Students	9
Employer's Guide to Hiring International Students	10
Graduate Career Services Code of Conduct	11
Employment Offers & Acceptance Guidelines	12
Employment Report	13
Career Management Platform -12Twenty	13

We Are Your Strategic Partner Throughout the Process



Welcome! The USC Marshall Graduate Career Services team is dedicated to empowering our graduate students with the essential skills, knowledge, and resources for career success. We aim to build lasting partnerships with employers, connecting them with top talent to meet the dynamic challenges of today's business landscape.

This guide is designed to facilitate collaboration among recruiters, graduate students seeking internships

and full-time roles, and employer relations team. It outlines the various engagement opportunities available for recruiters interested in our diverse MBA and Specialized Master's programs.

For our students, our team provides comprehensive skill development, ensuring they are well-prepared to excel in their jobs from day one. We support each student's unique career journey through personalized guidance. Our employer relationship team works closely with companies to foster and strengthen corporate partnerships.

We look forward to collaborating with you. Please feel free to reach out to our office to discuss your recruitment strategy.

Fight On!

Raman Randhawa

Senior Vice Dean for Academic Programs

Charles L. and Ramona I. Hilliard Professor | Professor of Data Sciences and Operations

Employer Relationship Managers

Our Relationship Managers are your partners in recruiting and are available to build a custom plan aligned with your strategic hiring needs, ensuring all students have equal access via **on-campus, off-campus, virtual or hybrid engagement**.

Each Relationship Manager oversees assigned industry sectors.

Name	Industries	Phone	Email
Reza Kibria	Automotive, Aerospace & Defense, Consumer Packaged Goods, Energy, Healthcare, Manufacturing, Transportation & Logistics	213-740-1878	rkibria@marshall.usc.edu
Shanti Muddappa	Technology and Telecom, Hospitality, Luxury Goods, Retail, eCommerce, Government & Non-Profit	213-821-0641	muddappa@marshall.usc.edu
Marina Mesin Zagar	Financial Services, Fintech & Real Estate	213-740-2700	mesin@marshall.usc.edu
INTERIM: Reza Kibria	Tech/Entertainment, Media, Interactive Gaming, Sports, SaaS	213-740-1878	rkibria@marshall.usc.edu
INTERIM: Shanti Muddappa	Consulting & Corporate Strategy	213-821-0641	muddappa@marshall.usc.edu

The Relationship Managers are supported by:

Dominique Wilson

Recruiting Relations Administrator

wilsondo@marshall.usc.edu

Dominique is responsible for the coordination and execution of all on-campus and virtual recruiting. She will review, approve, schedule and coordinate recruiting event requests and job postings through the 12Twenty career platform (MCSO).

Our Graduate Students

USC Marshall Graduate Career Services provides career support to the following Graduate Programs. *Click on the program link* to learn more about the program, specific information, and curriculum details.

MBA Programs	Specialized Masters Programs
Full-Time MBA*	Master of Science in Business Analytics*
Part-Time MBA*	Master of Science in Finance*
IBEAR MBA* (1- Year, Mid-Career)	Master of Science in Global Supply Chain Management*
Executive MBA	Master of Science in Marketing
Online MBA	Master of Science in Social Entrepreneurship
	Master of Science in Entrepreneurship & Innovation

*STEM Designation:

Marshall is one of a small number of business schools with a STEM MBA Program which is designed to combine data-driven decision-making and analytics with the overall program learning objectives of developing a global and entrepreneurial mindset, building a deep understanding of business fundamentals, and leading high-performing teams. Marshall is preparing students to fulfill the increasing need to apply quantitative and scientific methods to business challenges.



International STEM degree graduates can apply to extend their 12 months OPT by an additional 24 months, potentially expanding their employment eligibility within the U.S.

Multi-Company Recruiting Events

We will continue to offer both in-person and virtual recruiting options to accommodate your scheduling and format preferences. We encourage early registration to the events your firm intends to participate in. There is no charge to participate.



