



Career Connect Powered by 12Twenty

# Alumni Toolkit



Powered by  12twenty

[TABLE OF CONTENTS](#)



# Career Connect Powered by 12Twenty

- ❖ Welcome! Getting Started...
  - [Sign Up and Login](#)
  - [Set Up Your Profile](#)
  - [Manage your Career Preferences](#)
  - [Upload Application Materials](#)
  - [Promote Your Skills to Employers](#)
- ❖ [Homepage](#)
- ❖ [Appointments](#)
- ❖ [Resource Library](#)
- ❖ Researching Employers
  - [Target Employers/Contacts](#)
  - [Employer and Contact Directory](#)
  - [Adding Notes and Tasks](#)
  - [Activity Stream](#)
- ❖ [Research Tools](#)
  - [Salary Database](#)
  - [Offer Timeline](#)
  - [Offer Job Source](#)
  - [Offer Trends](#)

## [Applying for a Job](#)

### **[Sign Up and Login](#)**

Our recruitment tool, Career Connect, powered by 12Twenty, makes it easy to connect with employers looking to hire students and alumni from Babson College. We are happy to share that the Career Connect UI is accessible and compatible with any device: phone, tablet, or computer.



# Career Connect Powered by 12Twenty

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

If you need assistance with Career Connect, please contact Coach Corner:

[coachcorner@babson.edu](mailto:coachcorner@babson.edu)

1) Navigate to **Career Connect**: <https://graduate-babson.12twenty.com/signup/requiredinfo>

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 sign in through Babson's single sign on, using your Babson username and password.

3) Moving forward, you can simply login using your Username (email / school ID) and unique Password combo

PRESTIGIOUS  
UNIVERSITY

Login to continue to EARN\$

Email Address

Password

Student/Alumni Log In

[Reset your Password](#)

[Sign up for an account](#)

[Need Help?](#) [Privacy](#) [Terms](#)



## Profile Set Up

Setting up your profile is easy

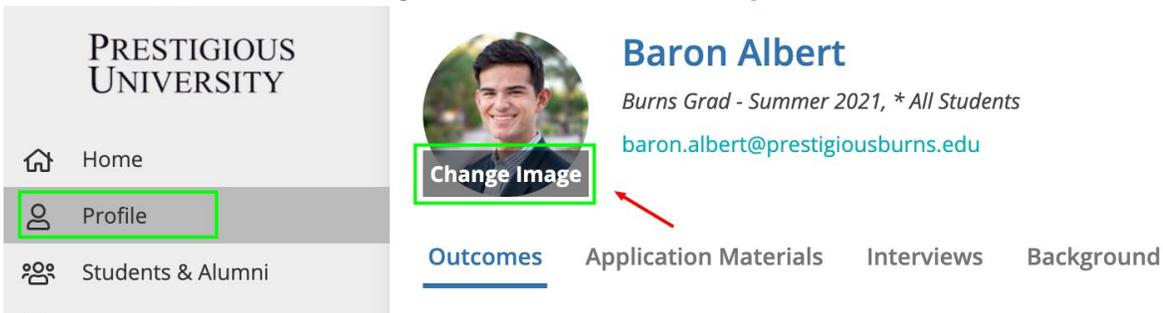
Let's take a look at step-by-step guide below for setting up a student profile:

### 1) Once logged in, head over to the profile tab from the left side nav bar



### 2) Let's add a photo of you!

- Ensure the photo is professional.
- Simply click on the grey "Click to add image" box to upload your photo.



### 3) Update your Headline

- Your 12Twenty headline is visible to fellow students & alumni (and soon employers)
- Let everyone get to know you and create opportunities by sharing what you are seeking for your next career move!
- ProTip: To view what other students, alumni, and employers see, simply click "Public View"





## 4) Complete your “Background” tab

- Some of these fields are searchable via the “Candidate Search” functionality that allows employers to create dynamic resume books based on your skills.
  - Once you find a job, you will no longer appear in the Employer Candidate Search.

Jobs and Job Offers   Application Materials   Interviews   **Background**

**Personal**

Name:	Matthew 12Twenty
Gender:	--
Years of Experience:	0 yr - 7 months
Country of Citizenship:	--
Work Authorization (Detailed):	--
Date of Birth:	--
Language(s) Spoken:	--
Language(s) Written Fluently:	--
LinkedIn URL:	--
Preferred Name:	--

**Preferences**

Desired Industry:	--
Desired Function:	--
Desired City:	--
Post Graduation Intentions:	--

**Education**

<b>Burns School of Business</b>	
Master's	
Start Date:	--
Graduation Date:	06/14/2021
Section:	--

Complete your profile!

- Once you click on the pencil icon next to each section on the background tab, a new pop-up will appear.

