



THE UNIVERSITY OF
Mississippi
School of Law-Career Services

UM Law 12Twenty Student Toolkit



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Sign Up and Login

Our recruitment tools powered by 12Twenty make it easy to connect with employers looking to hire students and alumni from our school. We are happy to share that the 12Twenty user interface is accessible and compatible with any device: phone, tablet, or computer.

To create an account on our platform, simply follow the steps below.

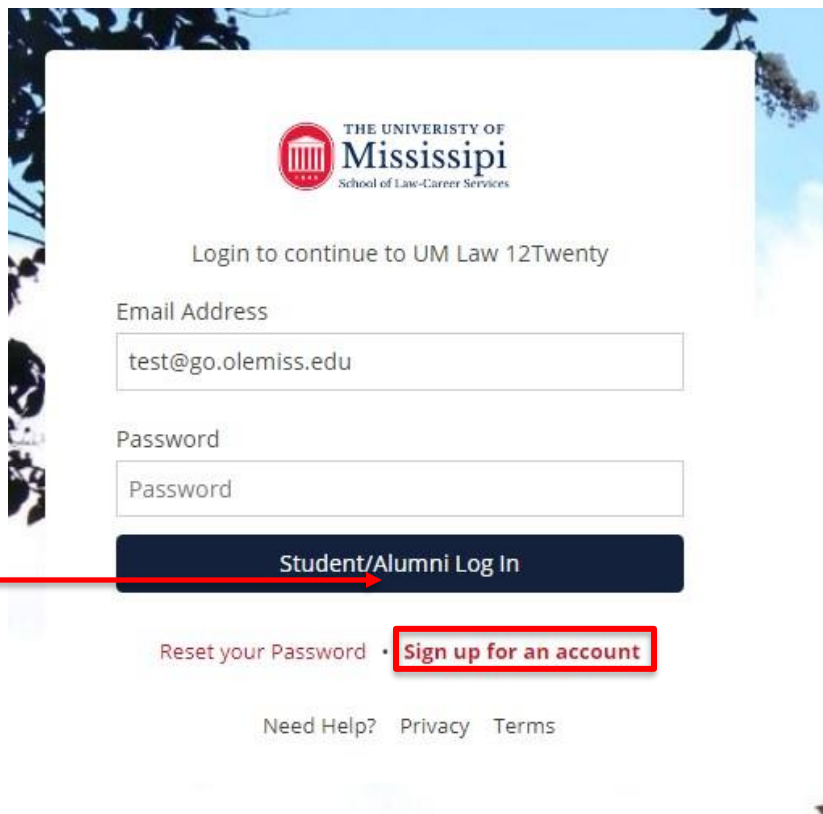
If you need assistance with UM Law 12Twenty, please contact Jessica Evans in Career Services at jgevans@olemiss.edu.

1) Navigate to <https://u-mslaw.12twenty.com/>

2) First time? Click the **“Sign up for an account”** button and use your Username (email/school ID) to create a unique password

- Students may only “sign up” through this portal only if their account has been pre-authorized by a school admin.
- For assistance logging in, please review this [article](#).

3) Moving forward, you can simply login using your Username (go.olemiss.edu email) and unique Password combo.



THE UNIVERSITY OF
Mississippi
School of Law-Career Services

Login to continue to UM Law 12Twenty

Email Address
test@go.olemiss.edu

Password
Password

Student/Alumni Log In

Reset your Password • **Sign up for an account**

Need Help? Privacy Terms

Profile Set Up

Setting up your student profile is easy and helps the career services team get to know YOU better and understand your job search preferences so that we can assist you in finding the right opportunities. A complete profile will help the career services team reach out to you if there are job or internship opportunities, interviews, events that match your background, preferences, and skillset.

Let's take a look at step-by-step guide below for setting up a student profile:

1) Once logged in, you see this survey the first time you log in. Complete, then head over to the profile tab from the left side navigation bar.

Please tell us a little bit about yourself...

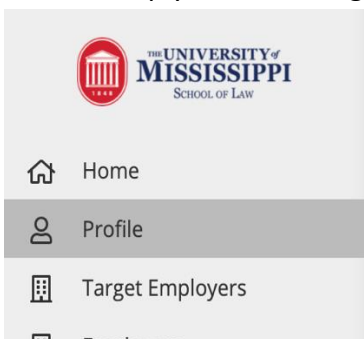
(*) indicates a required field.

General	Bar exam location(s) <div style="border: 1px solid #ccc; padding: 2px;">Mississippi, Tennessee</div>	Date of Birth* <div style="border: 1px solid #ccc; padding: 2px;">01/01/2000</div>
	Race/Ethnicity* <div style="border: 1px solid #ccc; padding: 2px;">Multiracial</div>	LinkedIn URL <div style="border: 1px solid #ccc; padding: 2px;">LinkedIn URL</div>
	+ Add Additional Race/Ethnicity <input type="checkbox"/> Decline to state	
	Preferred Pronoun <div style="border: 1px solid #ccc; padding: 2px;">-- Select a value --</div>	
	Preferred Name <div style="border: 1px solid #ccc; padding: 2px;">Preferred Name</div>	
	Do you have a disability?*	
	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="checkbox"/> Decline to state	
	Telephone 1 <div style="border: 1px solid #ccc; padding: 2px;">Telephone 1</div>	Veteran Status <div style="border: 1px solid #ccc; padding: 2px;">-- Please select a value --</div>
	Law Transfer Student?*	
	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Decline to state	
	What is your post-graduation desired job city?*	What is your post-graduation desired job country?*
	<div style="border: 1px solid #ccc; padding: 2px;">What is your post-graduation desired job city?</div>	<div style="border: 1px solid #ccc; padding: 2px;">-- Please select a value --</div>
	What is your desired employment type after completing school?*	
	<div style="border: 1px solid #ccc; padding: 2px;">-- Please select a value --</div>	
	+ Add Additional What is your desired employment type after completing school?	
	What is your desired practice area after completing school?*	
	<div style="border: 1px solid #ccc; padding: 2px;">-- Please select a value --</div>	
	+ Add Additional What is your desired practice area after completing school?	
	Alternate/Preferred Email Address* <div style="border: 1px solid #ccc; padding: 2px;">Enter Email Address</div>	

Continue

2) Let's add a photo of you!

- This is easy and helps your career services team get to know you!
- Ensure the photo is professional.
- Simply click on the grey **"Change Image"** box to upload your photo.



Test Student

Describe yourself... What's your headline?

JD - Summer 2021

test@test.com

Jobs and Job Offers

Application Materials

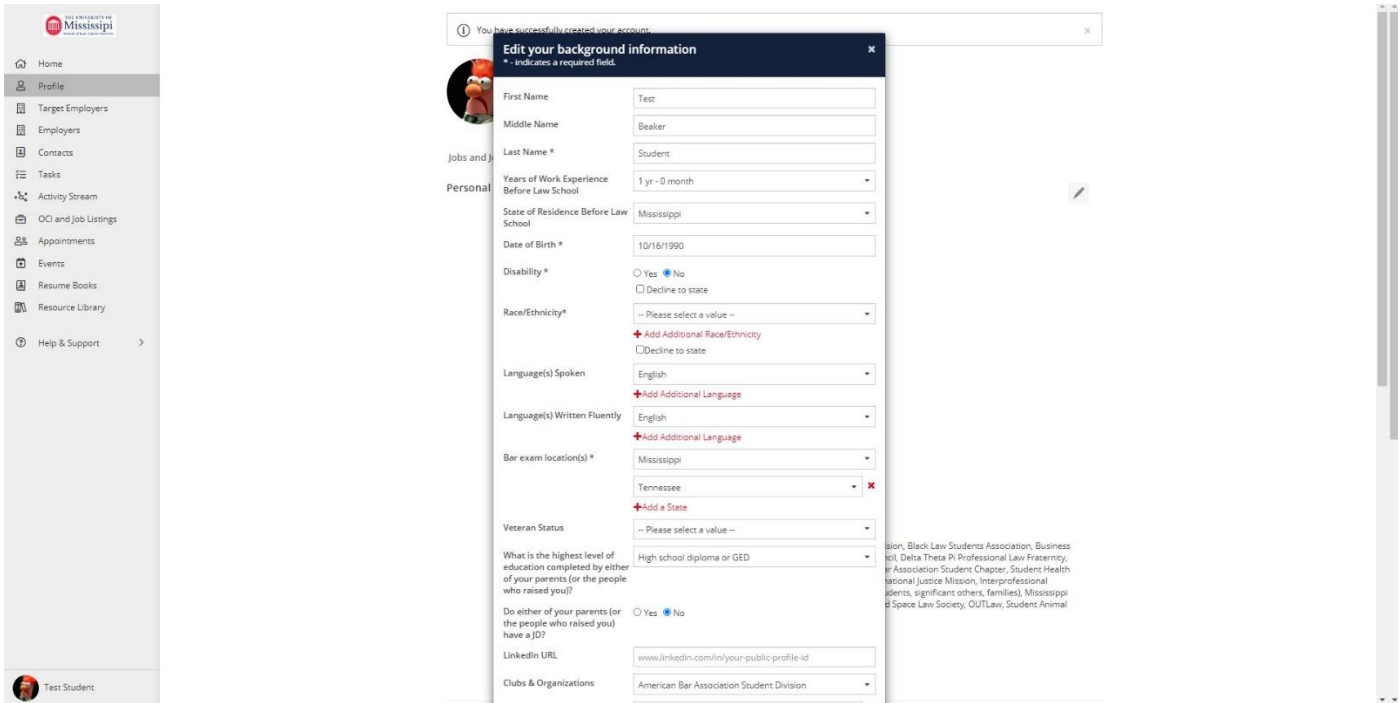
Background

3) Update your Headline

- Let career services staff get to know you and create opportunities by sharing what you are seeking for your next career move!

4) Complete your “Background” tab

- This information will help the career services office get to know YOU better and assist you in finding the right job and networking opportunities.
- Once you click on the pencil icon next to each section on the background tab, a new pop-up will appear.



Edit your background information
* - Indicates a required field.

First Name: Test

Middle Name: Beaker

Last Name *: Student

Years of Work Experience Before Law School: 1 yr - 0 month

State of Residence Before Law School: Mississippi

Date of Birth *: 10/16/1990

Disability *: ☐ Yes ☒ No
☐ Decline to state

Race/Ethnicity*: -- Please select a value --
+ Add Additional Race/Ethnicity
☐ Decline to state

Language(s) Spoken: English
+ Add Additional Language

Language(s) Written Fluently: English
+ Add Additional Language

Bar exam location(s) *: Mississippi
Tennessee ☒
+ Add a State

Veteran Status: -- Please select a value --

What is the highest level of education completed by either of your parents (or the people who raised you)?
High school diploma or GED

Do either of your parents (or the people who raised you) have a JD? ☐ Yes ☒ No

LinkedIn URL: www.linkedin.com/in/your-public-profile-id

Clubs & Organizations: American Bar Association Student Division

5) Click the **“Update”** button on the bottom right of the pop up to save your changes. Your newly created profile is ready to go!

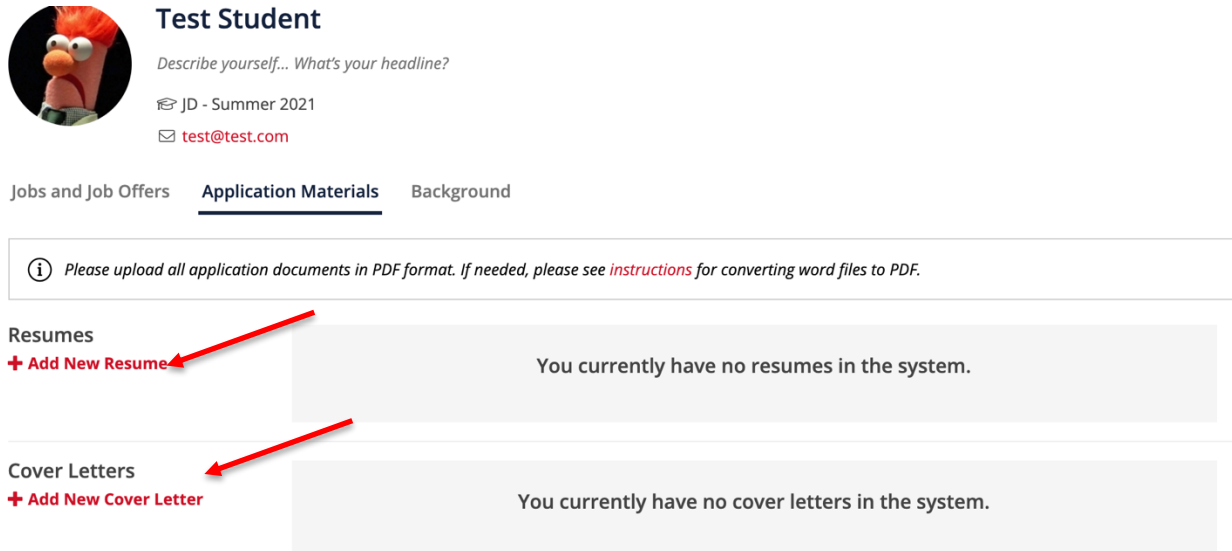
6) Keep your Career “Preferences” section updated

To stay informed with the latest career resources, events, jobs, and interviews that match your unique preferences, please make sure to frequently update the “Preference” section of your profile with employment types, practice areas, and geographic locations you are excited about.

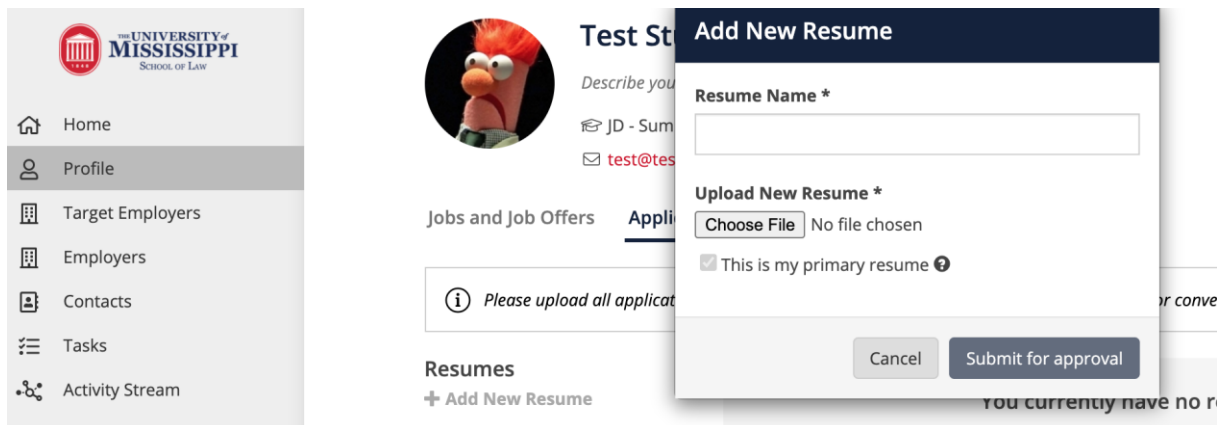
Upload Application Materials

1) Head over to the “Application Materials” tab to upload your career search documents

- Under each Application type header, click the “+ Add New Document” button.
- Choose a document from your computer and give it a name.
 - Note: *The document name is not visible to employers and there are no limits - upload as many documents as you need. For cover letter document names, we recommend including the firm to whom it’s addressed in the name to help you keep them all straight!*
- All Application documents (outside of the URL section) must be uploaded in **PDF format** to ensure employers can easily download these into “Application packets.”



2) In the Resume Section: Check the box called “This is my primary resume” to feature one resume in your account.

