DOME – How to's

Included:

- **Booking an Appointment**

- **Saved Job Searches**
  OCI, Job Listing and 12Twenty GPS Jobs

- **Accept On Campus Interviews**

- **Interview Questions**

- **Salary Database**
  Searching Effectively
  Using it differently

- **Reporting an Outcome**

Booking an Appointment

Appointments on Left Hand Navigation

Profile

Target Employers
Employers
Contacts

Tasks

Research Tools

OCI and Job Listings
Appointments
Events
Resume Books
Resource Library

Megan Gallagher
MBA - 2YR - Spring 2020
mgalla18@nd.edu

Click to add image

Jobs and Job Offers | Application Materials | Interview

Post MBA

Pl

Internship

Pre MBA

Please

NOTE:
You can only make appointments through DOME with 24 hour notice or more

You can then filter by career adviser, if desired

All Appointments | **My Appointments**

Saved Searches ▾

Reset All

🔍 Search by Adviser Name   **Search**

+ Select a Filter...

Today | ‹ | › | **Dec 30, 2018 — Jan 5, 2019** (All times are displayed in EST)

2

All | Available

Month | Week | Day

1

📅 Calendar | ☰ List

Tips:
1. **The list view (all the way on the right) can sometimes be easier to navigate**
2. **Available will show you whats open versus everything out there!**

Saved Job Searches

You can set up saved job searches and job alerts for both OCI and Job Listings. Actions are the same. Filters can be adjusted to what you want/need.

OCI and Job Listings

OCI | **Job Listings** | 12TwentyGPS Job Network | Applied | My Interview Availability

Saved Searches & Job Alerts ▾

🔍 Search by Employer, Job Title, or Keyword | **Search**

| Job Status : Approved, Application Open ▾ | Employer : All ▾ | Job Title : All ▾ | Metro Area : All ▾ | Type of Job : All ▾ | + More Filters |

Find filters here

Sort By: Application Deadline ▾ ⬇️

Job		Job Status
☆	**2019 Early in Career Programs at T-...** T-Mobile	Multiple Locations 3 weeks ago	Apply by: 12/6/2018, 11:59 PM EST	Application Open
☆	**Education Pioneers Summer Fellowshi...** Education Pioneers	Multiple Locations 3 weeks ago	Apply by: 12/18/2018, 11:59 PM EST	Application Open
☆	**Public Interest M.B.A. Sustainabili...** Environmental Law and Policy Center	Chicago - IL 3 months ago	Apply by: 12/31/2018, 11:59 PM EST	Application Open
☆	**Product Manager** Knucklehead Strategist LLC	Flexible/Negotiable 1 month ago	Apply by: 12/31/2018, 11:59 PM EST	Application Open
☆	**Manager, Business Analytics & Strat...** American Credit Acceptance	Spartanburg - SC 2 weeks ago	Apply by: 1/1/2019, 11:59 PM EST	Application Open
☆	**US Consultant** CCS Fundraising	Chicago - IL New!	Apply by: 1/31/2019, 11:59 PM EST	Post MBA	Application Open
	Associate, Consumer Financial Servi...	

Search filters

Employer - General
- # of Employees
- Industry
- Name
- Website

Job Posting - Dates
- Anticipated Job Start Date
- Application Begins On
- Application Deadline
- Employer Decision Deadline
- Employer Decision Start
- Job Posting Submit Date

Job Posting - Job Details

Once you've found your preferred set of features, you can set up a saved search or job alert! Choose how often to learn about whats new.

DOM
Data, Opportunities, Meetings and Events

OCI and Job Listings

OCI | Listings | 12TwentyGPS Job Network | Applied

Saved Searches & Job Alerts ▾

🔍 Search by Employer, Job Title, or Keyword

| Job Status : Approved, Application Open ▾ | Employer : All ▾ | Job T |

Sort By: Application Deadline ▾ ⬇️

Job	Job Phase	Job Status
☆ **2019 Early in Career Programs at T-...** T-Mobile	Multiple Locations	Internship	Application Open

Saved Search

Please specify the name of this saved search:

[   ]

Notify me via email when there are new results

◉ Weekly ○ Daily ○ Disabled

Cancel | **OK**

OCI vs Job Listings vs 12Twenty GPS Jobs

Here's what you should know.