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

**Edit your background information**  
\* - Indicates a required field.

**Personal**

First Name	Baron
Middle Name	Middle Name
Last Name *	Albert
Gender	Male
Country of Citizenship *	Spain
<input type="checkbox"/> I have a dual citizenship	
Work Authorization - Detailed *	F1 Student
<input type="checkbox"/> I have work authorization in countries other than United States (USA)	
Language(s) Spoken	Spanish
<a href="#">+Add Additional Language</a>	
Language(s) Written Fluently	-- Please select a value --
<a href="#">+Add Additional Language</a>	
Military Service *	<input checked="" type="radio"/> Yes <input type="radio"/> No
How many internships did you do? *	3
LinkedIn URL *	barry.a@test.com
Scholarship *	None selected

**Preference**

Favorite Color	<input type="radio"/> Yes <input checked="" type="radio"/> No
Student Club *	Art Club, Finance Club, Tech Club
Preferred Name	Barry

Cancel   **Update**



## 5) Click the “Update” button to save your changes. Your newly created profile is ready to go!

**Baron Albert**  
Burns Grad - Summer 2021, \* All Students  
baron.albert@prestigiousburns.edu

**Personal**

Name:	Baron Albert
Gender:	Male
Country of Citizenship:	Spain
Work Authorization - Detailed:	F1 Student
Language(s) Spoken:	Spanish
Language(s) Written Fluently:	--
How many internships did you do? :	3
Military Service:	Yes
LinkedIn URL:	barry.a@test.com
Preferred Name:	Barry
Scholarship:	--
Favorite Color:	No
Student Club:	Art Club, Finance Club, Tech Club

**Preferences**

Desired Industry:	Consulting, Financial Services
Desired Function:	Public Health
Desired City:	Los Angeles - CA (United States (USA)), Dallas - TX (United States (USA)), Vado - NM (United States (USA))

## 6) Keep your Career “Preferences” section updated

To stay informed with the latest career resources, jobs, and interviews that match your unique preferences, please make sure to frequently update the “Preference” section of your profile with industries, functions, 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.*
- All Application documents (outside of the URL section) must be uploaded in PDF format to ensure employers can easily download these into “Application packets.”

**Baron Albert**  
Seeking Summer Internship / Business Law / GPA 4.0 / Class of 2021  
Burns Grad - Summer 2021, \* All Students  
baron.albert@prestigiousburns.edu

**Application Materials** | Interviews | Background

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

**Resumes**

- + Add New Resume
- My First Resume Approved  
Last modified on 03/22/2020
- New Resume Approved  
Last modified on 03/22/2020
- Updated Resume Approved  
Last modified on 03/22/2020

**Cover Letters**

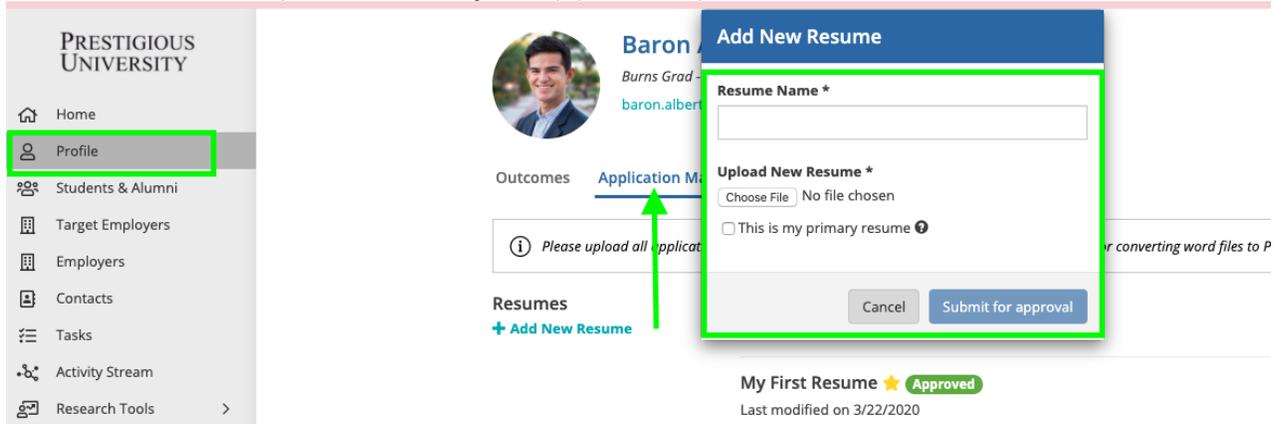
- + Add New Cover Letter
- You currently have no cover letters in the system.