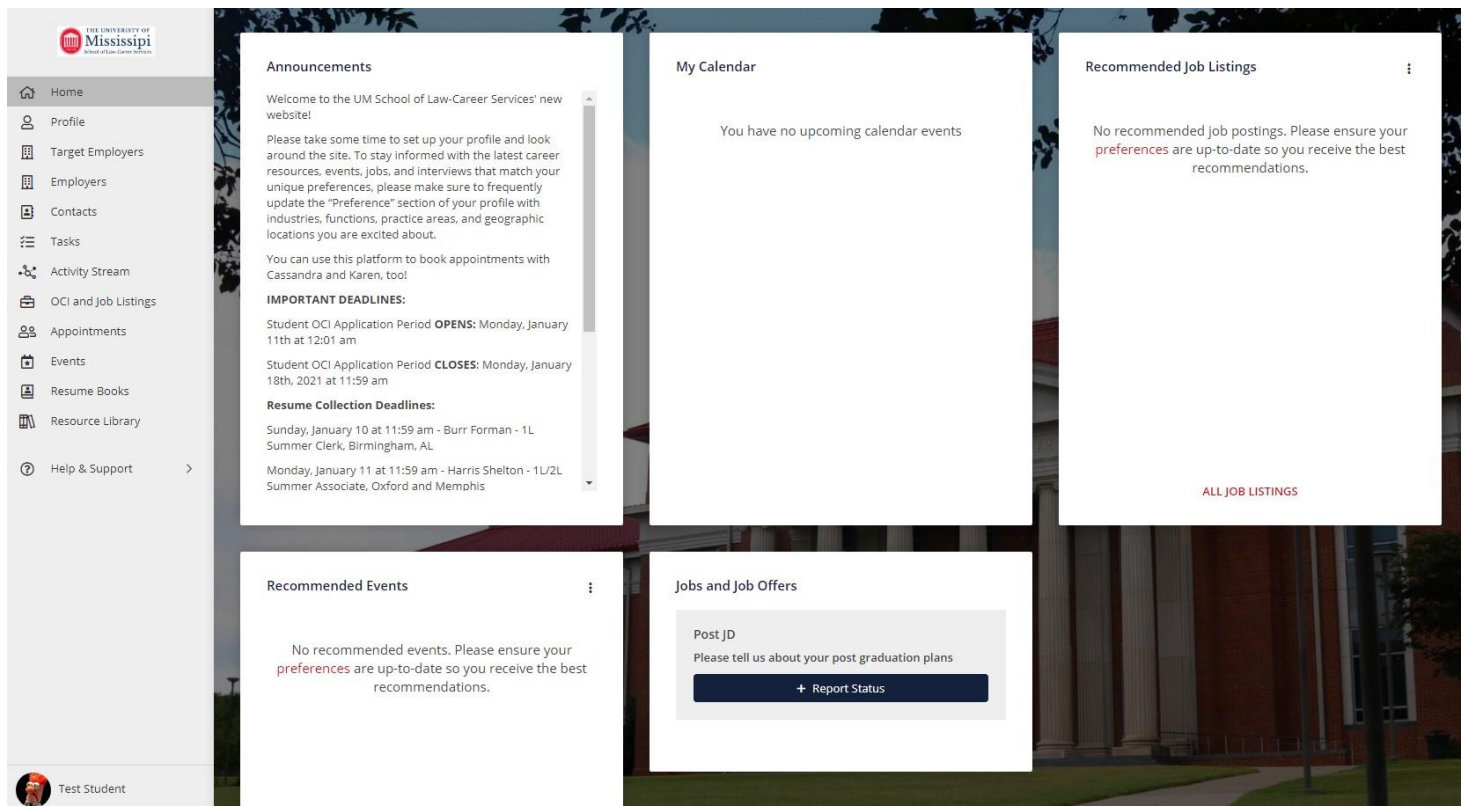


*Note: If resume approval is enabled, your resume will go through a “review and approval” process before you can begin to use it as an official document for job postings, interviews, and event registrations. Click the “**Submit for approval**” button to initiate the resume approval process with the career services team. We will reach out to you if we have any feedback after reviewing your resume.*

Homepage

After setting up your profile, this is what you will see on your homepage for all future logins:

- **Announcements** - These announcements come directly from the Career Center team. Check this tile often as it will frequently be updated with new information.
- **Upcoming** - This tile will list any upcoming appointments, events, and interview commitments that you have registered for within the platform.
- **Recommend Job Listing** - This tile will recommend jobs specific to the program you are enrolled in and unique career interests. Keep the **"Preferences"** section of your profile up to date, to ensure you see the latest recommendations.
- **Recommended Events** - These events are open for registration and recommended based on your career preferences and program.
- **Outcome Submission (Jobs and Job Offers)** - Quick access to submit new internship and post-grad outcome data.



The screenshot displays the homepage of the University of Mississippi Career Services portal. On the left is a navigation sidebar with the following links: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, OCI and Job Listings, Appointments, Events, Resume Books, Resource Library, and Help & Support. The main content area is divided into five tiles:

- Announcements:** Welcomes users to the new website, encourages profile updates, and lists important deadlines for OCI applications and resume collection.
- My Calendar:** Shows no upcoming calendar events.
- Recommended Job Listings:** Shows no recommended job postings and prompts users to update their preferences.
- Recommended Events:** Shows no recommended events and prompts users to update their preferences.
- Jobs and Job Offers:** Includes a "Post JD" section with a "Report Status" button.

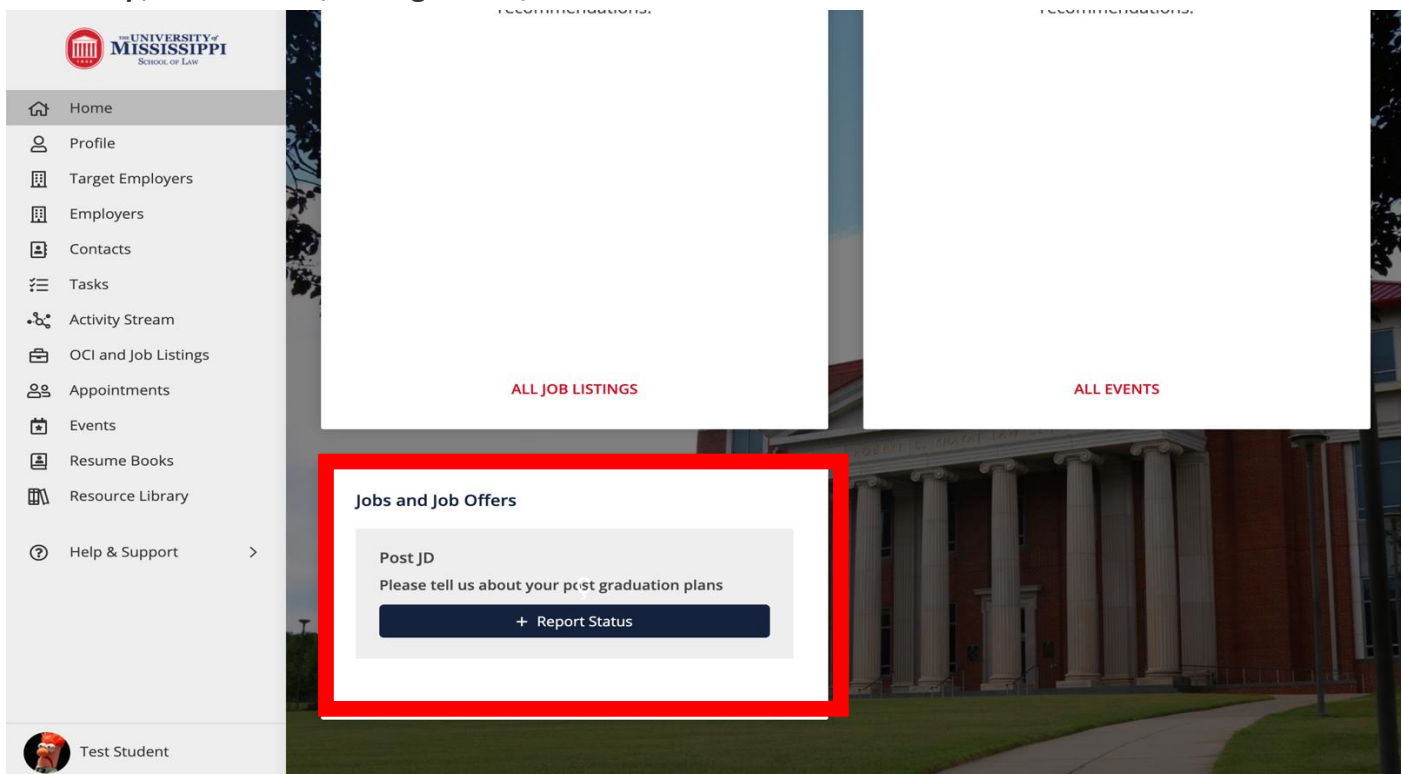
The user profile at the bottom left is identified as "Test Student".

Jobs and Job Offers (Outcomes) Submission

The Outcome Survey sometimes referred to as a First Destination Survey or Employment Questionnaire, is a tool schools use for gathering employment experience data from current and graduating students. We collect this information so that you are empowered with market insights, salary data, and employment trends. This data powers the Research Tools in real-time, giving you transparency into employment data from our school (in a completely anonymous way.) You will be able to learn about the potential career paths that are available to you based on your program, career preferences, and experience. These can also help you navigate the next steps in your career and negotiate your compensation for both internships and post-graduate jobs.

When you complete your Outcome Survey you help our community and your fellow classmates have a competitive advantage in their job and internship search.

1) From your homepage, navigate to the “Jobs and Job Offers” tile and select the options Post Graduation, Internship, Summer Job, During School, or Pre-School.




This will take you to a new screen allowing you to better define which outcome category applies best to your situation.


2) From the next screen, pick the option that matches your internship or employment status

- If you are “still seeking” employment or an internship - let us know so we can help you find the right opportunity! Our office is here to help you every step of the way.

Post Graduation Outcome Options



- Home
- Profile
- Target Employers
- Employers
- Contacts
- Tasks
- Activity Stream
- OCI and Job Listings
- Appointments
- Events
- Resume Books
- Resource Library
- Help & Support


Test Student

ALL JOB LISTINGS

Post JD

Please tell us about your plans

Pending Job

Accepted Job

Judicial Clerkship

Own Venture (Non Law Firm)


Still Seeking Employment

Pursuing Graduate Degree Full-Time


Not seeking for other reasons

Cancel

3) Once you've made your selection, you will be prompted to complete a quick survey that correlates to your unique outcome



- Home
- Profile
- Target Employers
- Employers
- Contacts
- Tasks
- Activity Stream
- OCI and Job Listings
- Appointments
- Events
- Resume Books
- Resource Library
- Help & Support


Test Student

Job - Offer Accepted

(*) indicates a required field.

Basics

Employer *

Employer

Job Title *

Job Title

Employment Type *

-- Please select a value --

Detailed Practice Area *

-- Please select a value --

Number of Employees

-- Please select a value --

Employment Requirement *

-- Please select a value --

Location

Job Country *

Job Country

☐ Location not yet determined

Address 1 *

Address 2

Postal Code *

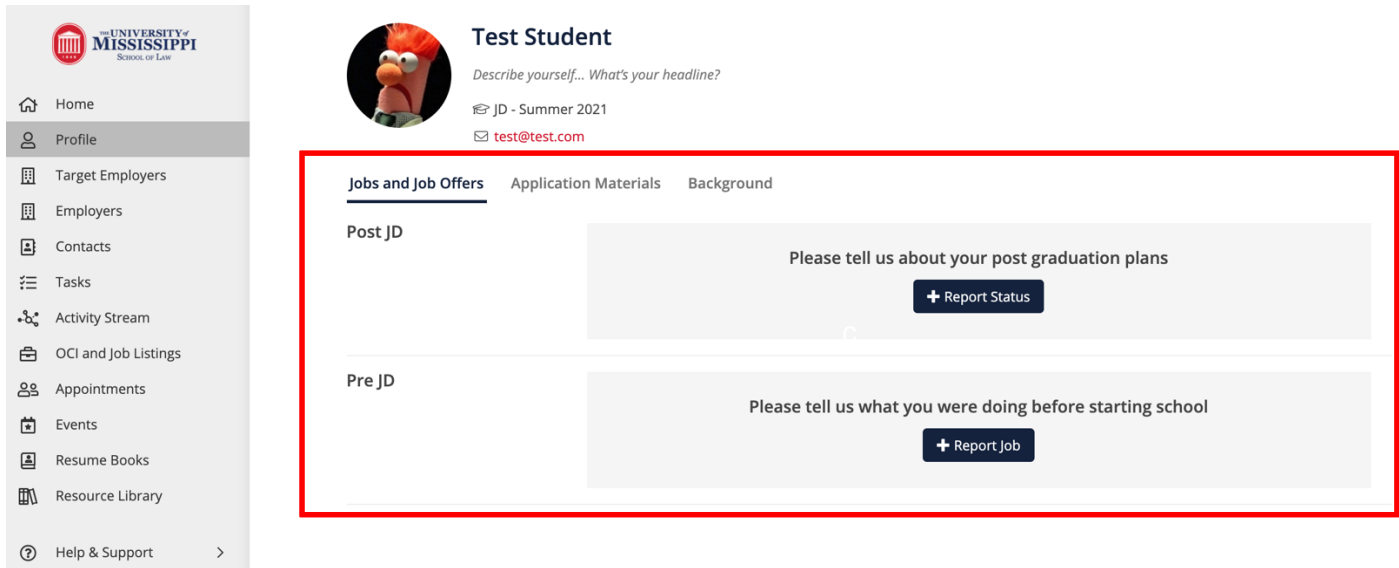
Job City *

Job City

Example: Philadelphia - PA or London - England

4) After completing the quick survey, the reported Outcome will display in the “Jobs and Job Offers” tab of your profile (**NOTE: 12Twenty is in the process of adding the “Summer Job” and “During JD” outcomes**)

- You can update your outcome at any time by clicking “**Report Status**” button within the “Jobs and Job Offers” tab of your profile



The screenshot shows the 12Twenty profile interface. On the left is a sidebar menu for 'THE UNIVERSITY of MISSISSIPPI School of Law' with options: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, OCI and Job Listings, Appointments, Events, Resume Books, Resource Library, and Help & Support. The main header shows the user 'Test Student' with a cartoon profile picture, a bio 'Describe yourself... What's your headline?', and contact info 'JD - Summer 2021' and 'test@test.com'. Below the header are three tabs: 'Jobs and Job Offers' (selected), 'Application Materials', and 'Background'. The 'Jobs and Job Offers' tab contains two sections: 'Post JD' with the prompt 'Please tell us about your post graduation plans' and a '+ Report Status' button, and 'Pre JD' with the prompt 'Please tell us what you were doing before starting school' and a '+ Report Job' button. A red rectangle highlights the 'Jobs and Job Offers' tab and its content.

You may also be prompted to report your outcome status the next time you login. Once your outcome is submitted, you will no longer see the popup at login.

Target Employers

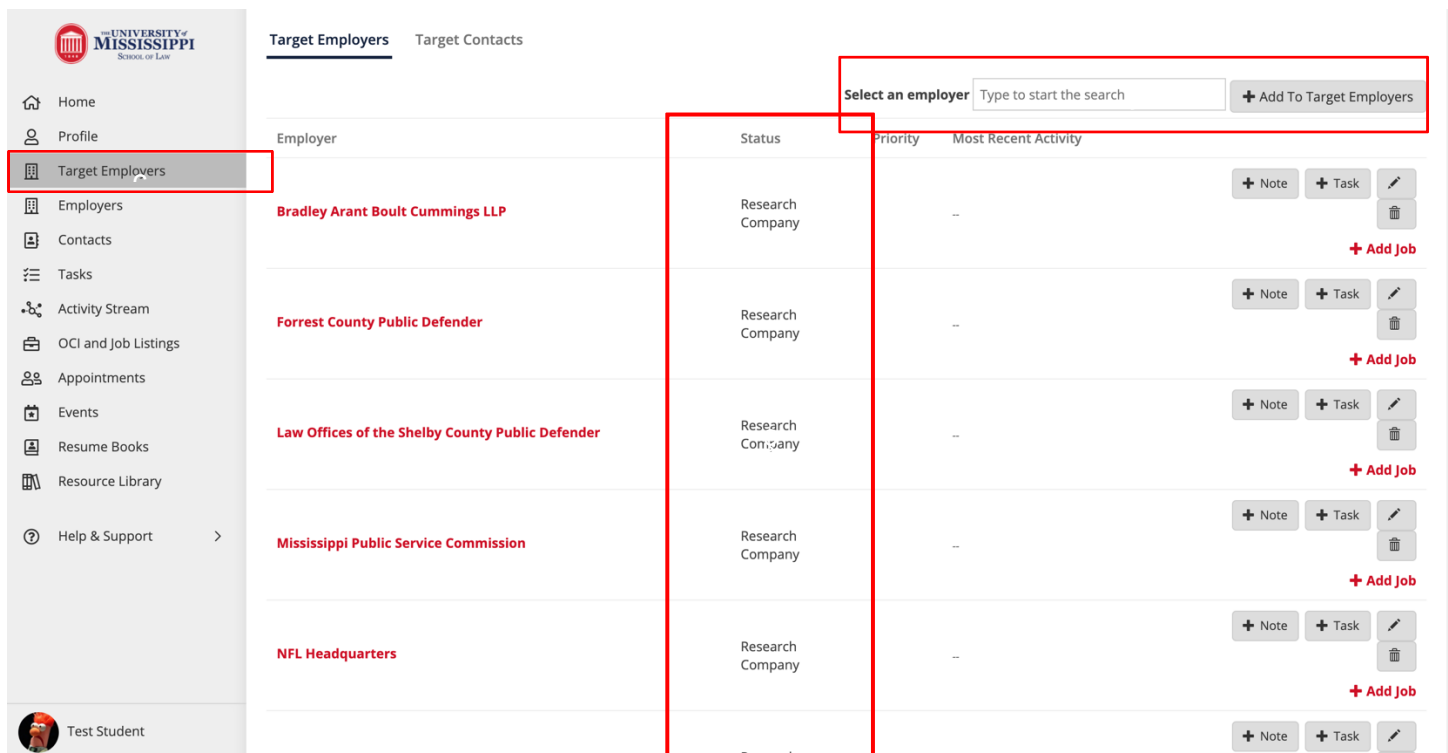
Now let's take a look at how you can build and manage your list of target employers that you are excited about working for. This is a powerful tool for tracking your contact network and excellent for keeping your job search organized. Your very own personal CRM tool built right into 12Twenty!