Event Schedule

September 20th, 2024	MBA Finance Roundtable
October 4th, 2024	Diversity Networking Reception
October 18th, 2024	MBA Consulting Roundtable
November 6th, 2024	MBA Meet-the-Firms
November 15th, 2024	MBA & MS Virtual Talent Connections
February 7th, 2025	MBA & MS Meet-the-Firms
Spring 2025 TBD	MBA & MS Virtual Talent Connections

Summer internships & full-time roles are not the only recruitment possibilities.

Program	Year	Fall 2024 Intern	Spring 2025 Intern	Summer 2025 Intern	2025 Full Time Role
Full-Time MBA	Class of 2025	Yes	Yes	No	Yes
	Class of 2026	No	Domestic Students	Yes	No
Part-Time MBA	Class of 2025	Yes	Yes	No	Yes
	Class of 2026	Yes	Yes	Yes	No
IBEAR MBA (<i>one-year mid-career</i>)	Class of 2025	No	Domestic Students	No	Yes
MS Business Analytics, MS Finance, MS Global Supply Chain Mgt	Class of 2024	Yes	No	No	Jan 2025
	Class of 2025	Domestic Students	Domestic Students	Yes	Jan 2026
MS Marketing; MS Social Entrepreneurship	Class of 2025	Domestic Students	Domestic Students	No	Yes

Scheduling Events

Fall 2024 - Spring 2025 Company Recruiting Event Registration is now open. You may submit event requests by preferred date(s) via 12Twenty (MCSO). Our office will review requests as they are received and follow up with confirmation communications throughout the summer. (See [User Guide](#) for illustrated details on how to access and use our system).

We offer:

- Company presentations
- Coffee Chats
- Day on the Job Visits
- Small group activities
- Company sponsored/invite only events with clubs
- On-Campus and Virtual Interviews
- And more – let us know what you would like to arrange

Full-Service Job Posting Support

We encourage employers to post **all** roles on our portal which has the most potential to reach our students. We recommend that you provide as detailed a job description and choose the preferred method(s) of application which mutually benefits both students and recruiters. There are two ways to get the job postings across to students:

The full-service option – Email the details of the job to our staff at mbajobs@marshall.usc.edu and we will take care of the job posting for you.

The self-service option – Use your login to 12Twenty to create the job posting. The form for submitting the job posting is on the top left of the landing page, (a link named "+Post") and on the OCI and Job Listings tab on the navigation bar.

Marketing Support

USC Marshall Graduate Career Services uses multiple marketing channels to promote employer job postings, company presentations, and other recruiting information that the company wants to share with students.

Resume Books

Recruiters can view and access available resume books via 12Twenty Career Management Platform.

Industry, Function and Club specific resume books will also be available after the start of the fall semester to support your targeted recruiting needs. (See *User Guide* for illustrated details on how to access and use our system).

Resume books are also available as a service in support of your firm’s participation in on-campus, hybrid, virtual, multi-company events (such as career fairs and roundtables) or any of the events your firm hosts for our students.

- ♦ Resume books for “full time seekers” will be available on **September 16th**.
- ♦ Resume books for “internship seekers” will be available on **October 7th**.

Engaging with Graduate Student Clubs

USC Marshall Graduate Career Services partners with each student club to organize career education, on-campus and virtual networking events. Job postings and company events are also announced through Graduate Career Services and club newsletters.

Your Relationship Manager can assist in connecting your firm with the desired organizations as follows:

USC Marshall Graduate Student Clubs

Industry - Focus Clubs

Function - Focus Clubs

- Business of Entertainment Association
- Entrepreneur & Venture Management Association
- Graduate Real Estate Association
- Healthcare Leadership Association
- High Tech Association
- Marshall Cannabis Association
- Marshall Energy & Sustainability Club
- Marshall Interactive Gaming Association
- Marshall Automotive Retail Travel & Hospitality Club
- Marshall Net Impact

- Graduate Marketing Association
- Leadership & Organization Club
- Marshall Consulting & Strategy Club
- Marshall Finance Association

Commitment to Diversity



Marshall is a long-standing member of the **Consortium for Graduate Study in Management**, an organization that addresses the underrepresentation of African Americans, Hispanic Americans, and Native Americans in business schools and corporations; and the **Forte Foundation**, which provides fellowships to increase the participation of women in management.