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## 2) In the Resume Section: Check the box called “This is my primary resume” to feature one resume in the Employer Candidate Search module.

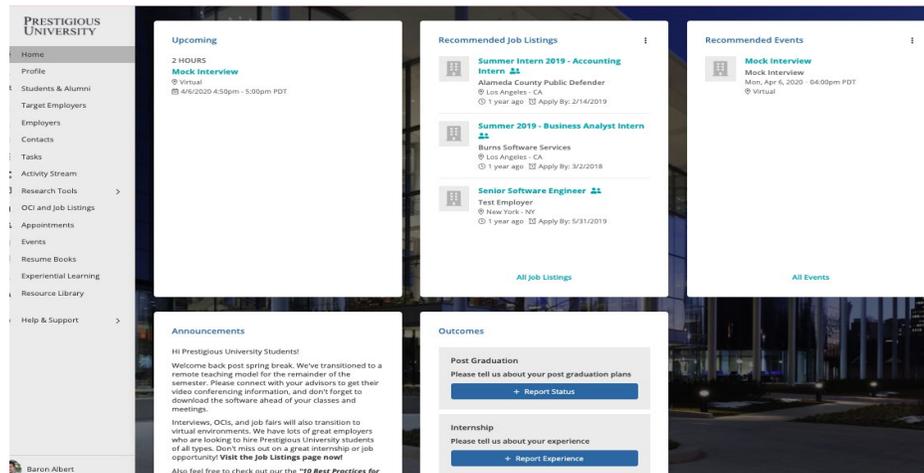
- This module allows Employers to filter for candidates who match their hiring criteria.
- If your profile and resume match what the employer is seeking in a candidate, they can reach out to you with the job opportunity.



## Homepage

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

- **Upcoming** - This tile will list any upcoming appointments, and interview commitments that you have registered for within the platform.
- **Recommend Job Listing** - This tile will recommend jobs specific to your unique career interests. Keep the “**Preferences**” section of your profile up to date, to ensure you see the latest recommendations.





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## Appointments

The Appointments tool will help you stay connected to your **Coach Corner Career Advising Team**. These one-on-one meetings can address all aspects of career planning including: resume and cover letter drafting, career transition and exploration, interview preparation, salary negotiation, internal and professional development.

### 1) Let's navigate to the appointments module from the left side nav bar

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

**Appointments**

Career Adviser ▾ Appointment Type ▾ Focus Industry ▾ + Add Filter ↻ Reset

Today < > 📅 Aug 7 — 13, 2022 (EST)

**MON 08 AUG**

- Alumni Coach Corner
- 2:00pm - 2:30pm EDT
- 2:30pm - 3:00pm EDT
- 3:00pm - 3:30pm EDT
- 3:30pm - 4:00pm EDT

**WED 10 AUG**

- Alumni Coach Corner
- 3:00pm - 3:30pm EDT
- 3:30pm - 4:00pm EDT

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

**Appointments**

Career Adviser ▾ Appointment Type ▾ Focus Industry ▾ + Add Filter ↻ Reset

Today < > 📅 Aug 7 — 13, 2022 (EST)

**MON 08 AUG**

- Alumni Coach Corner
- 2:00pm - 2:30pm EDT
- 2:30pm - 3:00pm EDT
- 3:00pm - 3:30pm EDT
- 3:30pm - 4:00pm EDT

**WED 10 AUG**

- Alumni Coach Corner
- 3:00pm - 3:30pm EDT
- 3:30pm - 4:00pm EDT

**Appointment Block**

Date and Time: 08/08/2022, 3:00pm - 3:30pm EDT

Selected Availability: 3:00pm - 3:30pm EDT

Career Adviser: Alumni Coach Corner

Adviser Profile: --

Available Type(s): Alumni Coach Corner: Job Search Strategy, Alumni Coach Corner: Interview Coaching, Alumni Coach Corner: Resume, Cover Letter, or LinkedIn Profile Review, Advanced Alumni Coach Corner (Paid)

Available Locations: Virtual - Alumni Coach Corner's WebEx Room - <https://babson.webex.com/meet/coachcorner>

**Book Appointment**



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

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

**Book Appointment**

Date: 08/08/2022

Preferred Appointment Type\*: Alumni Coach Corner: Job Search Strategy

Duration\*: 30 mins

Time\*: 3:00pm EDT

Career Adviser: Alumni Coach Corner

Adviser Profile: --

Preferred Location\*: Virtual - Alumni Coach Corner's WebEx Room - https://babson.webex.com/me...

Additional Information\*: I have been working in an agency and would like to pivot my career into tech...