You can use these tools to track the employers that you are interested in, the jobs you apply for, the status of each application, and any follow-up actions needed. It also lets you track the progress of your professional contacts and networking activities. The effort you put in on the front end will be worthwhile and allow you to stay on top of deadlines so you feel in control of your growing professional network.

1) Let's navigate to "Target Employers" module from the left side navigation bar

- From here you can build a list of employers you are actively targeting for jobs & internships
- You can add a Target Employer simply by typing the name into the search bar and clicking the **"Add to Target Employers"** button
- You can add any "Notes" and/or follow-up "Tasks" based on your networking conversations or career search updates
- By clicking the **"pencil icon"** you can track the "Status" and "Priority" of each of these employers (researching employer, interviewing, received offer, etc)

As you go through your job search, re-prioritize each Employer on your list and update your job search status along the way so you never miss a deadline or important task.



The screenshot shows the 12Twenty interface for managing target employers. The left sidebar contains a navigation menu with options like Home, Profile, Target Employers (highlighted), Employers, Contacts, Tasks, Activity Stream, OCI and Job Listings, Appointments, Events, Resume Books, Resource Library, and Help & Support. The main content area is titled 'Target Employers' and features a search bar with the placeholder 'Type to start the search' and a '+ Add To Target Employers' button. Below the search bar is a table with the following columns: Employer, Status, Priority, and Most Recent Activity. The table lists several employers, including Bradley Arant Boult Cummings LLP, Forrest County Public Defender, Law Offices of the Shelby County Public Defender, Mississippi Public Service Commission, and NFL Headquarters. Each row has a '+ Note' button, a '+ Task' button, and a pencil icon for editing. A '+ Add Job' button is located at the bottom right of the table.

Add Note

[Cancel](#)[Save](#)

Employer: The Amazing Company

Note *

After researching on LinkedIn, I found several Alumni who have or are currently working for The Amazing Co.



Note Date *

04/06/2020

Add Notes & Task to any Employer Records

You will be able to document all of your relevant notes, job search actions, and track the networking conversations you are having with employers and recruiting contacts allowing you to more easily follow up on the progress of your job applications.

You will be able to track all of your to-do's and next steps using the "Tasks" module. This is where you can set up appointments, events and schedule critical to-do reminders.

Add Task

[Cancel](#)[Save](#)

Subject *

Reach out to Awesome Recruiter

Outreach Type

Email



Due Date *

04/10/2020

Status *

Open



Description

Connect with Awesome Recruiter on LinkedIn and send follow up note



Comments

Add comments here

Employer: The Amazing Company

Task Contact

Awesome Recruiter [\[Change\]](#)

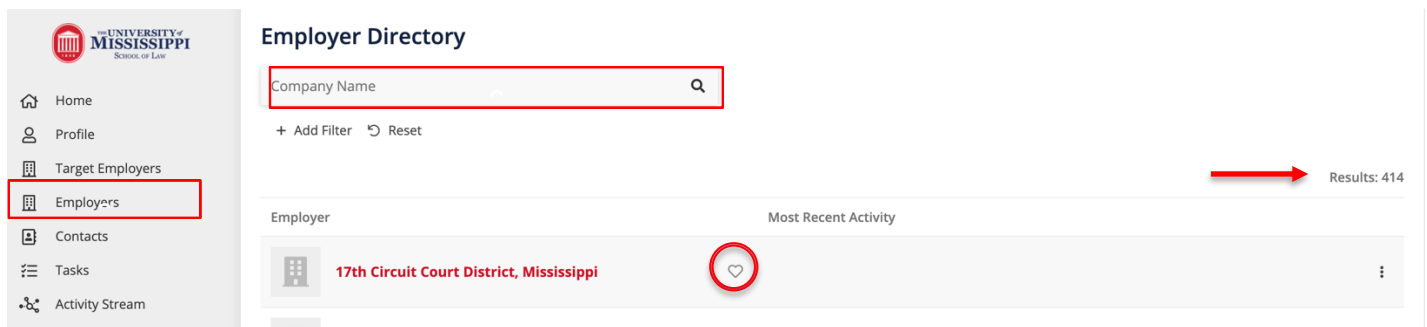
Employer	The Amazing Company
Email	awesomerecruiter@gmail.com
Phone	

Employer Directory

This tool will help you learn more about the Employers and Contacts that commonly recruit our students and graduates. These Employers and Contacts support our community in many ways. Some are alumni, others participate in our recruiting programs and events, post jobs, hire and supervise interns, and have hired students into full or part time jobs post graduation. The Career Services office keeps this list updated as new employers join the network.

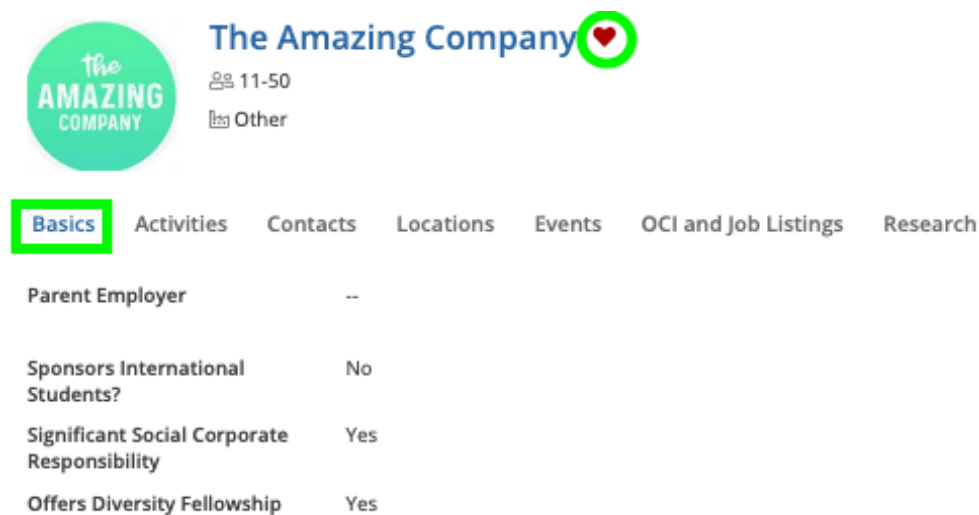
1) Let's navigate over to the Employers Directory from the left side nav bar

- From this tab, you will be able to see all the employers that your career center has relationships with that are available for your networking and job search success.
- Click on the “heart” icon to add the employer to your “Target Employers” list.
- Click the three ellipses, to add notes and tasks right from the Directory list page.



2) Click on the Employer name in the Directory list to explore their “Employer Profile”

- **Basic Tab:** Shows the basic information about the employer.



Parent Employer	--
Sponsors International Students?	No
Significant Social Corporate Responsibility	Yes
Offers Diversity Fellowship	Yes

- **Activities Tab:** Shows a historical view of all of your recruiting activities (notes, tasks, meetings) related to the Employer. You can also see tips and resources shared by your career services employer relations team based on their relationships with that Employer.



The Amazing Company ❤️

🕒 11-50

🏢 Other

Basics **Activities** Contacts Locations Events OCI and Job Listings Research

Activity Stream [Show Legend](#)

All Activities ▾

✓ Send Thank you Note
due 4/6/2020
Send an email to Amazing Company thank you note
4/6/2020, 12:00am PDT -Baron Albert
Employer: [The Amazing Company](#)

✓ 🔍 ✎ 🗑



🗨 After researching on LinkedIn, I found several Alumni who have or are currently working for The Amazing Co.
4/6/2020 -Baron Albert

🔍 ✎ 🗑

- **Locations Tab:** Shows all of the locations that the Employer has traditionally hired students into from our school. Even if an Employer is global and has multiple locations around the world, a select few of their offices recruit our students and this tab will give you a better understanding of that hiring data.
- **Research Tab:** This syncs up with the “[Outcome Data](#)” we collect in the system to give you a highlight reel of the employers' hiring trends from our school. This data is anonymized and unique to our school.

Basics Activities Contacts Hires Locations Events OCI and Job Listings Experiences Research

Job Phase:

Grad year:

Top Job Titles:

1. Business Development Manager (6)
2. Marketing Associate (4)
3. Brand Manager (3)

Top Locations:

1. Seattle - WA (11)
2. Mountain View - CA (7)
3. San Francisco - CA (5)

Top Offer Month:

1. July (9)
2. June (6)
3. August (6)

Top Functions:

1. Marketing/Sales - Product Management (5)
2. Marketing/Sales - Brand Management (4)
3. Marketing/Sales - Sales (4)

Top Job Sources:

1. Job fairs (8)
2. Alumni referrals (7)
3. School-Facilitated Internships (7)

- **Events Tab:** Shows if the employer is hosting or attending any networking or professional development events (past and present). Simply click on the “**Event Title**” to see more info & to RSVP to that event if registration is open.



The Amazing Company ❤️


🕒 11-50

📍 Other

Basics Activities Contacts Locations **Events** OCI and Job Listings Research

Events

Results: 1

Event Name	Event Status	Registration Status	Attended?
 The Amazing Company Virtual Tour The Amazing Company Webinar Wed, Apr 8, 2020 · 09:00am PDT 📍 Virtual	Registration Open	Not Registered	👍

- **OCI and Job Listings Tab:** Shows if the employer has any job postings or OCI interview listings (past and present). Simply click on the “**Job Title**” to see more info about the job, interview, and if the job is open to see the employer's hiring criteria.



The Amazing Company ❤️


🕒 11-50

📍 Other

Basics Activities Contacts Locations Events **OCI and Job Listings** Research

Job Listings

Results: 1

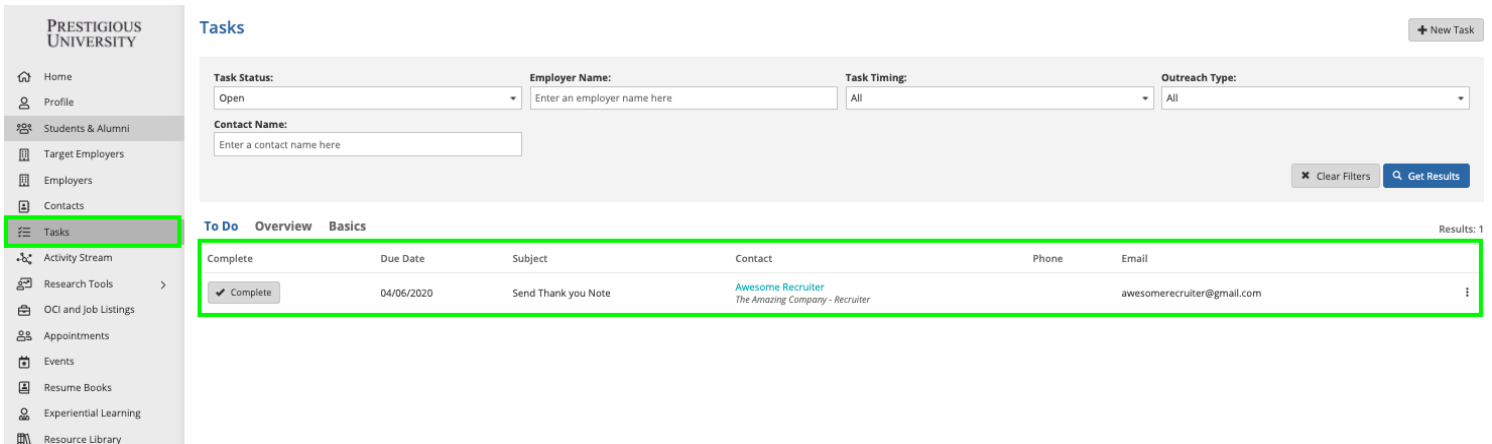
Job	OCI Round	Interview Date	Job Status	Application Status	Application Date
 Amazing Job 👤 The Amazing Company 📍 Flexible/Negotiable ⌚ New! 📅 Apply By: 4/7/2020	Spring 2020 - March 1-5th	--	Application Open	Not Applied	

Tasks

The Tasks module is a virtual to-do list that will help you stay on top of your job search: interviews or employers you have not heard back from, the next steps in the job application process, and contacts you need to follow-up with.

1) Navigate to the “Task” module on your side nav bar

- You can complete an outstanding task by clicking the “**Complete**” button and later see it when you filter for “**Task Status = Complete**”



Tasks

Task Status: Open | Employer Name: Enter an employer name here | Task Timing: All | Outreach Type: All

Contact Name: Enter a contact name here

Clear Filters | Get Results

To Do | Overview | Basics

Complete	Due Date	Subject	Contact	Phone	Email
<input checked="" type="checkbox"/> Complete	04/06/2020	Send Thank you Note	Awesome Recruiter The Amazing Company - Recruiter		awesomerecruiter@gmail.com

Results: 1

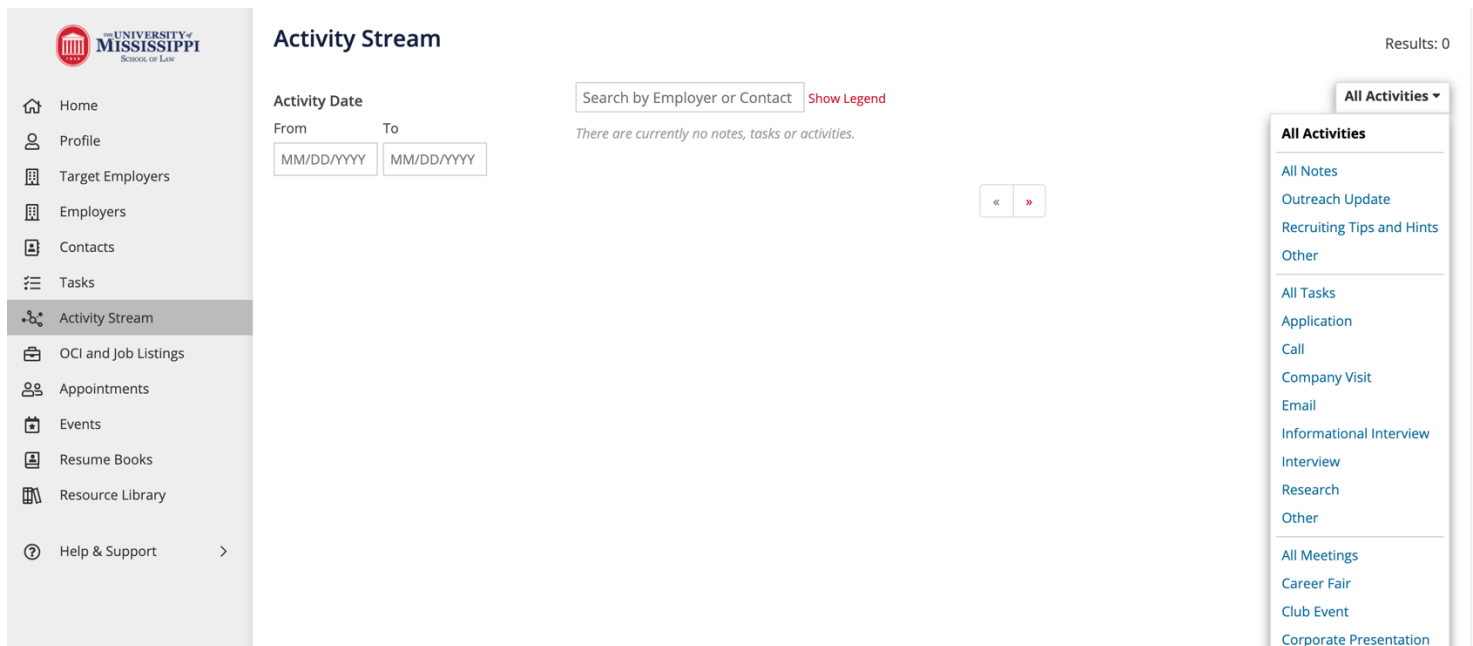
2) Next add a new task to the list by clicking the “+ New Task” button and filling in the pop up form.