Lesbian, Gay, Bisexual & Transgender (LGBTQ+) - Graduate Career Services offers resources and individualized coaching to LGBTQ+ students seeking information on gay-

friendly companies, coming out at work and the job search process. We partner with Marshall Pride in supporting Reaching Out MBA and program activities that provide recruiters' time share insights, and experiences around diversity in the workplace.

Supporting Veterans - Despite the exceptional credentials, talents, and attributes that veterans bring to the table, they often face specific challenges as they transition into civilian business careers. For this reason, the Graduate Career Services coaches veterans on how to translate military experience and skills into civilian terminology and how to effectively communicate their value proposition effectively.

USC Marshall Graduate Affinity Clubs

- Black Graduate Business Leaders
- Graduate Asian Business Society
- Graduate Women in Business
- Jewish Association of Marshall Students
- Latino Management & Business Association
- Marshall Military Veterans Association
- Marshall Pride
- South Asian Business Association

Employer's Guide to Hiring International Students

Hiring international students from USC Marshall not only offers your organization leaders with a talented skillset and educational excellence but can also enhance diversity initiatives and global competitiveness for your business.

* The majority of our international students maintain an F-1 Visa status, so the focus of the following information will be on hiring an F-1 student.

Types of Work Authorizations

1. Curricular Practical Training (CPT): work authorization to participate in an off campus paid internship related to a student's academic field of study
2. Optional Practical Training (OPT): work authorization for up to 1 year after graduation (paid or unpaid) in a student's field of study
3. STEM OPT: F-1 students who graduate with a STEM designation may be eligible for an extension of their work authorization. These STEM OPT graduates can work for up to 3 years before they require employer sponsorship.

Hiring an F-1 International Student for an Internship

Internship programs are some of the most common types of CPT opportunities for international students. Students may work part-time during the fall and spring semesters, and full-time during the summer

- Employer Role: No action required by employer except issuing an internship offer letter. Applying for CPT is solely the responsibility of the student.
- Cost and Processing Time: There is no cost to the employer. The processing and approval time for CPT is usually within 5-10 working days. Students requiring SS may need an additional 2 weeks.

Hiring an F-1 STEM Graduate for Full Time Employment

Upon graduation, recent graduates will require OPT work authorization (initial 1 year and later extension for 2 years) to gain practical work experience related to their major field of study. They will be responsible for taking care of all requirements including obtaining their EAD (work authorization card) and applying for OPT.

At USC Marshall, the STEM designated programs include Full Time-MBA, IBEAR MBA and Specialized MS – Finance, Business Analytics, Marketing (Mkt Analytics) and Global Supply Chain Management. These programs have work authorization up to a total of 36 months.

- Employer Role: In good-standing with E-Verify for STEM OPT.
- Cost and Processing Time: There is no cost to the employer. The international student services office processes the student's initial OPT recommendation and handles the process which can take an average of up to 3-4 months. At a later stage student will apply for an extension of the OPT.

Graduate Career Services Code of Conduct & Policies



USC Marshall Graduate Career Services Center seeks to maintain and enhance the reputation of the Marshall School of Business and University of Southern California with our corporate partners and the community at large. The following guidelines were developed for these purposes.