Attachments: Drop files to attach, or browse

Cancel Book Appointment

In the above example, we are booking a **Job Search Strategy appointment with Alumni Coach Corner at 3:00pm EDT pm**. The appointment will be held virtually via WebEx. Alumni Coach Corner's WebEx link is placed in the **"Location"** 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 advisor 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 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, please 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



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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!

## Resource Library

This powerful tool will allow you to access helpful career resources.

### 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 displays the Babson Career Connect interface. On the left is a navigation sidebar with the Babson logo at the top. The sidebar items are: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, Job Listings, Appointments, Resource Library (highlighted in yellow), and Help & Support. The main content area is titled 'Resource Library' and features a search bar labeled 'Folder or Resource Name'. Below the search bar is a table with the following data:

Name	Date Added
Alumni Resources	07/25/2022, 8:34pm EDT
Career Education Video Library	04/01/2022, 1:55pm EDT
International Students Career Help	07/22/2022, 11:46am EDT

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



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In the example below, we clicked on the Alumni Resources folder including the Career Education Video Library, resume templates for alumni and more job search

## Welcome Back Babson Alumni

We are very excited to support your Career Development journey and hope that these resources make a difference for you. Should you be looking to advance your career (internally or externally), switching your career path, or expanding your network, we are sure that our resources will be helpful.

### Career Education Video Library

*Disclaimer: The following videos have initially been designed and recorded for current Babson Working Professional MBA Students, hence the speakers address this original audience. As the content is as valuable for alumni as well, we refrained from re-recording the videos. Thank you for your understanding.*

#### Intro into Career Development: A Valuable Life Skill

<http://bit.ly/2LRP7g>

A great refresher for managing your career, and a great introduction to career management. Learn about the different steps in a job search and the resources that Babson is providing.

#### Resume Writing

<http://bit.ly/2rk62Y6>

As a working professional, you have several different resume styles to work with. This video gives you an update on key points for a Master's-Level resume. If you have extensive experience, you may opt for a two-page resume, but may also create a shorter one-page resume. Please watch this video to learn about the various resume styles before you get started on your resume.

#### Cover Letter

<http://bit.ly/2cvRHCL>

Your cover letter is important because many employers read your letter first to see if you are a good fit and really want to work for their company. Each letter must be tailored to show how well you match the job description and how well you write. Recruiters will read hundreds of applications for a job, but the writing and content of the cover letter often helps them simplify the task of narrowing down the most impressive candidates.

#### Elevator Pitch

<http://bit.ly/2st4nq>

When starting your job search, you will frequently be asked by other business constituents to introduce yourself. This is called an "elevator pitch" because it should be brief enough to make your introduction to someone in a short elevator ride -- in other words, it is a high-level overview. The elevator pitch will also come in handy when answering the typical interview question "Tell me about yourself."

#### How to Succeed in a Behavioral Interview

<https://www.brainshark.com/babsoncollege/vu?pi=zHBz14fnGBzQfC8z0>

Behavioral Interviews are the most common mode of job interviewing. This method is often used to predict a candidate's future success by evaluating their past performance. Since the interviewer is assessing a candidate for specific skills and competencies, it is crucial that you prepare well in advance with specific

resources:

## Target Employers/Contacts

Now let's take a look at how you can build and manage a 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 nav 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



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- 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.

**PRESTIGIOUS UNIVERSITY**

Target Employers | Target Contacts

Select an employer | Type to start the search | + Add To Target Employers

Employer	Status	Priority	Most Recent Activity	
<a href="#">BGC Capital Markets</a>	Received Interview	--		+ Note   + Task + Add Job   + Add Interview
<a href="#">Oppenheimer Funds, Inc.</a>	Informational Interview	--		+ Note   + Task + Add Job   + Add Interview
<a href="#">The Chicago Consulting Group</a>	Research Company	--		+ Note   + Task + Add Job   + Add Interview

## 2) Use the “Target Contacts” tab in the Target Employers module to track the growth of your professional network

The ability to network successfully has emerged as a crucial job-seeking skill that must be cultivated in order to stay competitive and increase your chances of finding a job. Online job postings often receive hundreds or thousands of applications, and networking is often the key to success. Cultivating long-term relationships helps you gather information, gain exposure, and learn about job opportunities through the “hidden market” created by a network of employers, friends, fellow alumni, and professional contacts.

**PRESTIGIOUS UNIVERSITY**

Target Employers | **Target Contacts**

+ Add Contact

Contact	Phone/Email	Most Recent Activity	
<a href="#">Silvia Aaron</a> Amazon Inc. - Vice President	8713311551 office SilviaArnold@amazon.com	--	+ Note   + Task + Add Contact

Prev | 1 | Next



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## Assemble a Target Contacts List -

Who do you know in your network that is working in your dream job or who in your network can introduce you to someone who is doing the job you want?