Activity Stream

The Activity Stream page allows you to see all of your notes, meetings, and follow up tasks for every touchpoint with the employers and contacts you are building relationships in one place.

1) Navigate to the “Activity Stream” module from your left side nav bar

- Easily search through all of the active and historical actions taken on employer and contacts using the “All Activities” filter panel on the left
 - This leads to an easy to drop-down read legend that indicates what action was taken and color coded for quick viewing
- Search for specific activities by time frame using the “Activity Date” function
- You may also see tips and resources shared by your career services employer relations team based on their relationships with Employer and Contacts in the system.



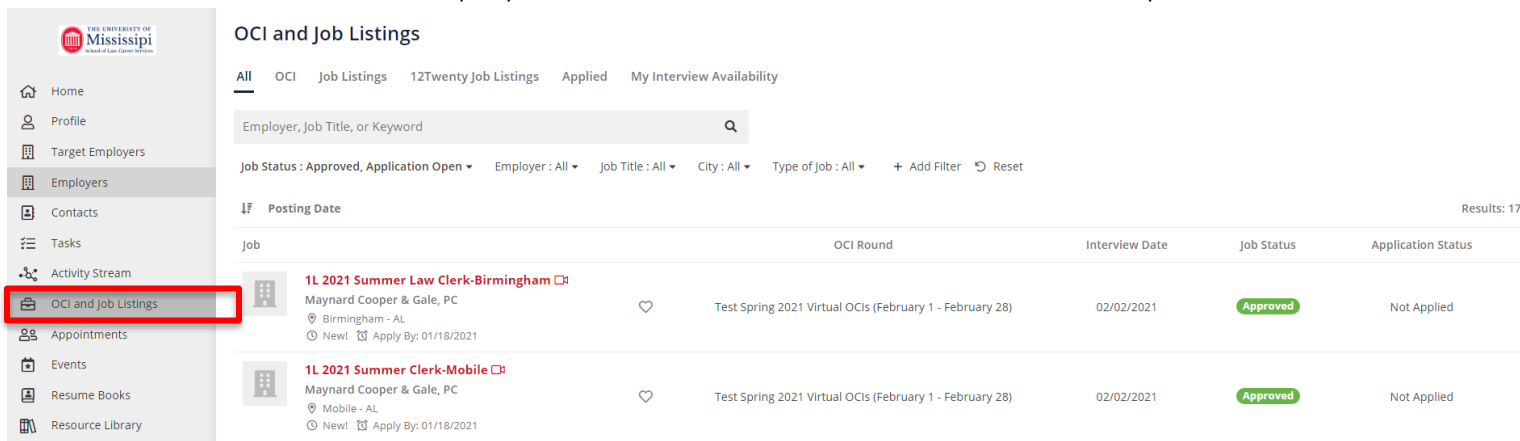
The screenshot displays the 'Activity Stream' interface. On the left is a navigation sidebar with the University of Mississippi Schools of Law logo and various menu items: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream (highlighted), OCI and Job Listings, Appointments, Events, Resume Books, Resource Library, and Help & Support. The main content area is titled 'Activity Stream' and includes an 'Activity Date' filter with 'From' and 'To' date pickers (format MM/DD/YYYY). A search bar labeled 'Search by Employer or Contact' with a 'Show Legend' link is also present. Below these, a message states 'There are currently no notes, tasks or activities.' and a pagination control shows '1' of 1 pages. On the right, a 'Results: 0' indicator is shown above a filter panel titled 'All Activities'. This panel lists categories: All Activities, All Notes, Outreach Update, Recruiting Tips and Hints, Other, All Tasks, Application, Call, Company Visit, Email, Informational Interview, Interview, Research, Other, All Meetings, Career Fair, Club Event, and Corporate Presentation.

Applying for Jobs

Once your profile is set up, application documents have been uploaded, and you have used the employer/contact directory and research tools to prioritize your job search you can begin to apply to the active job, internship, full time, part time, etc opportunities. **(NOTE: These screenshots are from 12Twenty's demo site, but the process for applying is the same.)**

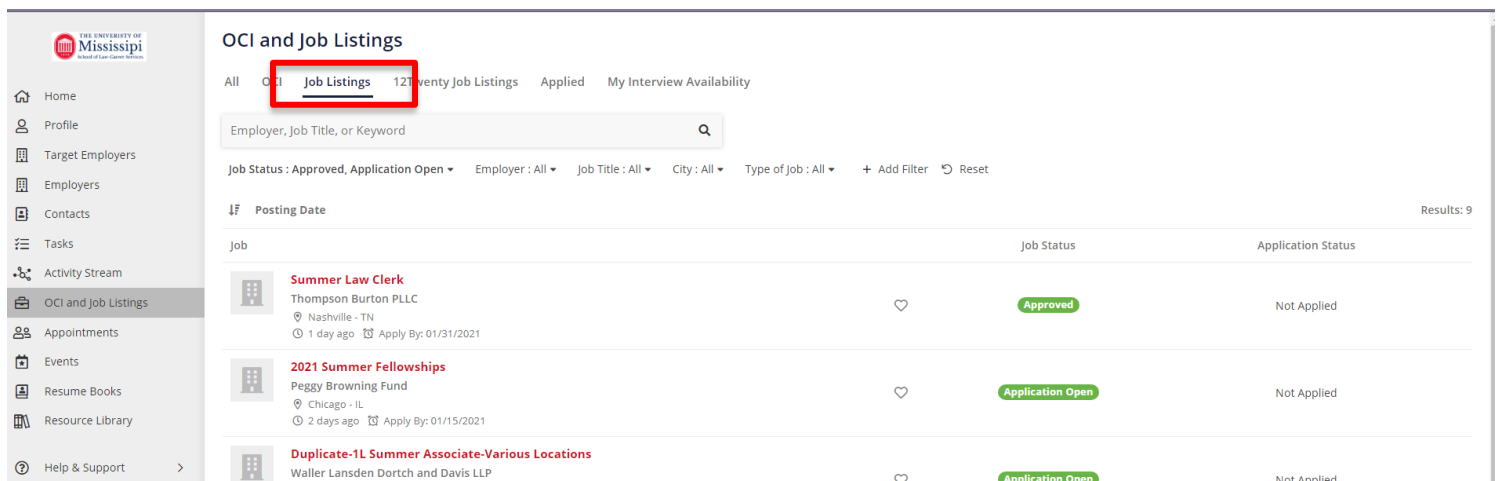
1) Click on the "OCI and Job Listing" module from the left side nav bar

- **All Tab** - Shows you every type of opportunity you can apply for. If the listing has an "Interview Date" or "OCI Round" the employer is looking to host Interviews for the listing they have open (these can take place On/Off-Campus and virtually).
- **Job Listing Tab** - Click on this tab if you would like to sort for just the job listings.
- **OCI Tab** - Click on this tab if you would like to sort for Employers who are partnering with the Career Services team to host Interviews for the listing they have open (these can take place On/Off-Campus and virtually).
- **12Twenty Job Listings Tab** - The job listings on this tab allow you to see job opportunities from diverse nation-wide and global employers. These are sourced and provided by our technology partner, 12Twenty, and usually require you to apply via the employers' preferred portal.
- **Applied Tab** - This tracks your applications for listings within the career system.
- **My Interview Availability Tab** - Here you can block off any times you are not available for interviews with employers so that the careers office does not book you for that time.



The screenshot shows the 'OCI and Job Listings' page. The left sidebar has a red box around the 'OCI and Job Listings' menu item. The main content area shows a search bar and a table of job listings. The table has columns for Job, OCI Round, Interview Date, Job Status, and Application Status. Two listings are visible: '1L 2021 Summer Law Clerk-Birmingham' and '1L 2021 Summer Clerk-Mobile', both with 'Approved' status.

Job	OCI Round	Interview Date	Job Status	Application Status
1L 2021 Summer Law Clerk-Birmingham Maynard Cooper & Gale, PC Birmingham - AL New! Apply By: 01/18/2021	Test Spring 2021 Virtual OCIs (February 1 - February 28)	02/02/2021	Approved	Not Applied
1L 2021 Summer Clerk-Mobile Maynard Cooper & Gale, PC Mobile - AL New! Apply By: 01/18/2021	Test Spring 2021 Virtual OCIs (February 1 - February 28)	02/02/2021	Approved	Not Applied



The screenshot shows the 'OCI and Job Listings' page with the 'Job Listings' menu item highlighted in red. The main content area shows a search bar and a table of job listings. The table has columns for Job, Job Status, and Application Status. Three listings are visible: 'Summer Law Clerk', '2021 Summer Fellowships', and 'Duplicate-1L Summer Associate-Various Locations'. The first two have 'Approved' status, and the third has 'Application Open' status.

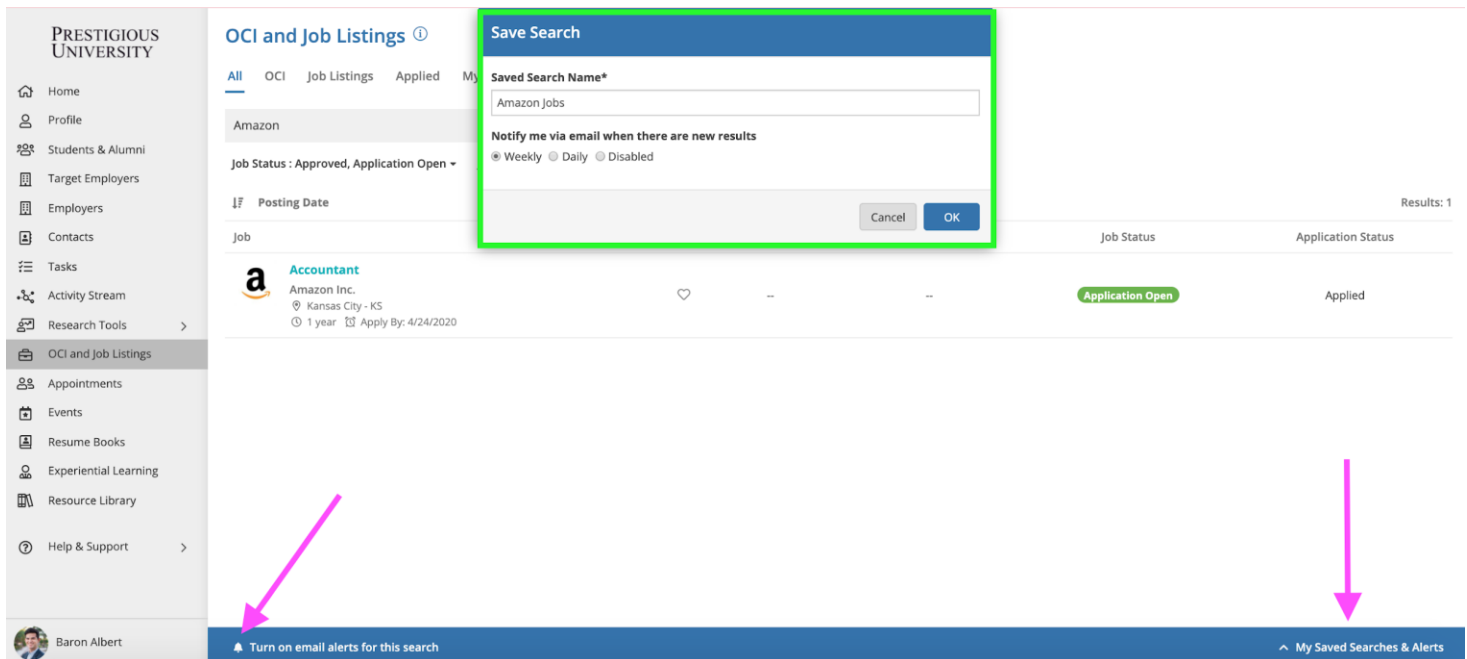
Job	Job Status	Application Status
Summer Law Clerk Thompson Burton PLLC Nashville - TN 1 day ago Apply By: 01/31/2021	Approved	Not Applied
2021 Summer Fellowships Peggy Browning Fund Chicago - IL 2 days ago Apply By: 01/15/2021	Application Open	Not Applied
Duplicate-1L Summer Associate-Various Locations Waller Lansden Dortch and Davis LLP	Application Open	Not Applied

2) Use the “Filters” at the top of the page to search for jobs that match your criteria.

- Searching is really robust and allows you to find your target opportunities quickly.
- Target your job search by location, type of job, application deadline, industry or practice area preferences.
- Click on the “heart” icon to favorite job posting you want to come back to later.

3) Set up “Saved Search Notifications” to get notified via email when new opportunities are available that match your criteria.

- You can easily save any search results by clicking the bar at the bottom of the page that says “Turn on email alerts for the search.”
- Click the “My Saved Searches & Alerts” button from the bottom right hand corner to give your saved search a name and to let us know how often you want to be alerted of new opportunities that match your search.
- Easily access your saved searches in the lower right corner via the “My Saved Searches & Alerts” button to update your frequency of delivery and/or delete the saved search.



The screenshot shows the Prestigious University OCI and Job Listings interface. A modal titled "Save Search" is open, allowing the user to save a search for "Amazon Jobs". The modal includes a "Saved Search Name*" field, a "Notify me via email when there are new results" section with radio buttons for "Weekly", "Daily", and "Disabled", and "Cancel" and "OK" buttons. Below the modal, a job listing for "Accountant" at "Amazon Inc." is visible. At the bottom of the page, a blue bar contains two buttons: "Turn on email alerts for this search" (indicated by a pink arrow) and "My Saved Searches & Alerts" (indicated by another pink arrow).

4) Click on the job you want to learn more about to see the application criteria.

5) Once you click into a listing you will see all the pertinent information, job description, application deadlines, and application instructions.

Test

Job Details

Interview Format	At Company Interview
US Work Auth Requirement	All Work Authorizations Accepted
Type of Job	Job
Industry	Accounting
Job Function	Finance/Accounting - Accounting/Auditing

Job Dates

Application Begins On	4/2/2020, 5:00am PDT
Application Deadline	4/24/2020, 5:00am PDT
Anticipated Job Start Date	Apr 30, 2021

6) Click the “Apply” button in the top right-hand corner of the page to submit your application documents. (If you don’t see the “Apply” button, check the Job Dates to see when the application period opens.)

When the employer is posting the job, they can select from multiple application methods: collect applications via the system or applications by email, fax, external website.

External Application:

- If the employer has requested to receive the applications by email, fax, or an external website you will see this noted in the pop up window along with the required documents.
- These applications will not be automatically tracked in the careers portal. However, using the “Target Employers” module, you can track every step of this application by adding this employer to your Target list.

PRESTIGIOUS UNIVERSITY

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- Employers
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- OCI and Job Listings**
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- Resume Books
- Experiential Learning

Accountant

Amazon Inc.

Application Deadline: 4/24/2020, 5:00am PDT

Please upload all application documents in

Resume (required)

My First Resume

Cover Letter (optional)

Upload New

Please name the file

Transcript (optional)

Upload New

Please name the file

Apply to this Job

The employer requests that you apply to this job via the following external link.