OCI - Companies focused on Mendoza students; works with our team to establish interview schedule.

Job Listings - Companies focused on Mendoza students; run their own interview schedules, but could decide to not interview any candidates.

12TwentyGPS Job Network - Companies who may have done a multi-school posting or could be aggregated by 12Twenty and posted on site. Broad experience levels seen here.

Accepting an Interview Request – On Campus Only

Did you receive an on campus interview invitation and are saying now what?

Go into your Applied tab

DOME
Data, Opportunities, Meetings and Events

OCI and Job Listings

| OCI | **Job Listings** | 12TwentyGPS Job Network | Applied | My Interview Availability |

Saved Searches & Job Alerts ▾

🔍 Search by Employer, Job Title, or Keyword | Search |

Job Status : Approved, Application Open ▾   Employer : All ▾   Job Title : All ▾   Metro Area : All ▾   Type of Job : All ▾   **+ More Filters**

| OCI | Job Listings | 12TwentyGPS Job Network | **Applied** | My Interview Availability |

Job	Job Phase	OCI Round	⬍	Interview Date	⬍
☆ **TEST- DO NOT APPLY** 👥 University of Notre Dame | Remote/Telecommute 3 months ago | Apply by: 3/1/2019, 12:00 AM EST	Post MBA	Additional Spring Recruiting Dates 2019		12/19/2018	

Click onto the job title to accept or decline interview!

You can also learn if you were extended an interview under Application Status.

TAKE PROMPT ACTION:

If you do not accept the interview by stated deadline, you may not be able to interview for that role.

Accepting an Interview Request (cont.)

Once inside….

TEST- DO NOT APPLY 👥☆

University of Notre Dame
Post MBA | 3 months ago | Apply by: 3/1/2019, 12:00 AM EST |
Interview Date: 12/19/2018

Application: Congratulations! You received an invitation to interview.

Choose wisely…

| Decline Interview | Accept Interview | Withdraw from Application | Edit Application |

After accepting the interview, system will prompt you to choose an interview time. Make sure complete this action and pick a time that works best for you.

Curious as to when you'll find out the decision?
Or how long you'll have to decide?

Click into the job description and keep scrolling down… All the way, and you'll find OCI Periods! Dates are *typically* different for every week of interviews, but could be different depending on company. Always check!

OCI Periods

**Round Timeline**   Spring 2019 Week 1 (Jan 15-18)

SAMPLE DEADLINES ⬇

Period	Start Date & Time	End Date & Time
Employer Registration Period ❓	5/21/2018, 12:00 AM EDT	8/31/2018, 11:59 PM EDT
Employer Registration/Student Application Period ❓	9/1/2018, 12:00 AM EDT	10/31/2018, 11:59 PM EDT
Student Application Period ❓	11/1/2018, 12:00 AM EDT	12/9/2018, 11:59 PM EST
Employer Decision Period ❓	12/10/2018, 12:00 AM EST	12/13/2018, 11:59 PM EST
Pre-Select Student Decision Period ❓	12/14/2018, 12:00 AM EST	12/18/2018, 11:59 PM EST
Withdraw / Swap Period ❓	12/19/2018, 12:00 AM EST	1/7/2019, 11:59 PM EST

Interview Questions

Expand Research Tools on your Left Hand Navigation,

Click into Interview Database

Here is list of all of the different attributes you can filter by to make your search most relevant to you!
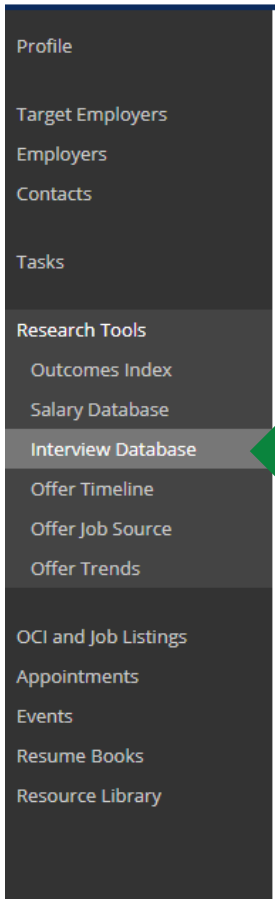
Choose an Attribute   X

Outcome/Location Attributes   **Job Phase** | Post MBA ▼

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

Other
Job source: Consolidated | Detailed
Was this your summer internship?
Is this job a rotational program?

