
DOMÉ

How to Navigate DOMÉ for Efficiency and Career Success

Graduate Business Career Development

Table of Contents



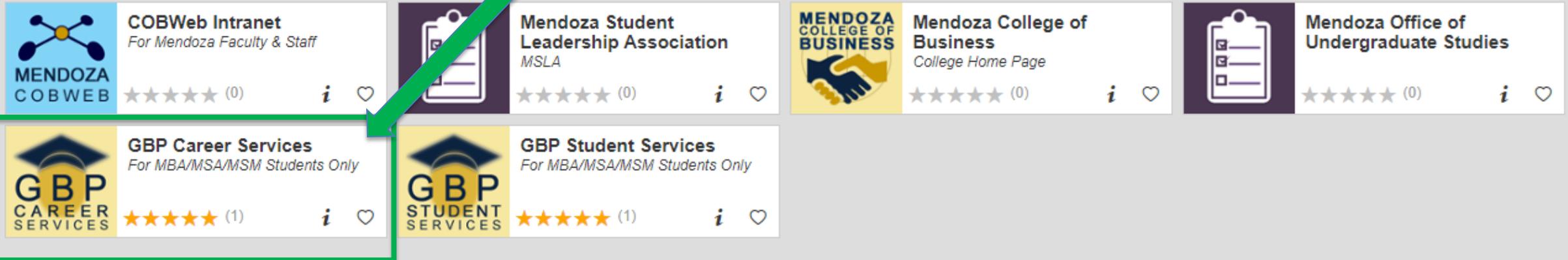
1. Accessing Dome	
Page 3	
2. Booking an Appointment	
Page 6	
3. Saved Job Searches	
Page 9	
4. Accepting on Campus Interviews	
12	Page
5. Interview Questions	
Page 15	
6. Salary Database	

Accessing DOME

The best way to access DOME is through Inside ND. **Step 1.** Click on the GBP Career Development box.

Search Results: Tasks

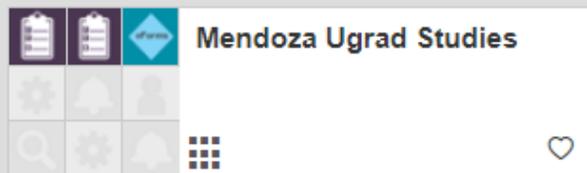
Back



The screenshot shows a grid of task cards. The 'GBP Career Services' card is highlighted with a green border and a green arrow points to it from the text above. The cards include:

- COBWeb Intranet** (For Mendoza Faculty & Staff)
- Mendoza Student Leadership Association** (MSLA)
- Mendoza College of Business** (College Home Page)
- Mendoza Office of Undergraduate Studies**
- GBP Career Services** (For MBA/MSA/MSM Students Only) - highlighted
- GBP Student Services** (For MBA/MSA/MSM Students Only)

Search Results: Task Centers



The screenshot shows a single task center card for 'Mendoza Ugrad Studies' with various icons and a heart icon.

Accessing DOME (continued)

GBP Career Services



Home

Please select your degree area to find the best resources for your career.

MBA

Specialized Masters

MBA

Specialized Masters



Step 2. Click MBA



Accessing DOME (continued)

GBP Career Services

[Home](#)

◆ [MBA](#)

[Understanding the Market](#)

[Understanding Yourself](#)

[Communicating Your Value](#)

[Networking](#)

[Resources for International Students](#)

[Specialized Masters](#)

Within this site, you'll find resources to assist you with your career discernment and exploration journey. Not only will you recognize items from the Career Leadership class, but additional items potentially new to you.

Best practice is to use these resources in collaboration with your coach or other career mentors.

If you need to schedule a coaching appointment you can do so [here](#)

To reserve a room in Duncan for an interview please email Liz Ganger eganger1@nd.edu

[DOME](#) - for data regarding [DOME](#) events and events

[Understanding the Market](#) - This will give you insight into where MBA jobs typically exist and various industry and functional insights.

[Understanding Yourself](#) - What skills and experiences do you have to offer.

[Communicating Your Value](#) - Resume and Interview preparation

[Networking](#)

[Resources for International Students](#)



Step 3. Click DOME

Booking an Appointment

Reporting as of 04/25/2020 * [More detail: View Student Outcomes Report](#)

Class	Total ?	Signed Up ?	Total Seeking ?
MBA - 1YR - 2020 <i>Post MBA</i>	29	29 (100%)	25 (86.2%)
MBA - 2YR - 2021 <i>Internship, Summer 2020</i>	117	6 (5.1%)	116 (99.1%)
MBA - 2YR - 2020 <i>Post MBA</i>	124	9 (7.3%)	117 (94.4%)

* Data includes approved jobs only

Announcements

Coaches -

Add a **contact!** - quick form and Jim/Megan will take care of it.

MBA ONLY Career Services Driven event (trek, workshop) - **different form**, but Jessica will manage

Speciality Masters ONLY Career Services Driven event (trek, workshop) - **different form**, this will go straight to Mindy for posting in Handshake

Access Macro Coaching Tracker - [Here!](#) Google Team Drive - [Here!](#)

Step 1: Navigate to Appointments from the DOME Home Page.