Please include the following document(s):

- Resume
- Cover Letter
- Transcript

External Link

amazon.com/careers

External Job ID

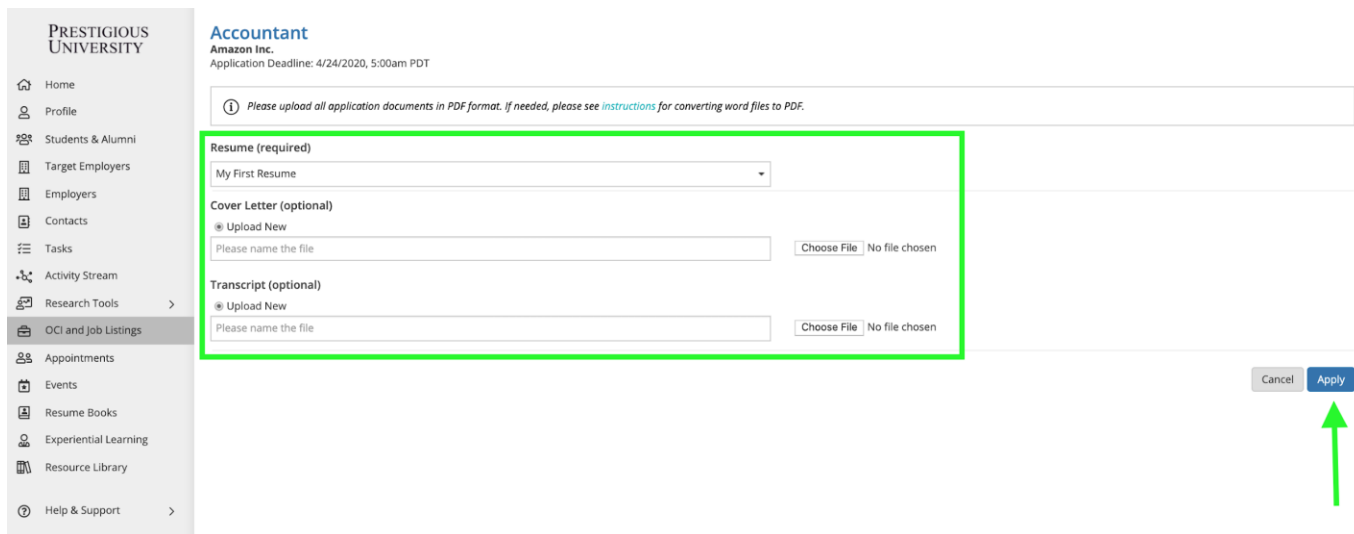
act132343

[OK](#)

[Cancel](#) [Apply](#)

Career System Application:

- If the employer has requested that you submit applications through the system, you will be prompted and able to submit the requested documents on the next screen.
- All required documents must be submitted in order to successfully apply.
- You can choose from your existing /pre-saved documents or choose a new file from your computer.
 - *Note: Please upload all documents in PDF format to ensure employers can easily download these into an “Application packet.”*



The screenshot shows the application form for the position of Accountant at Amazon Inc. The form is titled "Accountant" and "Amazon Inc." with an application deadline of 4/24/2020, 5:00am PDT. A green box highlights the document upload section, which includes a "Resume (required)" dropdown menu, a "Cover Letter (optional)" section with an "Upload New" button and a file name input field, and a "Transcript (optional)" section with an "Upload New" button and a file name input field. At the bottom right of the form, there are "Cancel" and "Apply" buttons, with a green arrow pointing to the "Apply" button.

Don't forget to click the “Apply” button on the bottom of the page to complete your application.

7) Confirmation of Application

- Once you have officially submitted your application documents and clicked the final “Apply” button at the bottom of the screen, you will see a “Congratulations” page confirming your application.
- You will also receive a confirmation email with a direct link back to this job listing so you can continue to edit your application before the application deadline.

Congratulations!

You have successfully applied to Accountant at Amazon Inc.!

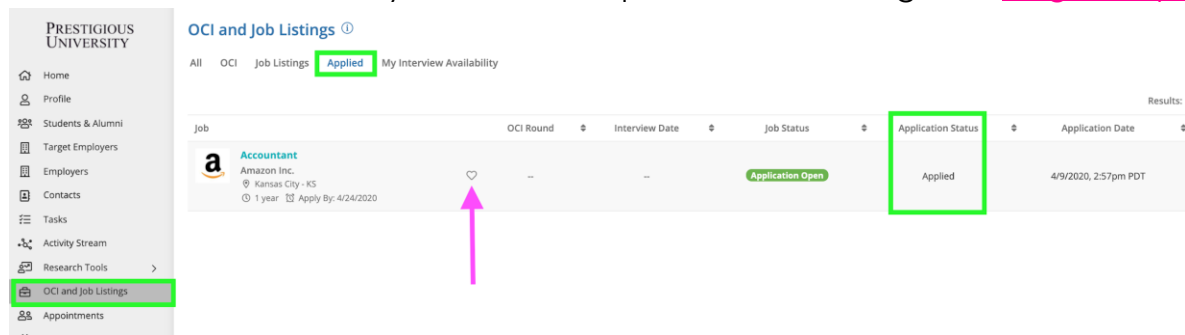
Pertinent Details

Location Kansas City - KS (United States)

[Back to Job Details](#)

8) Keep track of your Applications

- Use the **"Applied"** tab of the **"OCI and Job Listing"** module to track the applications you submit directly via the platform.
- If you submitted a job application via an external method like email, fax, postal mail, or an external website - you should keep track of this using the **"Target Employers"** module.



The screenshot shows the 'OCI and Job Listings' interface with the 'Applied' tab selected. The table lists job opportunities, and the 'Application Status' column shows 'Applied' for the Amazon Inc. listing. A pink arrow points to the heart icon for favoriting the listing.

Job	OCI Round	Interview Date	Job Status	Application Status	Application Date
Accountant Amazon Inc. Kansas City - KS 1 year Apply By: 4/24/2020	--	--	Application Open	Applied	4/9/2020, 2:57pm PDT

Navigating OCIs

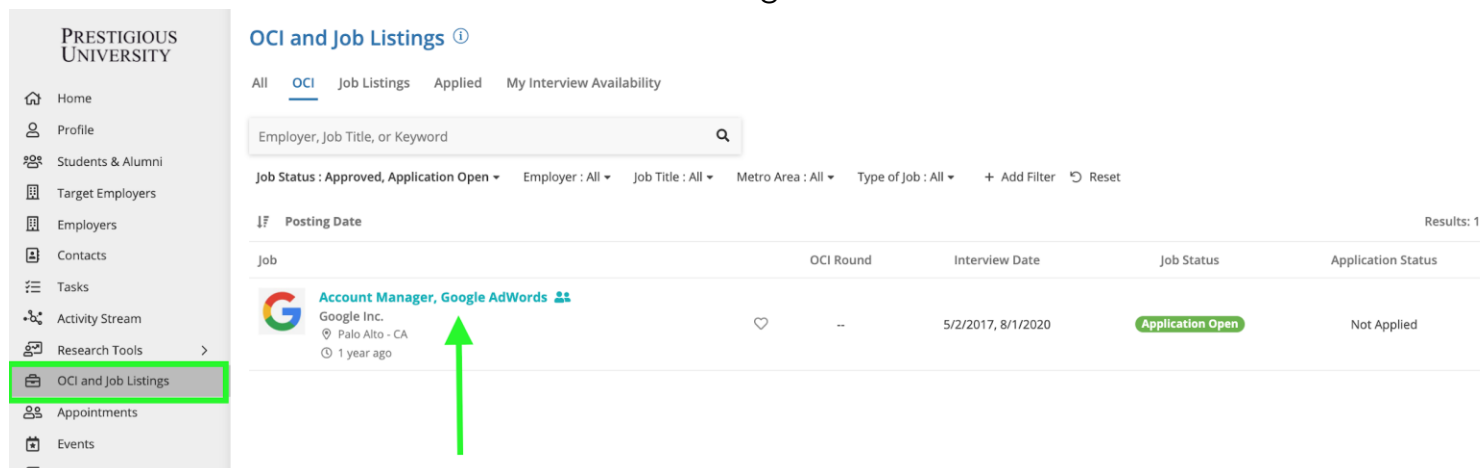
Employers often partner with the Career Services team to host Interviews for the listing they have open (these can take place On/Off-Campus and virtually.) Every year we have a several employers that come back to participate in these recruiting programs called "OCIs." Let's take a look at how to apply for an interview with employers participating in Interview Programs.

1) From the **"OCI and Job Listings"** module click on the OCI Tab

- **OCI Tab** - This tab allows you to sort for just the OCI listings. On the screen below, you will see all the OCI opportunities available to you.
- **OCI Round** - We may host multiple Interview programs every year. This column will notify you of the OCI Program the employer is attending.
- **Interview Date** - In the search results you will see the employer's interview date.

2) Identify the employers you want to apply to interview with during OCI

- Use the **"filters"** to target your search by location, OCI Round, interview date, industry, etc.
- Click on the **"heart"** icon to favorite a listing.

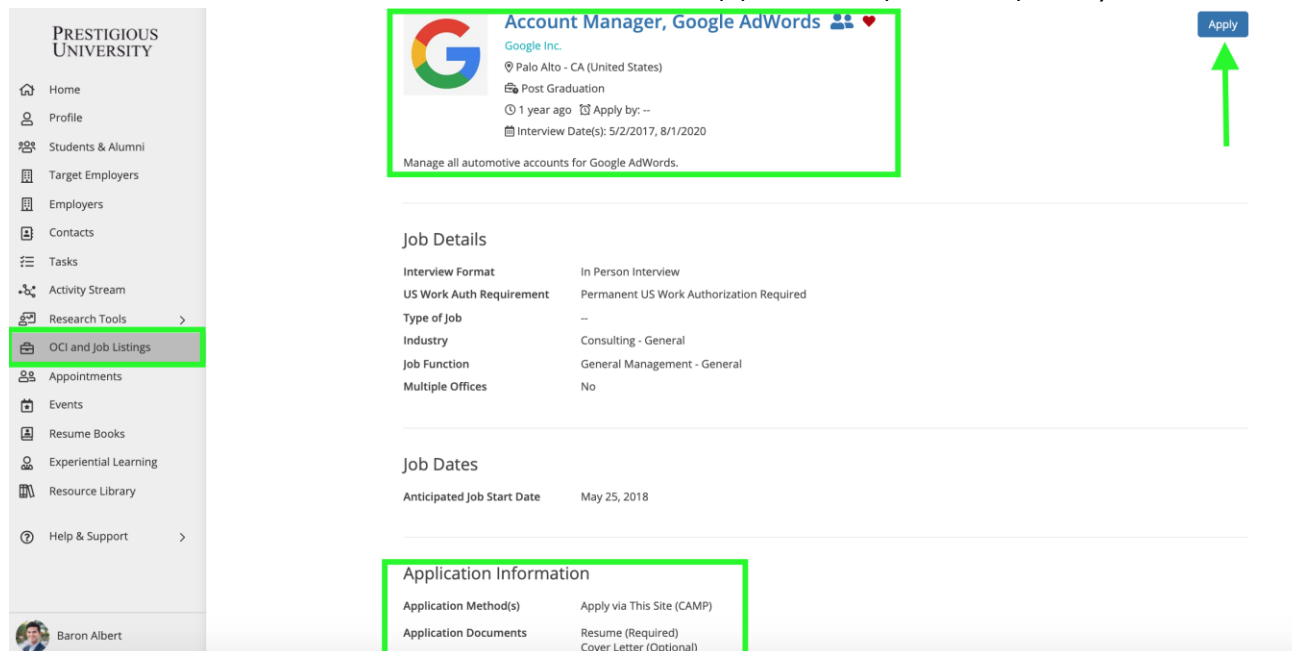


The screenshot shows the 'OCI and Job Listings' interface with the 'OCI' tab selected. The table lists job opportunities, and the 'Application Status' column shows 'Not Applied' for the Google AdWords listing. A green arrow points to the heart icon for favoriting the listing.

Job	OCI Round	Interview Date	Job Status	Application Status
Account Manager, Google AdWords Google Inc. Palo Alto - CA 1 year ago	--	5/2/2017, 8/1/2020	Application Open	Not Applied

3) Once you click into an OCI listing you will see all the pertinent information and interview requirements

- You'll be able to see the employer's interview and hiring criteria, application deadlines, and the application documents that are required to apply to interview with the employer.
- Click the **"Apply"** button in the top right hand corner of the page to submit your application documents directly through the system. (If you don't see the "Apply" button, check the Job Dates to see when the application period opens.)



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Baron Albert

Account Manager, Google AdWords

Google Inc.
Palo Alto - CA (United States)
Post Graduation
1 year ago | Apply by: --
Interview Date(s): 5/2/2017, 8/1/2020

Manage all automotive accounts for Google AdWords.

Job Details

Interview Format	In Person Interview
US Work Auth Requirement	Permanent US Work Authorization Required
Type of Job	--
Industry	Consulting - General
Job Function	General Management - General
Multiple Offices	No

Job Dates

Anticipated Job Start Date	May 25, 2018
----------------------------	--------------

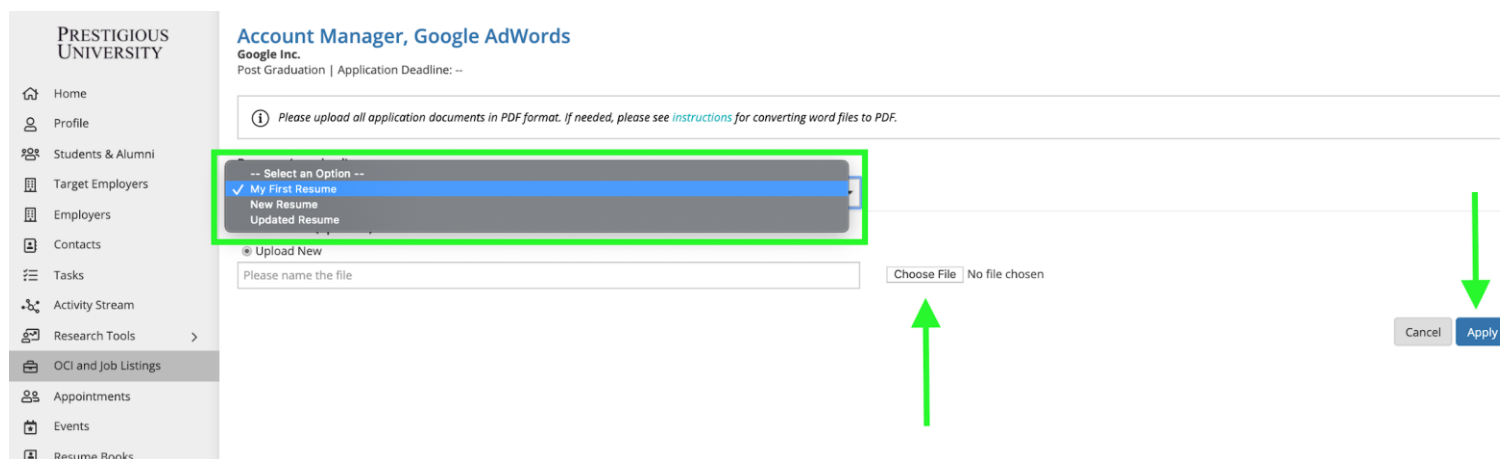
Application Information

Application Method(s)	Apply via This Site (CAMP)
Application Documents	Resume (Required) Cover Letter (Optional)

Apply

4) On the next screen, you will be able to upload your applications documents.

- All required documents must be submitted in order to successfully apply for the OCI.
- You can choose from your existing, pre-saved documents, or choose a new file from your computer.
 - Note: Please upload all documents in PDF format to ensure employers can easily download these into an "Application packet."*



PRESTIGIOUS UNIVERSITY

Home | Profile | Students & Alumni | Target Employers | Employers | Contacts | Tasks | Activity Stream | Research Tools | **OCI and Job Listings** | Appointments | Events | Resume Books

Account Manager, Google AdWords

Google Inc.
Post Graduation | Application Deadline: --

Please upload all application documents in PDF format. If needed, please see [instructions](#) for converting word files to PDF.

-- Select an Option --
☒ My First Resume
☐ New Resume
☐ Updated Resume

Upload New
Please name the file

Choose File No file chosen

Cancel **Apply**

Don't forget to click the **"Apply"** button on the bottom of the page to complete your application. **Once you apply for an OCI, Career Services expects you to interview with this employer UNLESS you have officially accepted a job offer that would preclude you from the opportunity.**

5) Once you have officially submitted your application documents and clicked the final “Apply” button at the bottom of the screen, you will see a “Congratulations” page confirming your application.

- You can edit your application materials before the “Application Deadline by clicking the “Back to Job Details” button.
- You will also receive a confirmation email with a direct link back to the listing so you can continue to edit your application before the application deadline.