- Start writing down names and you'll be surprised at how quickly the list grows.
- Your network is bigger than you think it is. It includes all of your family members, friends, neighbors, co-workers, former supervisors, alumni, classmates, professors, and more!
- Check LinkedIn to see if you have any connections within the organization to which you are applying.
- Think broadly and continue to add people to this list as you continue your job search.
- When compiling your initial list of contacts, try not to underestimate anyone's potential to be a knowledgeable resource.
- Do not be discouraged if you have only a few people on your list at first; each contact will direct you to more people and the numbers in your networking circle will soon multiply.

## Set Up Informational Interviews -

Once you have developed a list of contacts, start reaching out to your network to set up informational interviews.

- An informational interview is an informal conversation with someone working in an area of interest to you who can give you information and advice. It is an effective research tool and a great way to build professional connections. During the "interview" ask questions about their career path and their recommendation for getting started in the field, ways to gain experience, other people you should talk to, and tips on finding available jobs.
- The people you know and the people you meet won't necessarily get you a job directly, but they may be aware of openings in that hidden job market.

## Add Notes & Task to any Employer and Contact Records

### 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

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.



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## 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: <b>The Amazing Company</b>	
Task Contact	<b>Awesome Recruiter</b> <a href="#">[Change]</a>
Employer	The Amazing Company
Email	awesomerecruiter@gmail.com
Phone	

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.



## Employer and Contact Directory

This tool will help you learn more about the Employers and Contacts that commonly recruit at our school. 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.

**PRESTIGIOUS UNIVERSITY**

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

**Employer Directory**

Company Name

+ Add Filter

Results: 966

Employer	Most Recent Activity
<b>12Twenty</b> Tech - Software 51-200	12Twenty is interested in coming to campus 11/15/2019 - Nicholas Hsu
<b>4th Judicial District Attorney's Office</b> Government - Local / State / Federal 501-1000	
<b>A+E Networks</b> Entertainment - General 501-1000	

### 2) Click on the Employer name in the Directory list to explore their "Employer Profile"

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

**The Amazing Company**

11-50  
Other

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

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



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- **Activities Tab:** Shows a historical view of all of **your** recruiting activities (notes, tasks, meetings) related to the 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)



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- **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?
 <b>The Amazing Company Virtual Tour</b> 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
 <b>Amazing Job</b> 👤 The Amazing Company 📍 Flexible/Negotiable 🕒 New! 📅 Apply By: 4/7/2020	Spring 2020	- March 1-5th	-	Application Open	Not Applied

- **Contacts Tab:** Shows you all of the contacts that work for this employer. As you start building relationships with new Contacts, simply click the “+Add Contact” button to associate them with the employer and to start tracking your networking.



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The Amazing Company ♥

📞 11-50

📁 Other

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

Contact Status: Current Contacts ▾

+ Add Contact

Name	Phone Number	Email	Office Location	Primary
<b>Awesome Recruiter</b> Recruiter		awesomerecruiter@gmail.com		<input type="checkbox"/>

### 3) Click on the Contact to explore their “Contact Profile”

- Start tracking your networking relationship with the contact through the “**Action Button**” to document your **notes**, set up follow-up **tasks**, and keep track of **meetings**.
- Click on the “**Heart**” icon to add this person to your “**Target Contacts**” list
- **Basics Tab:** Shows you the person’s contact information and alumni status.



**Awesome Recruiter** ♥

Recruiter, The Amazing Company

Primary:

awesomerecruiter@gmail.com

Action ▾

- + Note
- + Task
- + Meeting

**Basics** Activities Notes Events OCI and Job Listings

Prefix	--
Preferred Name	--
Phone	--
Email	awesomerecruiter@gmail.com
LinkedIn URL	--
Address	--
Is Alumnus	No
Additional Information	There is currently no additional information about this contact.
Outreach Lead	--
Mentor	No

- **Activities / Notes Tab:** Shows a historical view of all of **your** recruiting activities (notes, tasks, meetings) related to the Contact.



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**Awesome Recruiter**

Recruiter, [The Amazing Company](#)  
Primary:   
[awesomerecruiter@gmail.com](mailto:awesomerecruiter@gmail.com)

Action

Basics **Activities** Notes Events OCI and Job Listings

Activity Stream [Show Legend](#)

All Activities

Activity Stream items:

- Send Thank you Note due 4/6/2020  
Send Thank you note  
4/6/2020, 12:00am PDT -Baron Albert  
Employer: [The Amazing Company](#) Contact: [Awesome Recruiter](#)
- Had a great conversation with Awesome Recruiter - need to send thank you note  
4/6/2020 -Baron Albert  
Employer: [The Amazing Company](#) Contact: [Awesome Recruiter](#)

- **Events Tab:** Shows if this Contact has attended any recruiting events (past and present).
- **OCI and Job Listings Tab:** Shows if this Contact has posted any job or participated in OCI interviews (past and present).

