

## Recruiting Calendar

We help you build a strategic brand on campus by ensuring you interact with our students – a recruiting strategy that enhances your firms visibility, highlights your employment opportunities, and enables you to preview exceptional talent.

### Key Marshall Recruiting Dates

9/16.....Resume Release Full-time Seekers  
9/20.....MBA Finance Roundtable  
10/4.....Diversity and Affinity Organizations Fair  
10/7.....Resume Release Intern Seekers  
10/18.....MBA Consulting Roundtable  
11/6.....MBA Meet-the-Firms  
11/15.....MBA & Masters Virtual Talent Connections  
2/7.....MBA & Masters Meet-the-Firms  
TBD.....MBA & Masters Spring Talent Connections

### Academic Calendar

8/26.....Fall Semester Begins  
10/10-11.....Fall Recess  
11/14-16.....Homecoming & Reunion Weekend  
12/6.....Classes End  
12/11-18.....Final Exams  
12/19-1/12...Winter Recess  
1/13.....Spring Semester Begins  
3/16-23.....Spring Recess  
5/2.....Classes End  
5/7-14.....Final Exams  
5/16.....Commencement

### Ways to Recruit Marshall Talent

#### Scheduling Events/Company Presentations:

You may submit event requests by preferred date(s) via [12Twenty](#). Our office will review requests as they are received and send a confirmation.

#### Job Posting Support:

We encourage employers to post all roles via [12Twenty](#) the most potential to reach our students.

- **Full-service option** – email the details of the job to [mbajobs@marshall.usc.edu](mailto:mbajobs@marshall.usc.edu). We will post the job for you.
- **Self-service option** – login into 12Twenty to create the job posting. The form for submitting the job posting is on the top left of the landing page (+Post) and on the OCI and Job Postings tab on the navigation bar.

#### Marketing Support:

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

### National Recruiting Events

9/17 - 9/21.....National Black MBA Association Conference, Washington, DC  
9/26 - 9/28.....Reaching OUT LGBTQ Conference, Los Angeles, CA  
10/10 - 10/11.....MBA Veterans Conference, Atlanta, GA  
10/29 - 10/31.....Prospanica Conference, Orlando, FL  
11/13 - 11/16.....Afrotech, Houston, TX

## **Frequently Asked Questions**

### **Roundtable Rotation Networking Events**

#### **What is a Roundtable event?**

- Pre-assigned small student groups will rotate every twenty minutes, meeting employer representatives at assigned table(s). Rotation assignments are based on student preferred interest in the roles offered by your organization. The reception at the conclusion provides an opportunity to meet students not assigned during the formal rotations.

#### **What are the benefits to my organization?**

- Roundtables provide your organization the ability to generate student interest, making earliest possible connections in the recruiting season. Students will be assigned to your table rotations based on their expressed interest in the roles offered by your firm. You will receive the rotation assignment list along with the student resumes prior to the event. The interactive format enables employers to attract, engage and expedite continued recruiting efforts with selected candidates. You may have more than one company representative attend and host additional tables.

#### **What do I need to provide to participate?**

- It is helpful for students to know the roles (function descriptions, location, internship or full time) your firm may be interested in recruiting and posted in 12Twenty. This information will be used by the students when they bid on preferred table rotation assignments.

#### **What is the time commitment?**

- Approximately 3-4 hours per event. A detailed schedule will be provided at the time of registration confirmation.

#### **What is the cost?**

- Registration is free. We provide complimentary parking, meals/refreshments to all guest attendees.
- Within 24-48 hours of your registration, you will receive confirmation and calendar invitation.

### **Meet-the-Firms Events**

#### **What is a Meet-the-Firm event?**

- The event will be open networking with high-top tables for a more relaxed "walk-around" networking style providing ample opportunity to mix and mingle with students to learn more about internship and full-time opportunities.

#### **What is the time commitment?**

- Approximately 2-3 hours per event. You may have more than one company representative attend/host additional tables.

#### **What do I need to provide to participate?**

- It is helpful for students to know the roles (function descriptions, location, internship or full time) your firm may be interested in recruiting and posted in 12Twenty.

#### **What is the cost?**

- Registration is free. We provide complimentary parking, meals/refreshments to all guest attendees.

### **Multi-Employer Virtual Talent Connections**

#### **What is a virtual Talent Connections?**

- This virtual event will give you the opportunity to meet students through one-on-one "coffee-chat style" sessions. You can choose the graduate program to target your recruiting; MBA, Masters or both. There is no cost to participate.

#### **Do students pre-register for each session?**

- Company schedules will be available to students to select specific session times based on employer preference to meet students one-on-one for 15 or 20 minute timed sessions.

#### **Can you help with setting up our schedule?**

- We work with each firm to set-up the "coffee-chat" schedules based on the number of "rooms" you wish to host.

### **How can Graduate Career Services assist the most successful outcome?**

- We can post your job descriptions, updated company profile information, additional company resources to 12Twenty for broad student visibility. Your relationship manager can further assist you in scheduling additional programming, too.

### **Who do I contact with any additional questions?**

- Please contact **Dominique Wilson** [wilsondo@marshall.usc.edu](mailto:wilsondo@marshall.usc.edu), Recruiting Relations Administrator or your assigned Relationship Manager.