1. Students will be well-prepared and appropriately dressed for every contact with an employer. This includes company information sessions, mock interviews, informational interviews, job interviews, and follow-up activities.
2. A student will give at least 2 business days' notice before canceling or changing an interview. In the event of a "No Show" for an interview, a student must meet with a career advisor within two business days of the missed interview to discuss drafting a letter of apology to the recruiter. On-campus Recruiting privileges may be revoked at the discretion of the Assistant Dean, Graduate Career Services until appropriate follow-up actions have occurred.
3. Academics come first. Students will avoid missing classes to interview, attend company information sessions, or participate in any event sponsored by Graduate Career Services and should coordinate with their professor(s) if any absences are unavoidable.
4. A student will always represent him/herself accurately to the employer with factual data about his/her academics, skills, and all other information.
5. Acceptance of an offer, whether verbal or in writing, is considered binding. It is never permissible to accept a job offer and later decline. This is considered a renege.
6. If an offer is reneged upon by the student, the Graduate Career Services reserves the right to take appropriate action.
7. Once an offer has been accepted, either verbal or written, interviewing should cease.
8. Students will promptly report all offers and status (i.e. holding/pending, rejected, or accepted) in a timely manner.
9. Students who are employed while taking classes (e.g. PM) will honor their employer contracts for continuing education benefits.
10. Students reaching out to alumni contacts in any manner (i.e. LinkedIn) should be thoughtful and selective about which alumni to contact and should be prepared with relevant questions about their industry or functional expertise. Alumni should be contacted for advice and insight only.

Employment Offers and Acceptance Guidelines

While we do not restrict when employers may extend job offers, employers are encouraged to communicate decisions to candidates within a reasonable time and we suggest the following **student-decision deadlines** to allow the student to participate in on-campus recruiting and to make an informed decision that is in the best interest of both the student and the employer.



- **Fall Full-time or Internship Offers:** It is common for students to receive a full-time offer at the end of a summer internship or early September. For full-time or internship offers made in the fall, we suggest giving the student until December 1st or a minimum of three to four weeks after an offer is made to make their decision to accept or decline an offer.
- **Spring Full-time or Internship Offers:** For companies interviewing in the spring semester, we recommend giving the student until March 1st or a minimum of three to four weeks after an offer is made during the spring term.

Offer and Hiring Information: Your cooperation is appreciated in keeping us informed of your employment decisions. You can report all hiring data to each global sector lead or by email to mba.crc@marshall.usc.edu.

Exploding Offers are strongly discouraged (e.g., any offer that does not afford a candidate the appropriate time to either accept or decline and/or has special incentives attached for the purposes of inducing early acceptances). Such offers put enormous pressure on our students to make a decision before they have completed the interviewing process.

Students are urged to immediately release offers they do not plan to accept. Reneging on offers is considered a serious breach of both our recruiting policies and the honor code, and such action receives immediate attention.

NACE Guidelines: We ask that employers abide by the Principles for Employment Professionals of the National Association of Colleges and Employers (NACE).

Anti-Discrimination Policy

In accordance with USC policy, Marshall Graduate Career Services does not discriminate against any person based on race, color, national origin, ancestry, religion, gender, sexual orientation, age, physical disability, mental disability, marital status, veteran status, genetic information, or any other characteristic which may be specified in such laws and regulations, in admission to, access to, treatment in, or employment in its programs and activities. Therefore, Marshall Graduate Career Services will make its facilities available only to recruiting organizations whose practices are consistent with this policy.

Employment Reports

MBA & Master's Class of 2023 Employment

Report Past Employment Reports

The Marshall School of Business adheres to the MBA Career Services & Employer Alliance (MBACSEA) Standards for Reporting MBA Employment Statistics. Conformance to this business school industry standard ensures accurate and comparable employment data.

Our Career Management Platform - MCSO 12Twenty

We use the career management platform, [12Twenty](#), to provide employers and students with an enhanced user-experience, including improved branding of employer profiles, easier access to resume books, key word candidate search, and better navigation for OCI & job postings.

Your 12Twenty Account

Already have a 12Twenty account? Click on this [link](#)

- You can click "Reset Your Password" if you do not recall the password.

Are you a **new user** to 12Twenty? Click on [sign up for an account](#)

- Fill out the required fields and then click create account.

Upon accessing the Recruiter Dashboard, you can "**Register for OCI**", "**Host an Event**" "**Post A Job**", view "**Candidates**" or "**Resume Books**".

How to Use the Platform

12Twenty User Guide - Please refer to the [12Twenty User Guide](#) for detailed instructions on how to complete OCI, event requests or download candidate resumes, etc. We recommend downloading and saving these instructions for future reference.

Need Further Assistance?

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