#### 4) To research more networking contacts, let's navigate to the Contact Directory module

- Here, you will be able to see all the Contacts that the career center has relationships with that are available for you to network with.
- Click on the "heart" icon to add the Contact to your "[Target Contacts](#)" list.
- Click the **three ellipses**, to add notes and tasks right from the Directory list page.
- Click on the **Contact's name** in the Directory list to explore their "[Contact Profile](#)"

**PRESTIGIOUS UNIVERSITY**

**Contact Directory** [+ Add Contact](#)

Contact Name or Email Address

Employer Name : All + Add Filter Reset

Results: 63

Contact	Most Recent Activity
<b>Silvia Aaron</b> Amazon Inc. Vice President	--
<b>Cherish Alden</b> ACME Health Head of HR ('16 Alum)	--
<b>Kim Alvarez</b> Andrews & Bourne Consulting	Will be attending career fair 2017



## 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”

Complete	Due Date	Subject	Contact	Phone	Email
✓ Complete	04/06/2020	Send Thank you Note	Awesome Recruiter The Amazing Company - Recruiter		awesomerecruiter@gmail.com

### 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



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The screenshot displays the 'Activity Stream' interface for 'PRESTIGIOUS UNIVERSITY'. The left sidebar contains navigation options: Home, Profile, Students & Alumni, Target Employers, Employers, Contacts, Tasks, Activity Stream (highlighted), Research Tools, OCI and Job Listings, Appointments, Events, Resume Books, Experiential Learning, Resource Library, and Help & Support. The main content area shows an 'Activity Stream' with a date filter (From MM/DD/YYYY to To MM/DD/YYYY) and a search bar labeled 'Search by Employer or Contact'. Below the search bar, there are tabs for Note, Task, Meeting, Student, Company, and Contact. The activity stream lists several items, including 'Send Thank you Note due 04/06/2020', 'After researching on LinkedIn, I found several Alumni who have or are currently working for The Amazing Company', 'Had a great conversation with Awesome Recruiter - need to send thank you note', 'Met with Nick to discuss 2020 hiring ops. Looking for new members to join the ops team, specifically with interested in working in an entrepreneurial environment.', '12Twenty is interested in coming to campus', and 'Henry loves SF Giants!'. On the right side, there is a dropdown menu for 'All Activities' with a list of activity categories: 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, Corporate Presentation, Employer Briefing, Mock Interview, Office Hours, On Campus Interview, On Campus Talk, Reception/Networking, and Other.

## Research Tools

The Research Tools module allows you to have transparency into the employment data collected via the Outcome Surveys. We hope that this provides you with valuable insights into market trends, salary data, and employment opportunities in real time (and 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 your post-graduate jobs.

### Steps for navigating the Research Tools:

1. Select the "Research Tools" module from the left side nav bar.
2. Navigate to each sub tool within the "Research Tools" module.
3. From here, select the "attribute" filter you want to investigate by clicking on the "change" button next to the standard attribute on the page.
4. This will enable you to see "Recommended Attributes" or to click the "See Complete List" button to enable a pop-up of all the attribute options:
  - o This allows you to search using a variety of Job/Location, Education and Background based attributes such as Degree Sought, College/University, Gender, World Region, Graduation Class, and more.



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## Choose an Attribute X

### Outcome/Location Attributes

Job Phase Post Graduation

#### General

Employer  
Job Title  
Industry: Consolidated | Detailed  
Job Function: Consolidated | Detailed

#### Location

City  
Metro Area  
US State/Canada  
Province  
Country  
North America Region  
World Region

#### Other

Job source: Consolidated |  
Was this your summer internship?  
Is this company a startup?

### Education Attributes

Graduation Year  
Undergraduate Major: |  
College/School  
Degree Level

5. Add and layer additional "attributes" to further target your search.
6. Click the "Get Results" button to see the updated data populate on your screen.
7. Click "Drill Down/Expanded Results" to drill down further on the selected attribute.

Let's explore each of the Research Tools available....

## Salary Database

The Salary Database is a powerful research tool that leverages historical salary data collected to provide current students with information about realistic salary statistics and trends. Students that have access to and analyze salary information during their career search can compare job offers based on salary, benefits, and other compensation to confidently negotiate an employment offer.

- Example: A student receives a job offer in the "Technology Industry" and uses the Salary Database to understand how the salary offered to them compares to other salaries offered in their selected industry.