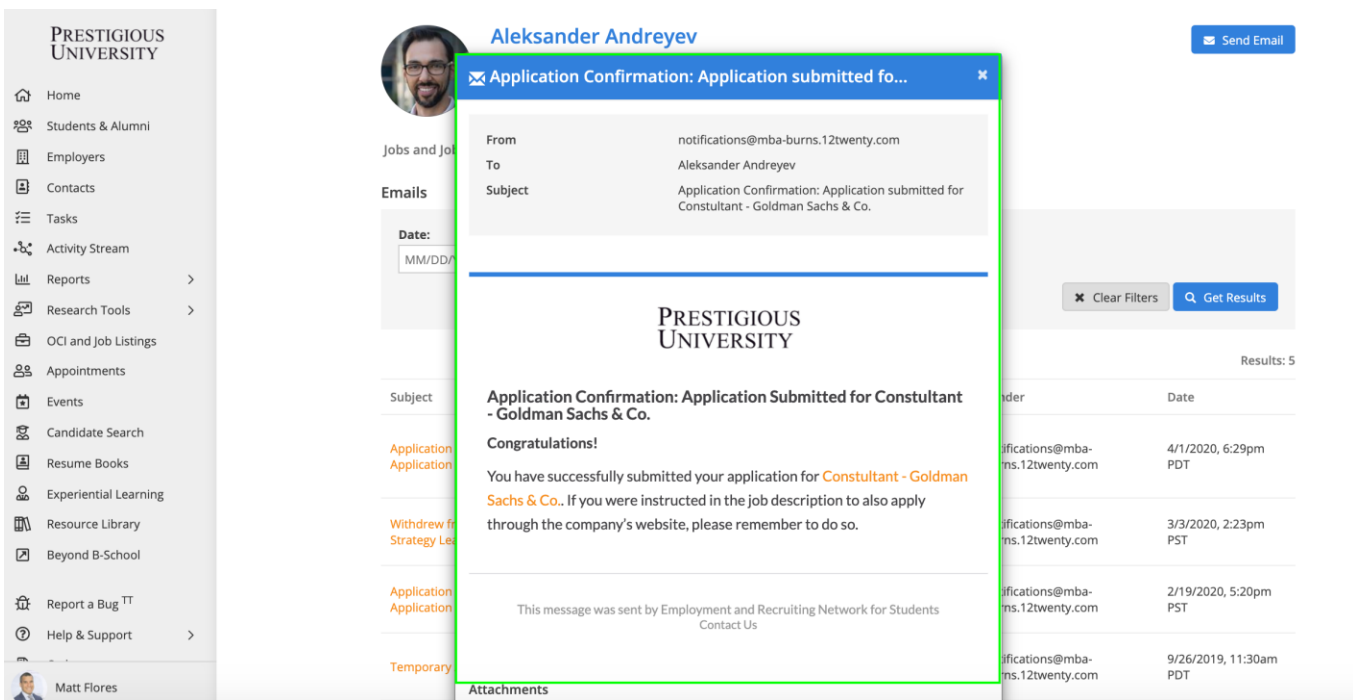
Congratulations!

You have successfully applied to Account Manager, Google AdWords at Google Inc.!

Pertinent Details

Location Palo Alto - CA (United States)

[Back to Job Details](#)



The screenshot shows the Prestigious University website interface. On the left is a sidebar menu with options like Home, Students & Alumni, Employers, Contacts, Tasks, Activity Stream, Reports, Research Tools, OCI and Job Listings, Appointments, Events, Candidate Search, Resume Books, Experiential Learning, Resource Library, Beyond B-School, Report a Bug, and Help & Support. The main content area displays a confirmation email from notifications@mba-burns.12twenty.com to Aleksander Andreyev. The email subject is 'Application Confirmation: Application submitted for Constulstant - Goldman Sachs & Co.' and the body contains a congratulatory message and a link to the application. A table on the right shows a list of results with columns for Sender, Date, and Results.

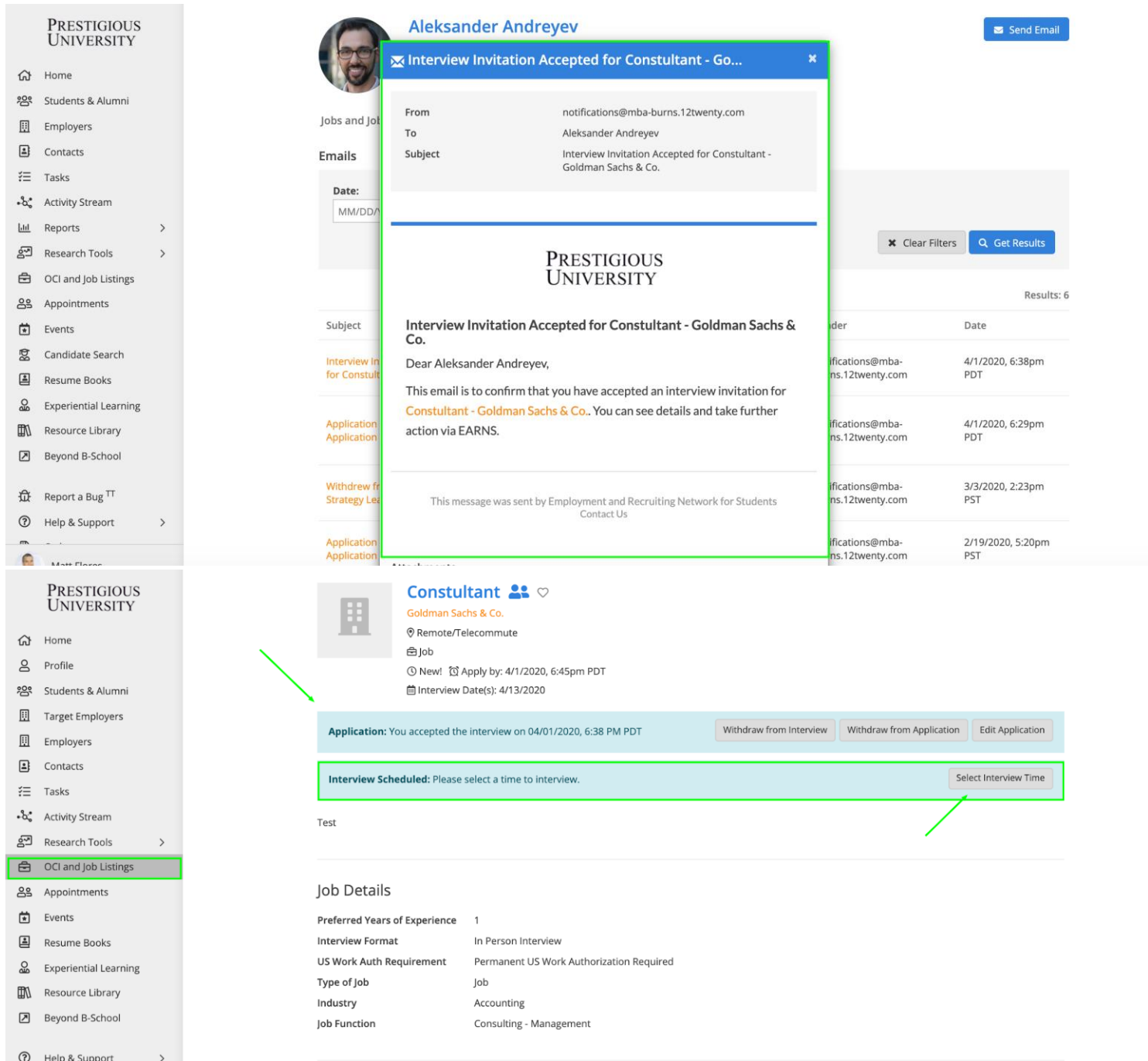
Sender	Date	Results
ifications@mba-burns.12twenty.com	4/1/2020, 6:29pm PDT	
ifications@mba-burns.12twenty.com	3/3/2020, 2:23pm PST	
ifications@mba-burns.12twenty.com	2/19/2020, 5:20pm PST	
ifications@mba-burns.12twenty.com	9/26/2019, 11:30am PDT	

6) Check the status of your OCI applications

- You can check the status of your applications and interviews from the “Applied” tab of the “OCI and Job Listings” module.
- You will also receive emails throughout the Interview Program with a direct link to the OCIs so you can take the next steps at the right time.
- After the application deadline, the employer will receive your application materials and make a decision on the students they want to interview.

7) Once you have been extended an offer to interview, you will need to pick an interview time.

- If you are extended an interview, you will receive an email prompting you to log into 12Twenty to pick your interview time.
- You can click the link in the confirmation email or navigate to the OCI listing from the Applied tab to select an interview time.



The screenshot displays the 12Twenty user interface. On the left is a navigation menu for 'PRESTIGIOUS UNIVERSITY' with options like Home, Students & Alumni, Employers, Contacts, Tasks, Activity Stream, Reports, Research Tools, OCI and Job Listings (highlighted with a green box), Appointments, Events, Candidate Search, Resume Books, Experiential Learning, Resource Library, Beyond B-School, Report a Bug, and Help & Support.

The main content area shows a profile for 'Aleksander Andreyev' and a list of emails. A green box highlights an email titled 'Interview Invitation Accepted for Constultant - Go...'. The email content reads: 'Dear Aleksander Andreyev, This email is to confirm that you have accepted an interview invitation for Constultant - Goldman Sachs & Co. You can see details and take further action via EARNs.' Below the email, a green box highlights the 'OCI and Job Listings' section. It shows details for a 'Constultant' position at 'Goldman Sachs & Co.', including the job type 'Remote/Telecommute', application deadline '4/1/2020, 6:45pm PDT', and interview date '4/13/2020'. A green box highlights the 'Interview Scheduled' section, which says 'Please select a time to interview.' and includes a 'Select Interview Time' button. A green arrow points from this button to the 'OCI and Job Listings' section.

Note: If you are an alternate and have moved up into an alternate slot in the selection process, you will be notified via email. Please follow the instructions for selecting your interview time.

8) Select your Interview Time on a first come, first serve basis

- You will see a list of all the available interview slots and you can pick your desired interview time by clicking the "Select Time" button.
- Once you have selected an interview time, you will receive an email confirming your interview time and the location of the interview (On Campus, Off Campus, or Virtual).

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Beyond B-School

Please Confirm

Select interview time **Mon, Apr 13, 2020 - 9:00 am - 10:00am PDT** in **Unassigned Room?**

Cancel

OK

Time Slot	Status	Action
4/13/2020, 9:00am PDT - 4/13/2020, 10:00am PDT	Open	Select Time
4/13/2020, 10:00am PDT - 4/13/2020, 11:00am PDT	Not Available	
4/13/2020, 11:15am PDT - 4/13/2020, 12:15pm PDT	Open	Select Time
4/13/2020, 12:15pm PDT - 4/13/2020, 1:15pm PDT	Open	Select Time
4/13/2020, 2:00pm PDT - 4/13/2020, 3:00pm PDT	Open	Select Time
4/13/2020, 3:00pm PDT - 4/13/2020, 4:00pm PDT	Open	Select Time

PRESTIGIOUS UNIVERSITY

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Candidate Search

Resume Books

Experiential Learning

Resource Library

Beyond B-School

Report a Bug

Help & Support

Michael 12Twenty

Jobs and Jobs

Emails

Date: MM/DD/YYYY

✉ Signup for the Interview for Constulant - Goldman...

From: notifications@mba-burns.12twenty.com

To: Michael 12Twenty

Subject: Signup for the Interview for Constulant - Goldman Sachs & Co.

PRESTIGIOUS UNIVERSITY

Sign up to Interview for Constulant - Goldman Sachs & Co.

Dear Michael 12Twenty,

This email is to confirm that you have signed up to interview for Constulant - Goldman Sachs & Co..

Please click [here](#) to see details.

This message was sent by Employment and Recruiting Network for Students

Contact Us

✉ Send Email

✕ Clear Filters

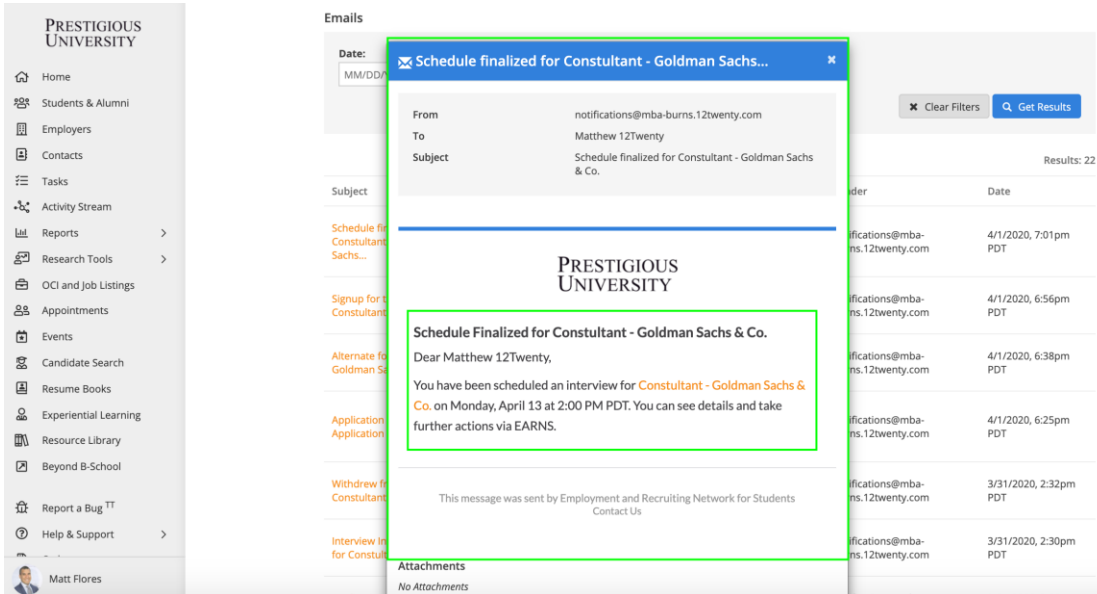
🔍 Get Results

Results: 7

Order	Date
notifications@mba-burns.12twenty.com	4/1/2020, 6:44pm PDT
notifications@mba-burns.12twenty.com	4/1/2020, 6:38pm PDT
notifications@mba-burns.12twenty.com	3/31/2020, 2:32pm PDT

9) Final Schedule Notification

- Once the administrative team releases the final interview schedule you will receive one final email confirming your interview and time.
- The interview will also appear on the “Upcoming Tile” of your [Homepage](#) and in the “My Interview Availability Calendar” tab of the “OCI and Job Listings” module.

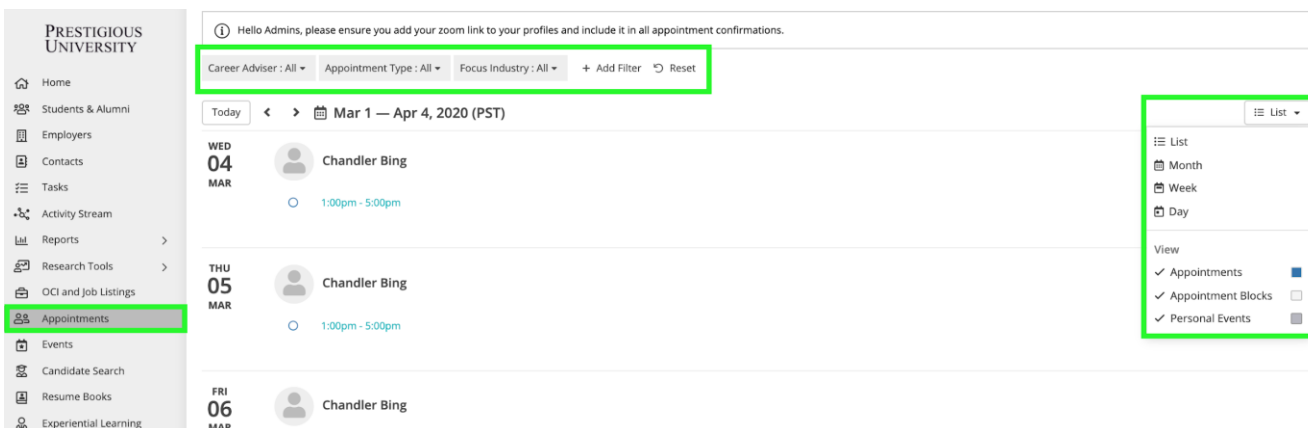


Appointments

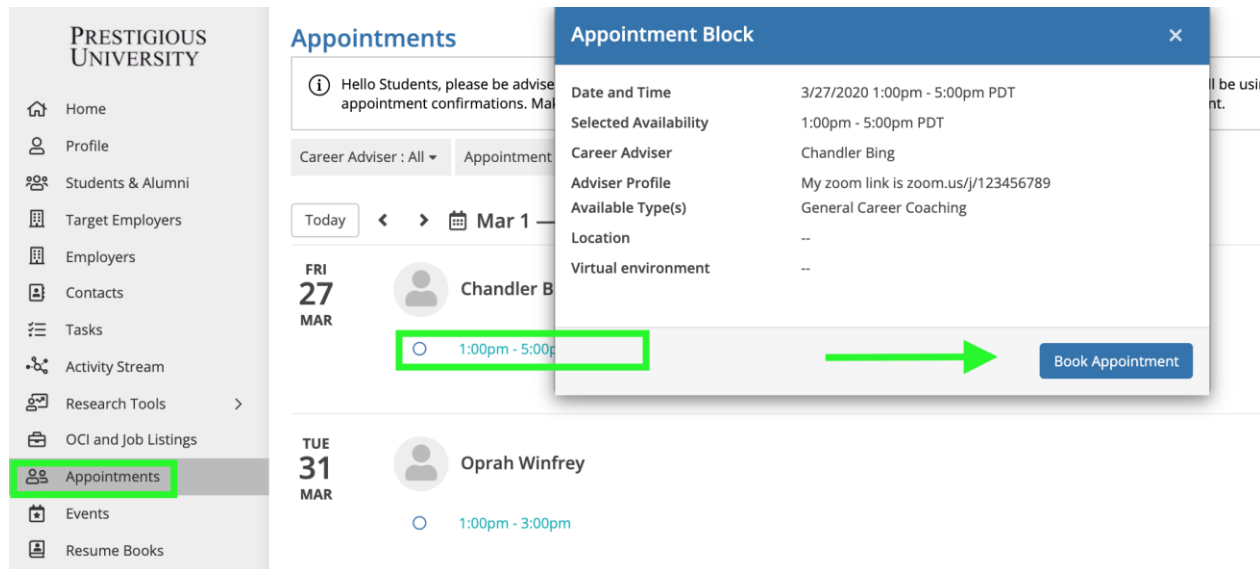
The Appointments tool will help you stay connected to your career advising team - whether on-campus or virtual. These one-on-one meetings can address all aspects of career planning including: resume and cover letter drafting, application procedures, market and employer information, industry/practice area career exploration, interview preparation, salary negotiation, and professional development. **(NOTE: These screenshots are from 12Twenty's demo site, but the process is the same)** Career Services uses Zoom as its virtual video platform.