Education Attributes
Joint Degree
MBA Graduation Year
MBA Concentration
Undergraduate Major: Detailed

Background Attributes
Work Authorization: Consolidated | Detailed
Years of Experience - Consolidated
Country of Citizenship
Gender

Left navigation menu:
Profile
Target Employers
Employers
Contacts
Tasks
Research Tools
Outcomes Index
Salary Database
Interview Database
Offer Timeline
Offer Job Source
Offer Trends
OCI and Job Listings
Appointments
Events
Resume Books
Resource Library

Make selections to the established filters before choosing a primary attribute or everything will reset.

Industry
Manufacturing ▼

Attribute selection 2nd

Filters:

Department	Job Phase	Academic Year	Round
MBA - 2YR ▼	Internship ▼	All ▼	All

Exclude Sponsored Jobs
Yes ▼

Filters 1st

Sort By: Date ▼

Remember, this is a great way to pay it forward – input interview questions from your interviews!

Salary Database

Getting the Best Out of Your Search

Profile

Target Employers

Employers

Contacts

Tasks

Research Tools

Outcomes Index

Salary Database

Interview Database

Offer Timeline

Offer Job Source

Offer Trends

OCI and Job Listings

Appointments

Events

Resume Books
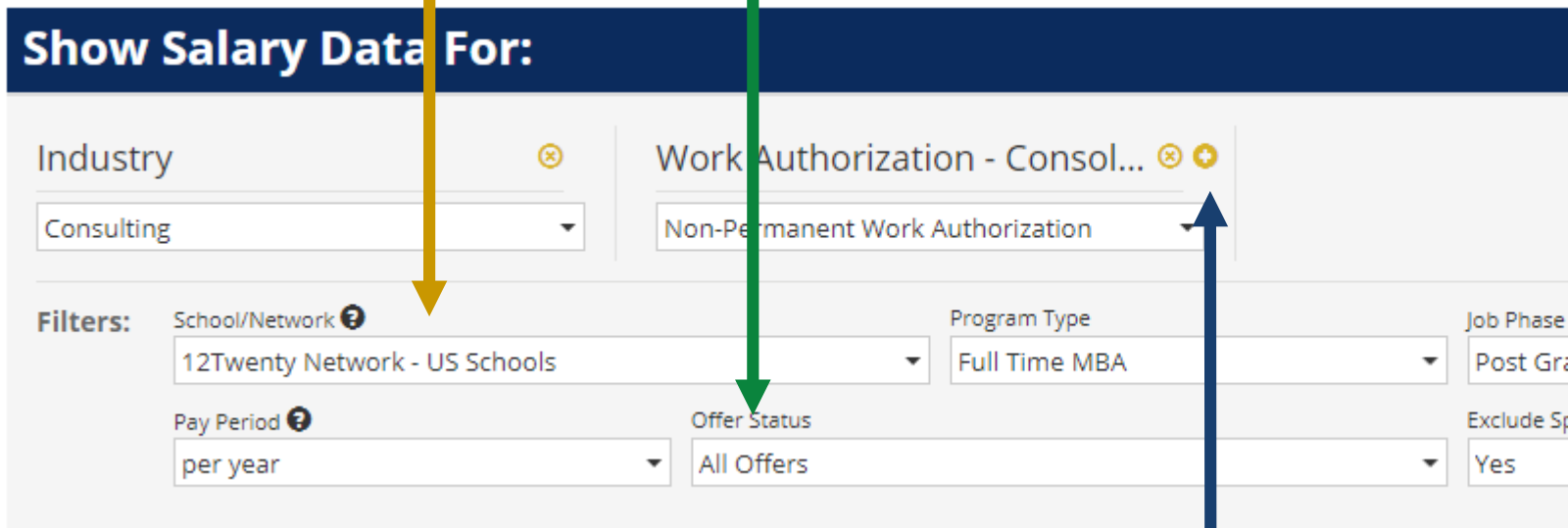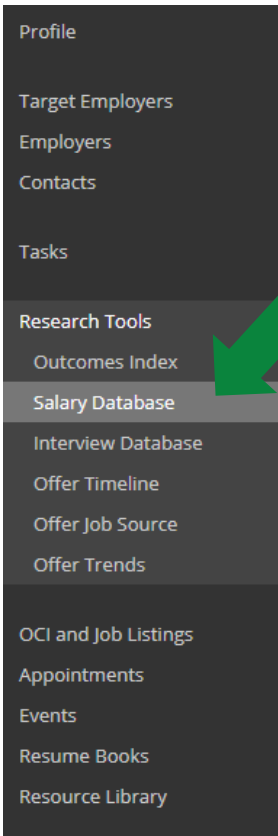
Resource Library