**Salary Database**  
Select attributes to see aggregate salary information from a set of the Burns population.

Industry: Technology

College/School: All | Major/Academic Program: All | Program: Burns Grad | Degree Level: All | Job Phase: Post Graduation | Graduation Year: All | Pay Type: Base Salary | Pay Period: per year | Offer Status: Accepted Offers | Currency: USD

Clear All Get Results

Years	Max	Average	Median	Min	Offers <sup>2</sup>
2014 - 2022	\$67,000	\$63,000	\$65,000	\$55,000	6

**Base Salary Data By Graduation Year (per year)**

Year	Max	Average	Median	Min	Offers <sup>2</sup>
2022	I/D	I/D	I/D	I/D	0
2021	I/D	I/D	I/D	I/D	0



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The Salary Database can answer common questions about post graduation jobs and internships such as:

- “What did previous graduates who went on to work for Company X get paid?”
- “What was the average salary of the previous graduation class that worked in X Industry?”
- “How much experience do I need to ask for X compensation?”
- “What is the salary range in X geographic location?”
- “What is the average bonus for someone working in X function?”

From the results, you can scroll down to the “Job Details” tabs to display more information on the selected attribute. For example, Employers that hire in this industry, common job titles and functions, years of experience historically needed for these types of salaries, and locations.



## Offer Timeline

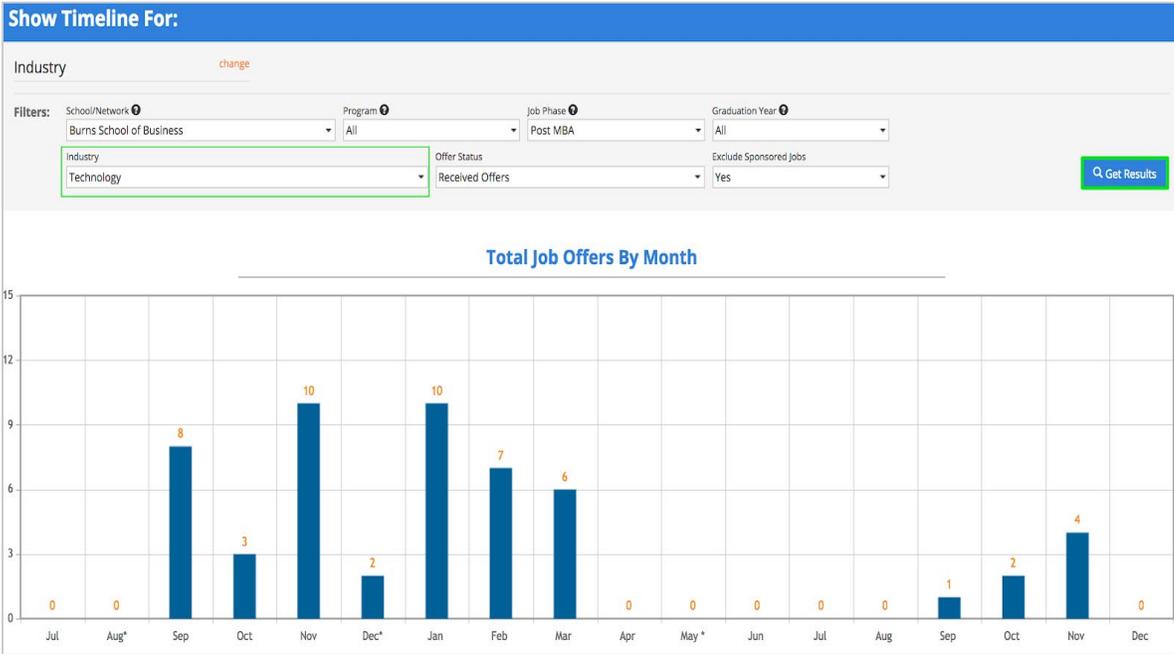
The Offer Timeline is a tool that depicts a bar graph by month of when diverse employers, industries, practice areas, functions, etc (based on the attribute you select) extend job offers.

*Example:* A student that wants to pursue a career in the Technology industry wants to understand the time of year that hiring for this industry is concentrated in so that they can focus their job search efforts.

The data displayed will be the total number of job offers extended each month.