1) Let's navigate to the Appointments module from the left side navigation bar.

- From here, you can navigate to your preferred date, career advisor, or type of appointment.
- You can also toggle between different views (List, Month, Week, Day).

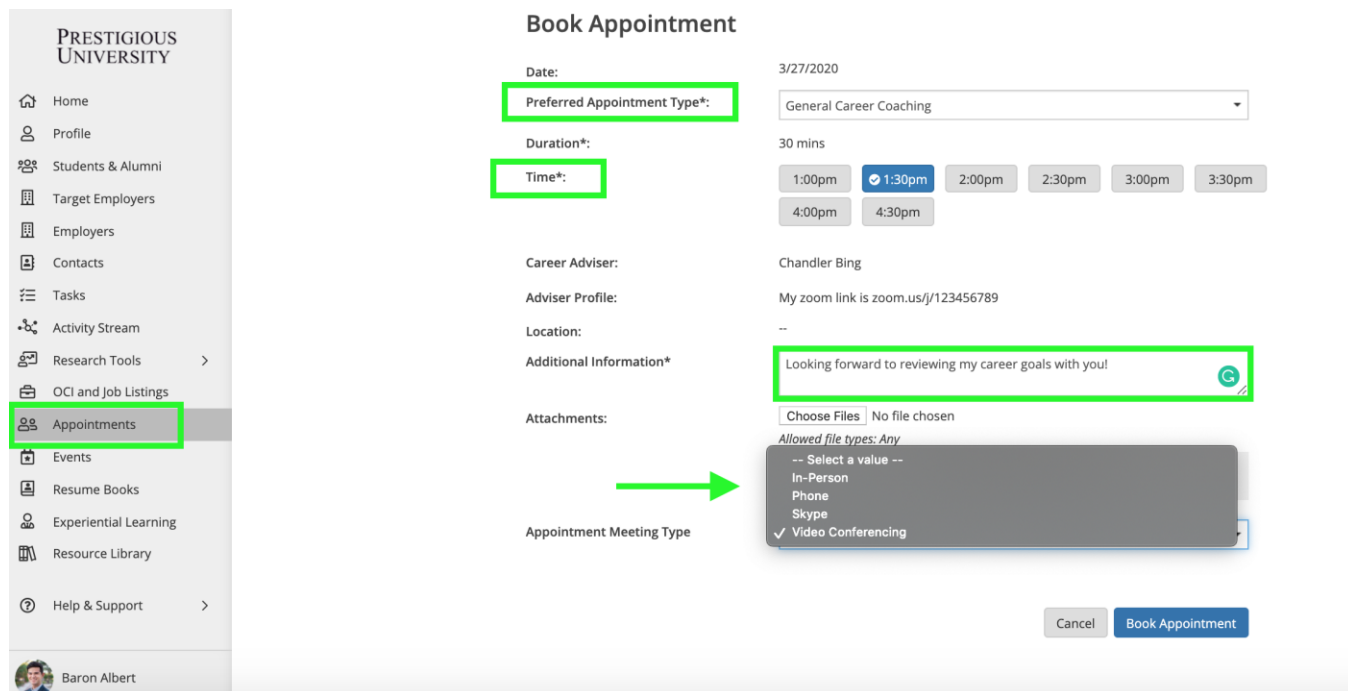


2) Simply click on your preferred appointment block/time and the **“Book Appointment”** button.



3) Next fill in the quick appointment form so your career advisor knows how to prepare for the meeting.

- Select your preferred appointment type, time, see all pertinent information about the career coach, and provide additional information to help your coach better understand your appointment needs.



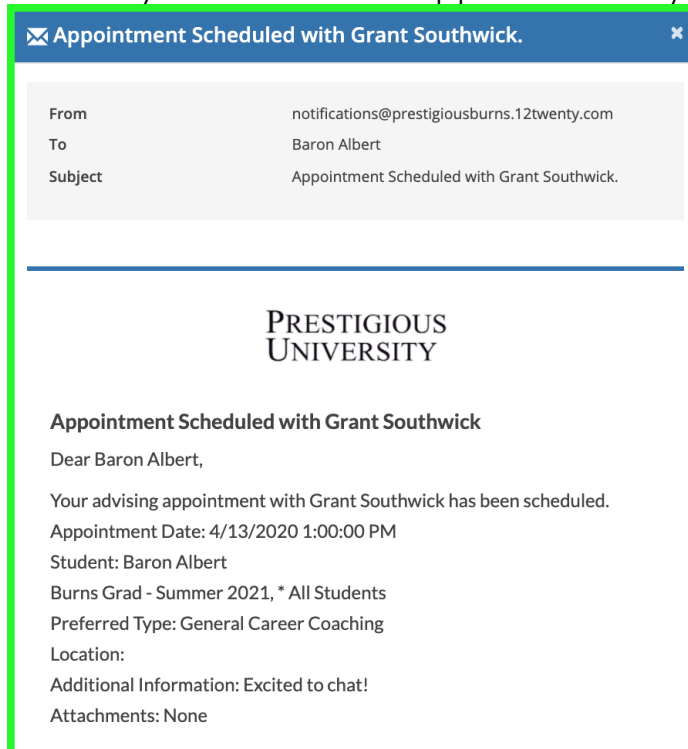
In the above example, we are booking a General Career Coaching appointment with Chandler at 1:30 pm. The appointment will be held virtually via Zoom. Chandler's Zoom link is placed in the **“Advisor Profile”** section of the appointment request.

4) Don't forget to add a supporting document as an attachment!

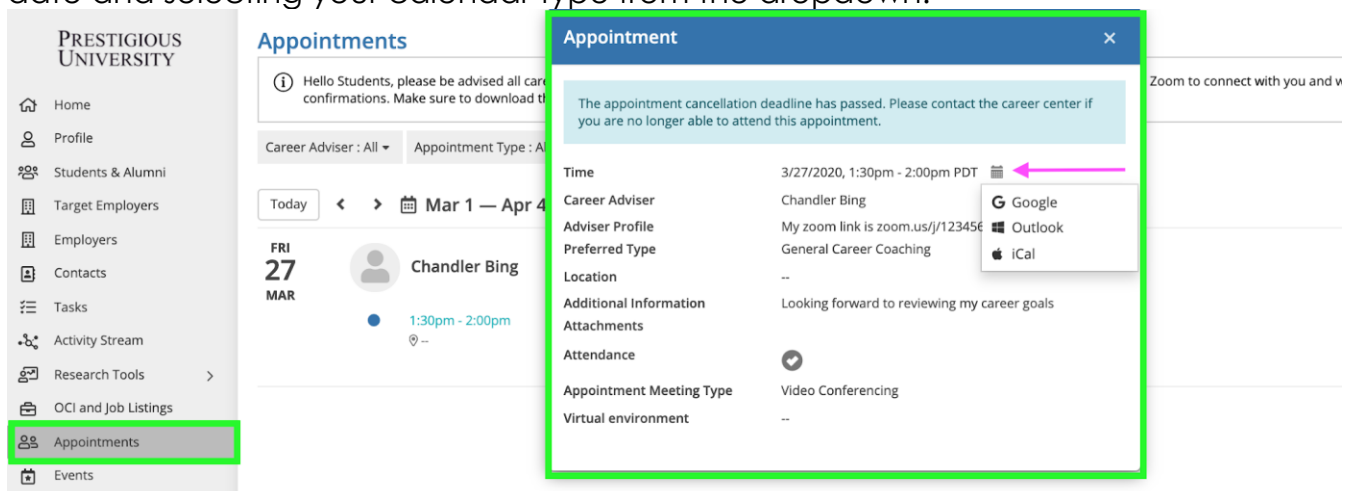
- The “Attachments” area is excellent for notifying your career counselor about the employment opportunities you are considering, resumes, cover letters, documents that need to be reviewed. This allows you to maximize the time you have with your career advisor.
- Simply drag and drop any relevant attachments or choose a file from your computer.

5) Add the appointment to your personal calendar.

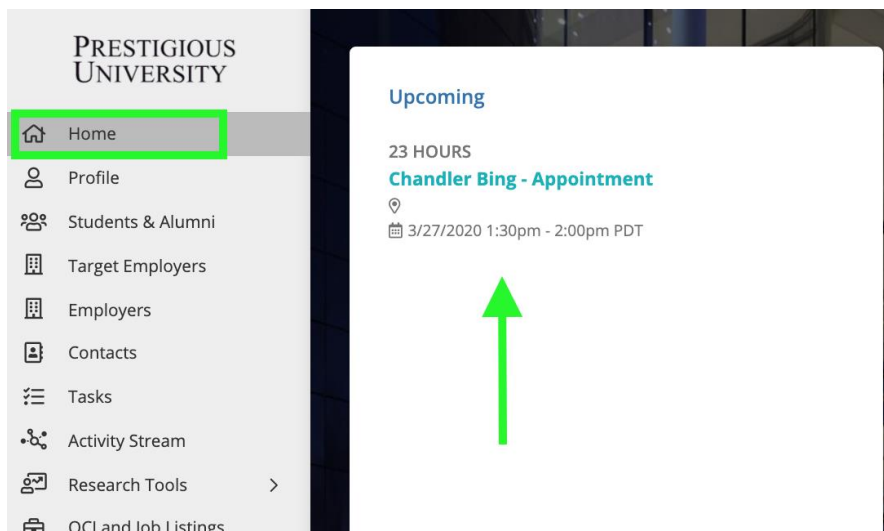
- After you book your appointment - you will receive a confirmation email with a calendar invite so you can add the Appointment to your personal calendar.



- You can also add this appointment to your personal calendar simply by clicking on the appointment block you just booked and clicking “calendar icon” next to the appointment date and selecting your calendar type from the dropdown.



- Lastly, the booked appointment will show up on the “Upcoming” tile of your homepage to easily remind you!

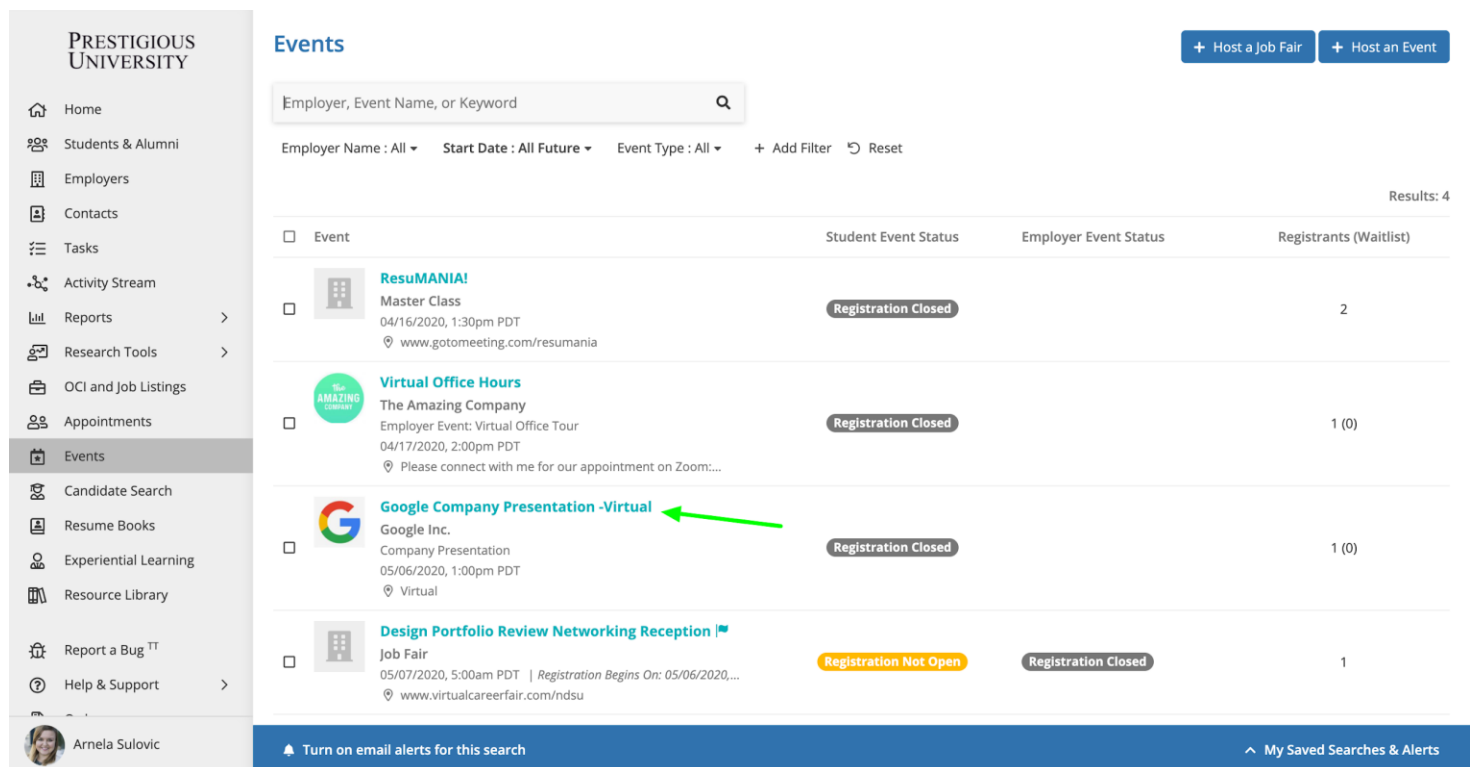


Events

In the events module, you can register for upcoming events (i.e. Workshops, Webinars, TedTalks, Employer Presentations, Resume Review Groups, Career Fairs, Mock Interviews, etc.)

1) Let's head over to the Events module from the left side navigation bar to see all of the upcoming events (On Campus, Off Campus, and Virtual.)

- Here you can apply filters to target your search, for example: add the "Event Type = Job Fair" filter to quickly find the job fairs available.



The screenshot shows the Prestigious University Events module. The left navigation bar has the 'Events' link highlighted. The main content area displays a list of events with filters and a search bar. A green arrow points to the 'Google Company Presentation -Virtual' event.

