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We Are
Your Strategic Partner
Throughout The
Process

This guide is intended to facilitate the interaction between recruiters, Graduate Career Services employer relations staff and graduate program students seeking internships and full-time opportunities. It will outline the various engagement options available to recruiters seeking USC Marshall MBA and Specialized Master’s talent.

Our mission is to equip USC Marshall graduate candidates with the skills, knowledge and resources that inspire confidence to achieve career success. We build long-term relationships with employers to connect them with the talent needed to meet the challenges of today’s marketplace.

Graduate Career Services at USC Marshall provides extensive expertise, knowledge and skill development to prepare students to succeed on the job from day one. We provide state-of-the-art resources to help guide each student through personalized career exploration. Our employer relationship managers take a holistic approach to account management, partnering with companies every step of the way to build and strengthen relationships with our corporate partners.

The team and I look forward to working with you. Please feel free to contact our office to discuss your recruitment strategy.

Fight On!

Mark Brostoff
Assistant Dean and Director
Graduate Career Services
213-740-0156
mbrostof@marshall.usc.edu
Recruit Marshall Talent
Employer Relationship Managers

Team lead: Lori Babigian, Senior Associate Director

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Industry Sectors</th>
<th>Phone #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lori Babigian</td>
<td>Tech/Entertainment, Media, Interactive Gaming, Sports, SaaS</td>
<td>213-740-0803</td>
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</tr>
<tr>
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<td>213-821-0641</td>
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</tr>
<tr>
<td>Jack Rinquist</td>
<td>Consulting, Professional Services</td>
<td>213-740-0160</td>
<td><a href="mailto:ringquis@marshall.usc.edu">ringquis@marshall.usc.edu</a></td>
</tr>
<tr>
<td>Marina Mesin Zagar</td>
<td>Financial Services, Fintech and Real Estate</td>
<td>213-740-2700</td>
<td><a href="mailto:mesin@marshall.usc.edu">mesin@marshall.usc.edu</a></td>
</tr>
<tr>
<td>Reza Kibria</td>
<td>Automotive, Aerospace &amp; Defense, Consumer Packaged Goods, Energy, Healthcare, Manufacturing, Transportation &amp; Logistics</td>
<td>213-740-1878</td>
<td><a href="mailto:rkibria@marshall.usc.edu">rkibria@marshall.usc.edu</a></td>
</tr>
</tbody>
</table>

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

- Full-Time MBA*
- Part-Time MBA
- IBEAR MBA* (1-Year, Mid-Career)
- Executive MBA
- Online MBA

### Specialized Masters Programs

- Master of Science in Business Analytics*
- Master of Science in Finance*
- Master of Science in Global Supply Chain Management*
- Master of Science in Marketing*
- 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.

There is no charge to participate.

Event Schedule & Registration

- September 8th, 2023
- September 22nd 2023
- September 29th, 2023
- October 27th, 2023
- November 10th, 2023
- February 9th, 2024
- March 29th, 2024

- MBA Consulting Roundtable
- MBA Finance Roundtable
- Diversity Networking Reception
- MBA & MS Meet-the-Firms
- MS & MBA Virtual Talent Connections
- MBA & Masters Meet-the-Firms
- MS & MBA Virtual Talent Connections

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Year</th>
<th>Fall 2023 Intern</th>
<th>Spring 2024 Intern</th>
<th>Summer 2024 Intern</th>
<th>2024 Full Time Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time MBA</td>
<td>Class of 2024</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td></td>
<td>Class of 2025</td>
<td>No</td>
<td>Domestic Students</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Part-Time MBA</td>
<td>Class of 2024</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Class of 2025</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>IEBS MBA</td>
<td>Class of 2024</td>
<td>No</td>
<td>Domestic Students</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>MS Business Analytics, MS Finance, MS Global Supply Chain</td>
<td>Class of 2024</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Class of 2025</td>
<td>Domestic Students</td>
<td>Domestic Students</td>
<td>Yes</td>
<td>Jan 2024</td>
</tr>
<tr>
<td>MS Marketing, MS Social Entrepreneurship</td>
<td>Class of 2024</td>
<td>Domestic Students</td>
<td>Domestic Students</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Scheduling Events

Fall 2023 - Spring 2024 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 15th.
- Resume books for “internship seekers” will be available on October 2nd.