# Career Connect Powered by 12Twenty

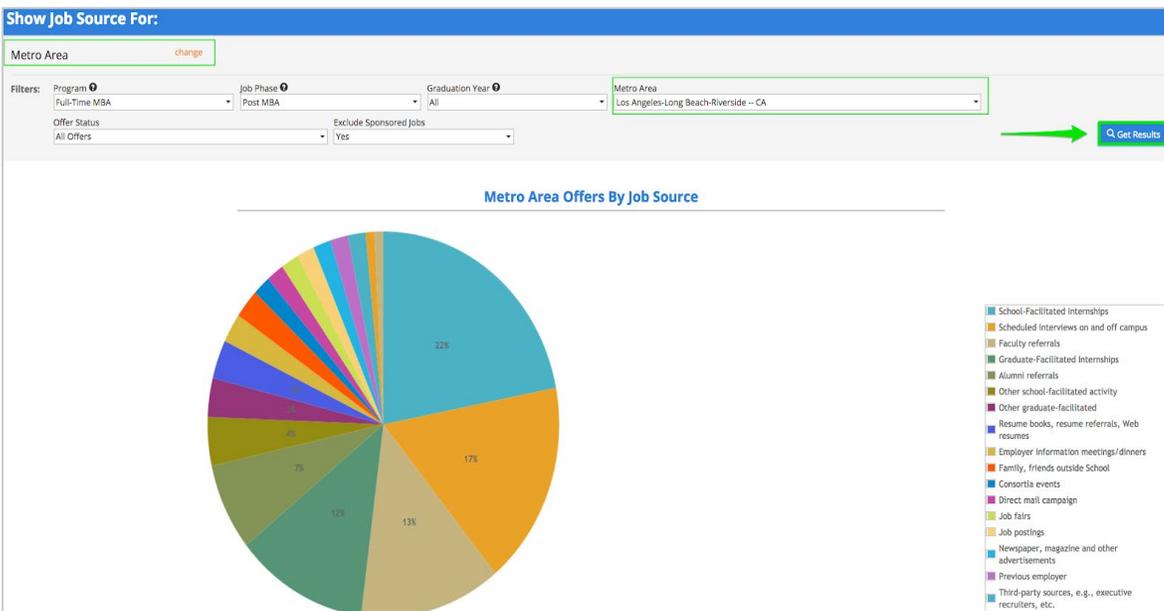


## Offer Job Source

Offer Job Source is a tool that allows you to identify which job search efforts lead to the best ROI for the type of internship or job a student is seeking so that you can focus your time on the right job search initiatives.

- Example: A student wants to know the best way to find employment in the Los Angeles metro area.

The data will display in a pie chart with the correlating key to the right of the chart. In this case, we can see the number one job source is to work in a school facilitated internship in Los Angeles.





## Offer Trends

The Offer Trends tool allows you to visualize how job offers from various employers, industries, practice areas, functions, etc. (based on the attribute you select) have trended over time.

- Example: A student wants to see how job offers in the Technology Industry have trended over the last few years.



## 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.

### 1) Click on the “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).
- **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.



## OCI and Job Listings

[All](#) [OCI](#) [Job Listings](#) [12TwentyGPS](#) [Applied](#) [My Interview Availability](#)

Employer, Job Title, or Keyword

Job Status : [Approved, Application Open](#) Employer : [All](#) Job Title : [All](#) City : [Any](#) Type of Job : [All](#) + Add Filter [Reset](#)

Posting Date

Results: 6

Job	Job Phase	OCI Round	Interview Date	Job Status	Application Status
 <b>2020 Abbott China MBA Internship Program</b> Abbott Laboratories Shanghai - China 1 month ago Apply By: 04/30/2020	 Internship	--	--	<a href="#">Application Open</a>	Not Applied
 <b>Summer Associate: Jacaranda Maternity</b> Jacaranda Health Nairobi - Kenya 1 month ago Apply By: 04/30/2020	 Internship	--	--	<a href="#">Application Open</a>	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.
- 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



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saved search.

**PRESTIGIOUS UNIVERSITY**

OCI and Job Listings ⓘ

All OCI Job Listings Applied My

Amazon

Job Status: Approved, Application Open ▾

IF Posting Date

Job

Accountant  
Amazon Inc.  
Kansas City - KS  
1 year Apply By: 4/24/2020

Application Open

Applied

Results: 1

Turn on email alerts for this search

My Saved Searches & Alerts

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

**PRESTIGIOUS UNIVERSITY**

OCI and Job Listings ⓘ

All OCI Job Listings Applied My Interview Availability

Employer, Job Title, or Keyword

Job Status: Approved ▾ Employer: All ▾ Job Title: All ▾ Metro Area: All ▾ Type of Job: All ▾ + Add Filter Reset

IF Posting Date

Job

Accountant  
Amazon Inc.  
Kansas City - KS  
1 year Apply By: 4/29/2021

Approved

Not Applied

Results: 1

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



**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

**Accountant**

**Amazon Inc.**

📍 Kansas City - KS (United States)

📄 Job

🕒 1 year 📅 Apply by: 4/24/2020, 5:00am PDT

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

**Apply**

6) Click the **“Apply”** button in the top right-hand corner of the page to submit your application documents.

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



## 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."*

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.