Events

Employer, Event Name, or Keyword

Employer Name : All Start Date : All Future Event Type : All + Add Filter Reset

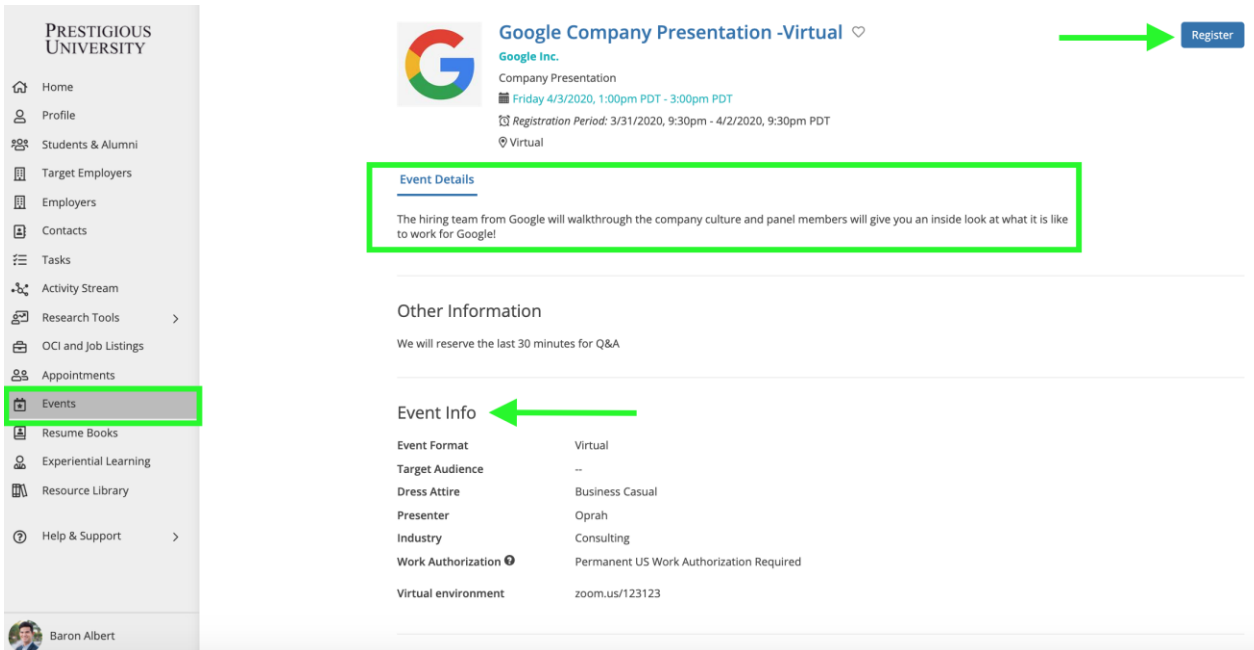
Results: 4

Event	Student Event Status	Employer Event Status	Registrants (Waitlist)
<input type="checkbox"/> ResuMANIA! Master Class 04/16/2020, 1:30pm PDT www.gotomeeting.com/resumania	Registration Closed		2
<input type="checkbox"/> Virtual Office Hours The Amazing Company Employer Event: Virtual Office Tour 04/17/2020, 2:00pm PDT Please connect with me for our appointment on Zoom:...	Registration Closed		1 (0)
<input type="checkbox"/> Google Company Presentation -Virtual Google Inc. Company Presentation 05/06/2020, 1:00pm PDT Virtual	Registration Closed		1 (0)
<input type="checkbox"/> Design Portfolio Review Networking Reception Job Fair 05/07/2020, 5:00am PDT Registration Begins On: 05/06/2020,... www.virtualcareerfair.com/ndsu	Registration Not Open	Registration Closed	1

Turn on email alerts for this search My Saved Searches & Alerts

2) Clicking on the name of the event opens the event details page.

- From here, you can click the “Register” button in the top right hand corner to RSVP.

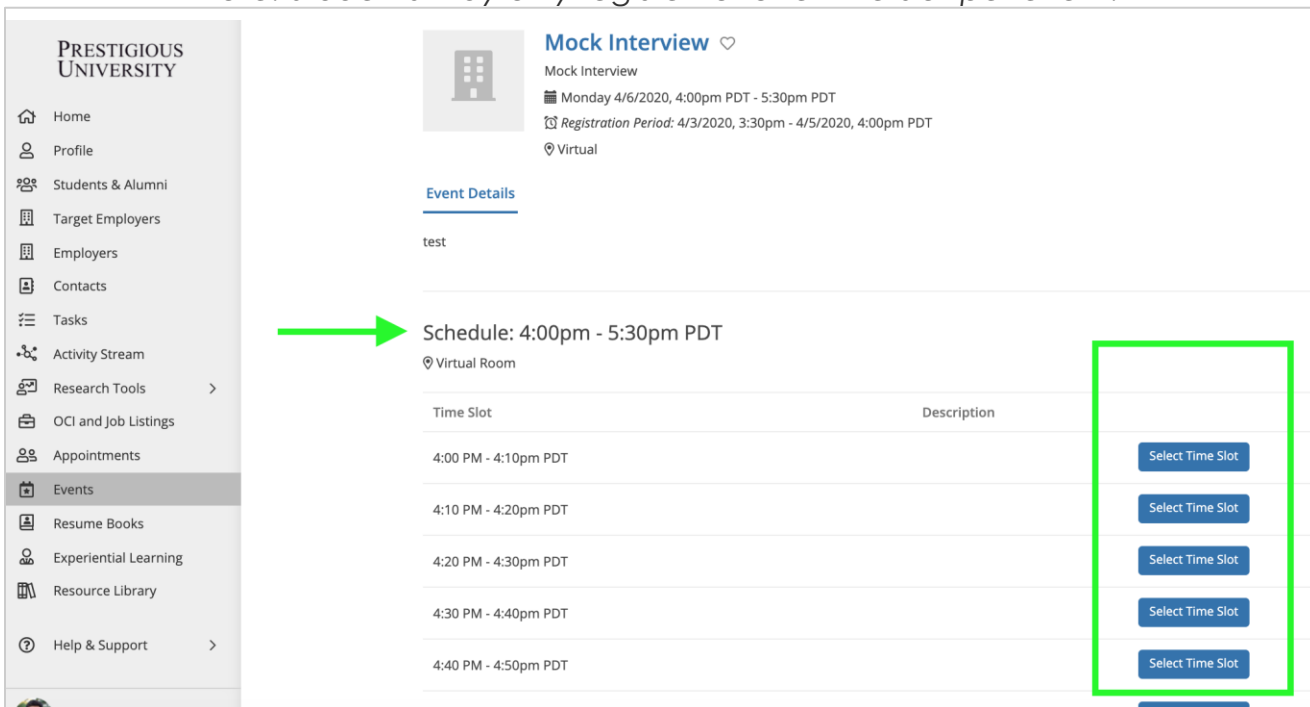


The screenshot shows the Prestigious University Events page. The left sidebar contains a navigation menu with 'Events' highlighted. The main content area displays the event details for 'Google Company Presentation -Virtual'. A green box highlights the 'Event Details' tab, and a green arrow points to the 'Register' button in the top right corner.

Event Details:

- Event Format:** Virtual
- Target Audience:** --
- Dress Attire:** Business Casual
- Presenter:** Oprah
- Industry:** Consulting
- Work Authorization:** Permanent US Work Authorization Required
- Virtual environment:** zoom.us/123123

- Some events are “time-slotted” like Mock Interviews and Coffee Chats so you’ll be able to register for a specific time instead.
 - On the Event Details tab of a “time-slotted” event, you will click “Select Time-Slot” button to select your time
 - Note: Students may only register for one time-slot per event.*



The screenshot shows the Prestigious University Events page for a 'Mock Interview' event. The left sidebar contains a navigation menu with 'Events' highlighted. The main content area displays the event details for 'Mock Interview'. A green box highlights the 'Select Time Slot' buttons, and a green arrow points to the 'Schedule: 4:00pm - 5:30pm PDT' section.

Event Details:

- Event Format:** Virtual
- Target Audience:** --
- Dress Attire:** Business Casual
- Presenter:** Oprah
- Industry:** Consulting
- Work Authorization:** Permanent US Work Authorization Required
- Virtual environment:** zoom.us/123123

Schedule: 4:00pm - 5:30pm PDT

Time Slot	Description
4:00 PM - 4:10pm PDT	Select Time Slot
4:10 PM - 4:20pm PDT	Select Time Slot
4:20 PM - 4:30pm PDT	Select Time Slot
4:30 PM - 4:40pm PDT	Select Time Slot
4:40 PM - 4:50pm PDT	Select Time Slot

- Some events like Job Fairs allow employers and students to register for the event which gives you the opportunity to see a list of all the employers that plan to attend the event. This allows you to do your research before the event start date.

- On the Event page, you will be able to click on the **"Employers"** tab of the event to see and search through a list of all attending employers

Public Interest Job Fair ☆
Bronx Defenders
Job Fair | Thursday 1/10/2019, 6:00 AM - 1:00 PM PST 📅
Student Registration Period: 7/1/2016, 6:00 AM - 1/9/2019, 2:00 PM PST

Register

Event Details Employers

General Information
Practice Area
Employment Type
Description
Other Information
There is no other information specified.

Event Info
Event Format On Campus
Where North Quad Courtyard
Target Audience 2012, 2013, 2014, 2015, 2016, 2017
Dress Attire Business Casual
Registrants 15

3) Submit required Event registration documents (as needed)

- Some events may require you to submit a document to confirm your registration.
- Once you have clicked to **"Register"** for the event, you will be prompted to upload the necessary document(s) on the next page.

Public Interest Job Fair
Bronx Defenders
Job Fair | Thursday 1/10/2019, 6:00 AM - 1:00 PM PST 📅
Student Registration Period: 7/1/2016, 6:00 AM PDT - 1/9/2019, 2:00 PM PST

Please upload all application documents in PDF format. If needed, please see [instructions](#) for converting word files to PDF.

Resume (required)
☒ Upload New ☐ Existing
Please name the file Choose File No file chosen
Cancel Register


4) Once you are registered, you will see a confirmation screen

PRESTIGIOUS UNIVERSITY
Home
Profile
Students & Alumni
Target Employers
Employers
Contacts
Tasks
Activity Stream
Research Tools >
OCI and Job Listings
Appointments
Events
Resume Books
Experiential Learning
Resource Library
Help & Support >

Congratulations! You've successfully registered for Google Inc.
Google Company Presentation -Virtual

Event Information
Date & Time 4/3/2020, 1:00pm PDT - 3:00pm PDT 📅
Location Virtual
Event Format Virtual
Target Audience
Dress Attire Business Casual

Eligibility
Student Group
* Recent Grads, * Professionals, * All Students, Another sample group, DEMO Student Group, Burns Grad - 2020, Burns Undergrad - 2019, Burns Undergrad - 2018, Burns Undergrad - 2017, Burns Grad - 2019, Burns Grad - 2018, Burns Grad - 2017, Burns Grad - 2016, Burns Undergrad - 2016, Burns Undergrad - Alumni, Burns Grad - Alumni

Your 12Twenty Passport™


4) You will also receive a confirmation email with your 12Twenty Passport attached (if enabled) and you can add the 12Twenty Passport, QR code, to your mobile (Apple Wallet or Android Pay)

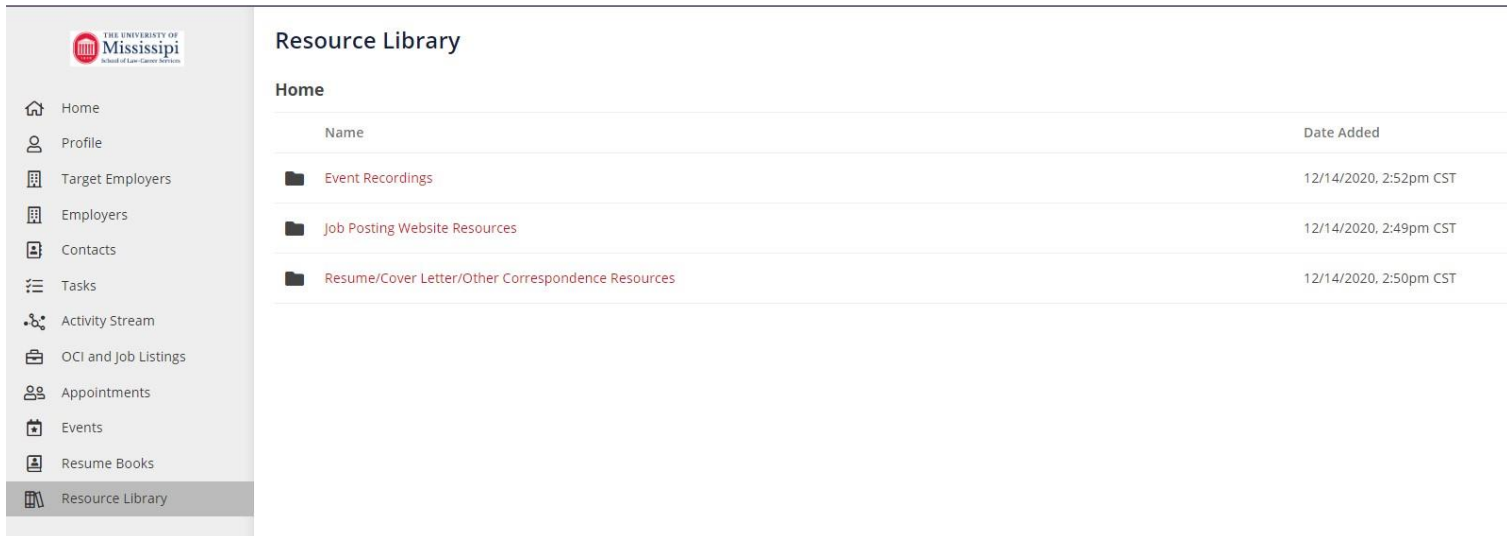
- The 12Twenty Passport can be used for easy check-in to any event or appointment you booked in the system.

Resource Library

This powerful tool will allow you to access helpful career resources such as recorded webinars, interview best practices, job search tips and much more! It is a one-stop-shop for all the resources you need to be successful as you navigate your career. Refresh the "Resource Library" frequently so that you can see updated tools and tips.

1) Navigate to the Resource Library from the left side nav sidebar

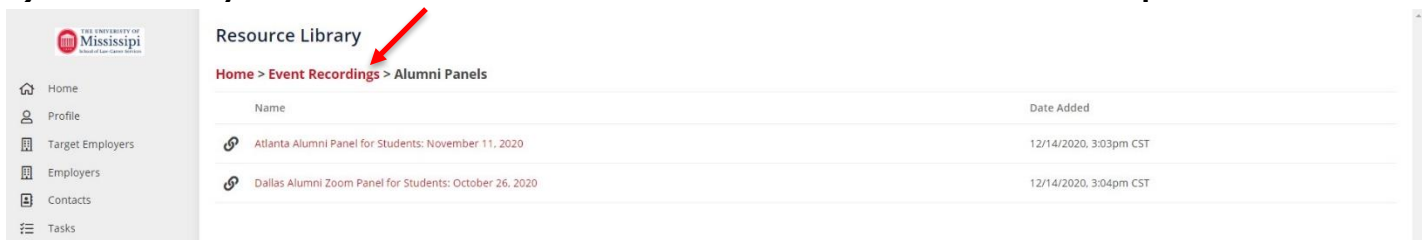
- From here you can click on a folder to further see the content within the folder.



The screenshot shows the "Resource Library" interface. On the left is a sidebar with the University of Mississippi logo and a list of navigation items: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, OCI and Job Listings, Appointments, Events, Resume Books, and Resource Library (which is highlighted). The main content area is titled "Resource Library" and "Home". It contains a table with two columns: "Name" and "Date Added". The table lists three folders: "Event Recordings" (added 12/14/2020, 2:52pm CST), "Job Posting Website Resources" (added 12/14/2020, 2:49pm CST), and "Resume/Cover Letter/Other Correspondence Resources" (added 12/14/2020, 2:50pm CST).

Name	Date Added
Event Recordings	12/14/2020, 2:52pm CST
Job Posting Website Resources	12/14/2020, 2:49pm CST
Resume/Cover Letter/Other Correspondence Resources	12/14/2020, 2:50pm CST

2) Click on any of the resources within the folder to be redirected to that specific resource



The screenshot shows the "Resource Library" interface with the "Event Recordings" folder selected. A red arrow points to the "Event Recordings" link in the breadcrumb navigation: "Home > Event Recordings > Alumni Panels". The main content area displays a table of specific resources within this folder. The table has two columns: "Name" and "Date Added". It lists two resources: "Atlanta Alumni Panel for Students: November 11, 2020" (added 12/14/2020, 3:03pm CST) and "Dallas Alumni Zoom Panel for Students: October 26, 2020" (added 12/14/2020, 3:04pm CST).

Name	Date Added
Atlanta Alumni Panel for Students: November 11, 2020	12/14/2020, 3:03pm CST
Dallas Alumni Zoom Panel for Students: October 26, 2020	12/14/2020, 3:04pm CST