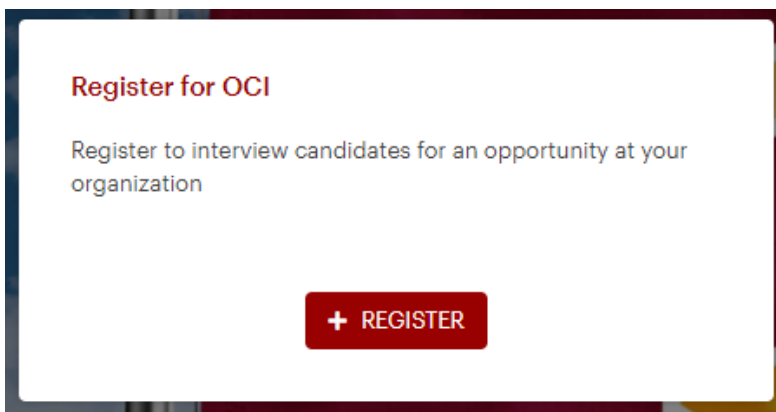


Below you will find recruiting event planning protocols and detailed instructions on how to access and navigate our recruiting platform (MCSO), [12Twenty](#). If you have additional questions, please review our [Recruitment Guide](#), connect with your [Employer Relationship Manager](#) or email, [mba-crc@marshall.usc.edu](mailto:mba-crc@marshall.usc.edu)

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

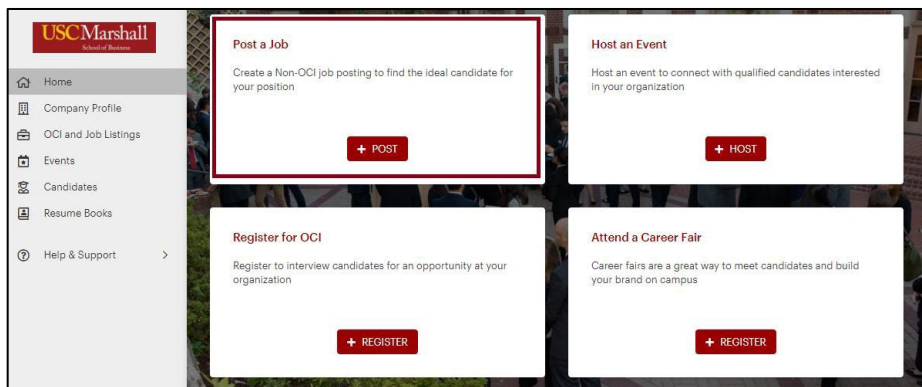
## Submitting a recruiting Event Request



### 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

## 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

Pre-School Professional Experience Preferred  Yes  No

Interview Format -- Interview Format --

Work Auth Requirement\* -- Work Auth Requirement --

Industry \*

Job Function \* -- Select a Value --

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.

**Job Dates**

Application Begins On\* 06/28/2021 8:00am

Application Deadline\* 07/28/2021 11:59pm

Anticipated Job Start Date MM/DD/YYYY

For Immediate Hire  Yes  No

### 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.

**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

**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

The screenshot displays the USC Marshall School of Business website interface. On the left, a navigation menu includes 'Home', 'Company Profile', 'OCI and Job Listings', 'Events' (highlighted), 'Candidates', 'Resume Books', and 'Help & Support'. In the center, a red button with a white plus sign and the text '+ Host an Event' is visible. To the right, a form titled 'Host an Event' is shown. The form includes a 'Cancel' button, a 'Save Draft' button, and a 'Submit' button. The form fields are: 'Event Name\*' (text input), 'Event Type\*' (dropdown menu), 'Event Format' (dropdown menu), 'Target Audience' (text input), 'Dress Attire\*' (dropdown menu), 'Employer Name' (text input), 'Presenter' (text input), 'Industry' (dropdown menu), and 'Work Auth Requirement\*' (dropdown menu). The 'Employer Name' field contains the text 'Test Company - Mark Created June'.

### 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

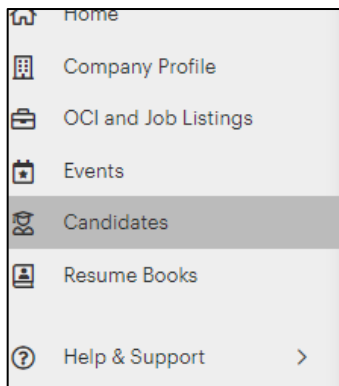
To request an event with USC Marshall graduate students, log into your MCSO 12Twenty account: <https://marshall-usc.12twenty.com/hire>

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

### To register for a USC Marshall organized event:

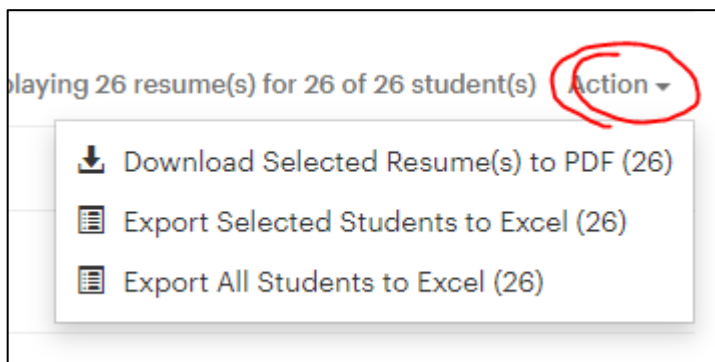
- From the home page, click “Events” on left-hand navigation
- To register, select the event of interest
- Click “Register” in the top right corner

## 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

<b>Keyword Search:</b> Search Keywords in Resume	<b>Student Group:</b> MBA Internship Seeking	<b>Job Phase:</b> Internship	<b>Program:</b> Full Time MBA
<b>MBA Graduation Year:</b> 2023	<b>Graduation Term:</b> All	<b>Desired Industry:</b> All	<b>Desired Function:</b> All
<b>Desired City:</b> Enter a city name here	<b>Work Experience:</b> All	<b>Industry (Pre Enrollment):</b> All	<b>Function (Pre Enrollment):</b> All
<b>Language Spoken:</b> All	<b>Language Written:</b> All		



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)

Resume Book
<b>Mandarin</b> Application Deadline: 12/01/2021, 10:30am PST
<b>MS Business Analytics (December 2021 Full-time seeking)</b> Application Deadline: 05/01/2022, 11:45pm PDT
<b>MS Finance (December 2021 Full-time Seeking)</b> Application Deadline: 05/01/2022, 11:45pm 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 **Jonathan Johnson, Recruiting Relations Administrator** at [jonathmj@marshall.usc.edu](mailto:jonathmj@marshall.usc.edu) or 213-740-2331