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:

<table>
<thead>
<tr>
<th>USC Marshall Graduate Student Clubs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Industry - Focus Clubs</strong></td>
</tr>
<tr>
<td>Business of Entertainment Association</td>
</tr>
<tr>
<td>Entrepreneur &amp; Venture Management Association</td>
</tr>
<tr>
<td>Graduate Real Estate Association</td>
</tr>
<tr>
<td>Healthcare Leadership Association</td>
</tr>
<tr>
<td>High Tech Association</td>
</tr>
<tr>
<td>Marshall Cannabis Association</td>
</tr>
<tr>
<td>Marshall Energy &amp; Sustainability Club</td>
</tr>
<tr>
<td>Marshall Interactive Gaming Association</td>
</tr>
<tr>
<td>Marshall Automotive Retail Travel &amp; Hospitality Club</td>
</tr>
<tr>
<td>Marshall Net Impact</td>
</tr>
<tr>
<td><strong>Function - Focus Clubs</strong></td>
</tr>
<tr>
<td>Graduate Marketing Association</td>
</tr>
<tr>
<td>Leadership &amp; Organization Club</td>
</tr>
<tr>
<td>Marshall Consulting &amp; Strategy Club</td>
</tr>
<tr>
<td>Marshall Finance Association</td>
</tr>
<tr>
<td>Operations Management Club</td>
</tr>
<tr>
<td><strong>Diversity - Affinity Clubs</strong></td>
</tr>
<tr>
<td>Black Graduate Business Leaders</td>
</tr>
<tr>
<td>Graduate Women in Business</td>
</tr>
<tr>
<td>Latino Management &amp; Business Association</td>
</tr>
<tr>
<td>Marshall Veterans Association</td>
</tr>
<tr>
<td>Marshall Pride</td>
</tr>
</tbody>
</table>
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.

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.

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.

Global Diversity – Hiring International Students

International students enrolled at USC generally hold an F-1 visa or J-1 visa. No paperwork is required for an employer who hires F-1 or J-1 students, except for the offer letter itself. All paperwork is handled by the students, the school, and the U.S. Citizenship and Immigration Services (USCIS). Also, there are no fees associated with hiring a student for Curricular, Academic, or Optional Practical Training.
Frequently Asked Questions

Is it illegal to hire international students because they do not have a green card?
No. Federal regulations permit the employment of international students on F-1 and J-1 visas within certain limits. These visas allow students to work in jobs related to their concentrations during their studies or after graduation for one to one-and-a-half years.

What does it mean to hire STEM international students?
F-1 students who graduated with a USC Marshall business graduate degree with a STEM designation (FTMBA, MSF, MSBA, MSGSCM, MSMKT, IBEAR MBA) may be eligible for an extension of their F-1 Optional Practical Training (OPT) work authorization. These graduates can work for 3 years before they will require employer sponsorship. There is no cost to the employer during the OPT period.

Do international students need work authorization before I can hire them?
International students must have work authorization before they begin actual employment, but not before they are offered employment. Many F-1 students will be in the process of obtaining work authorization while they are interviewing for employment. Students can give employers a reasonable estimate of when they expect to receive work authorization.

Even if it’s legal to hire international students, won’t it cost a lot of money or paperwork?
No. The only cost to the employer hiring international students is the time and effort to interview and select the best candidate for the job. The international student office handles the paperwork involved in securing the work authorization for F-1 and J-1 students. In fact, a company may save money by hiring international students because most of them are exempt from Social Security (FICA) and Medicare tax requirements.
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. Student 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/her-self 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 on 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.
Our Career Management Platform - MCSO

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 the "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.