Once in Salary Database, here are a few tips for biggest impact.

Choose to use 12Twenty Network- US Schools filter rather than Mendoza only (Mendoza is default)
- We have approx. 150 students per year, while other programs have upwards of 500, that's over 3x of data – leverage it!

Move offer status filter to All Offers instead of just Accepted Offers
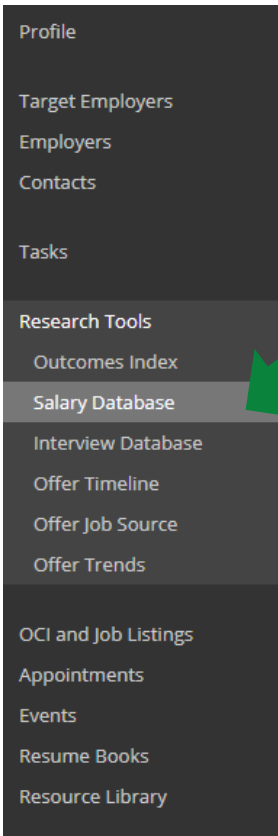- **More data points, therefore offering broader view**

Show Salary Data For:

Industry	⊗	Work Authorization - Consol... ⊗ ⊕
Consulting ▼		Non-Permanent Work Authorization ▼

Filters:

School/Network ❓	Program Type	Job Phase
12Twenty Network - US Schools ▼	Full Time MBA ▼	Post Gra

Pay Period ❓	Offer Status	Exclude Sp
per year ▼	All Offers ▼	Yes

International Students- you have the ability to sort by work authorization as well! It's a part of the menu of attributes.

Salary Database

Make the Data Work for You!

There is more than just salary data here.

Profile

Target Employers
Employers
Contacts

Tasks

Research Tools
Outcomes Index
Salary Database
Interview Database
Offer Timeline
Offer Job Source
Offer Trends

OCI and Job Listings
Appointments
Events
Resume Books
Resource Library

Job Details (seen below the salary information) can help with niche metro area searches, level set you on the years of prior experience hired candidates have had, along with insight into volume of offers.

How can this information help YOU?

Job Details

Employer   Job Title   Function   Industry   Experience   Location

Recommendations:
- **Use broader 12Twenty Network- US Schools filter rather than Mendoza**
- **Move offer status filter to All Offers instead of just Accepted Offers**
- **Think about looking at a subset of Graduation Years rather than All**

Reporting Outcomes

We want to know it all.

**All job offers can be reported right off of your home page!
We want to know about <u>all</u> offers, even those you secured on your own and/or rejected.**

Jobs and Job Offers	Application Materials	Interviews	Background

Post MBA

Please tell us about your post graduation plans

+ Report Status

Internship

Please tell us about your experience

+ Report Experience

The data provided by you, helps your classmates as it becomes a part of the data that populates the salary database.