NOTE: You can only make appointments through DOME with 12-hours of notice or more.

Booking an Appointment (continued)

- Home
- Students & Alumni
- Employers
- Contacts
- Tasks
- Activity Stream
- Reports >
- Research Tools >
- OCI and Job Listings
- Appointments**
- Events
- Candidate Search
- Resume Books
- Resource Library
- Help & Support >
- Notifications **48**
- Site Management >

Virtual options now exist on the appointment form.

Career Adviser : Martin Johnson

Today < > Apr 19 — 25, 2020 (EST)

	SUN 19	MON 20	TUE 21	WED 22	THU 23
7 AM					
8 AM					
9 AM					
10 AM			GBCS Weekly Meeting (Martin Johnson) - 10am-		Student Status Meeting (Martin Johnson) - 10am-
11 AM				Martin Johnson - 11am-12:30pm	Internship one-pager (Martin)
12 PM			Martin Johnson - 12pm-1pm	Yorbana Tonde (Martin Johnson) -	
1 PM			GBP All Staff Meeting (Martin Johnson) - 1pm-		
2 PM			Yijie Lin (Martin Johnson) - 2pm-2		
3 PM			Martin Johnson - 2:30pm-4pm		
4 PM					
5 PM				1:1 Martin / John (Martin John)	
6 PM				Tonde and Martin (Martin Johnson) - 5pm-	
7 PM				Yijie Lin - Negotiation with Cer	
8 PM					

Filter for coaches here

Step 2: Filter for the coach you'd like book.

Then find an Appointment Block for the coach you'd like to book. Click on the block to open it and see details such as the type of meeting that can be booked.

Inside the block click the "Book Appointment" button.

Next select the time, type and location for your appointment, as shown on the next page.

Booking an Appointment (continued)



Book Appointment

Date: 05/05/2020

Preferred Appointment Type*: -- Select a Preferred Appointment Type --

Student*: Please input a student's name

Duration*: 30 mins

Time*: 12:00pm EDT 12:30pm EDT 1:00pm EDT 1:30pm EDT
2:00pm EDT Other

12:00pm to 2:30pm

Career Adviser: Martin Johnson

Adviser Profile: --

Location: Location

Additional Information: Please provide any additional information you would like us to know.

Attachments: Choose Files No file chosen
Allowed file types: Any
or drag & drop files here to upload

Eligibility

The criteria below determines who can view and book an appointment in this appointment block.

Student Group

Step 3: Here is where you can select the type of appointment, the time, and location. You can even attach files such as a resume or career search marketing plan.

When you have completed the information, simply click book appointment. Your coach will be notified, and the appointment will be added to their calendar.

For Virtual Appointments: Your coach or you will need to follow up with a Zoom/Skype invite if that is the type of meeting you request because DOME does not generate invites.

Cancel Book Appointment

Saved Job Searches

OCI and Job Listings ⓘ

All OCI **Job Listings** 12TwentyGPS

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

<input type="checkbox"/>	Job	Job Phase	Job Status
<input type="checkbox"/>	 2021 Hiring - Associate, Merger & Acquisitions AT&T Dallas - TX 3 days ago Apply By: 09/20/2020	Post MBA	Application Open
<input type="checkbox"/>	 Chief Financial Officer (1/2 time) Impact Capital South Bend - IN 2 weeks ago Apply By: 05/13/2020	Post MBA	Application Open
<input type="checkbox"/>	 Chief Marketing Officer Impact Capital South Bend - IN 2 weeks ago Apply By: 05/13/2020	Post MBA	Application Open
<input type="checkbox"/>	 Chief Technology Officer Impact Capital South Bend - IN 2 weeks ago Apply By: 05/13/2020	Post MBA	Application Open
<input type="checkbox"/>	 Associate Advisor Arcadia Investment Management Corp Kalamazoo - MI 3 weeks ago Apply By: 05/01/2020	Post MBA	Application Open

You can set up saved job searches and job alerts for these listings, including ALL. Actions are the same. Filters can be adjusted to what you want/need.



Saved Job Searches (continued)

Job

 **Product Management Internship - MBA**
Medline Industries
📍 Northfield - IL
🕒 3 months ago 📅 Apply By: 05/30/2020

 **Sr. Product Manager**
Medline Industries
📍 Northfield - IL
🕒 3 months ago 📅 Apply By: 05/30/2020



Click to save the search.

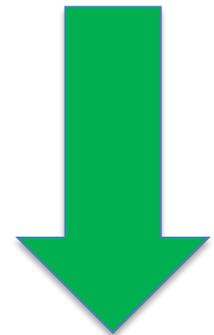
 Turn on email alerts for this search

+ Add Filter 🔄 Reset

Results: 2

Job Status	Applicants
Application Open	7 applicants
Application Open	3 applicants

Click to manage saved searches. You can edit the notifications and name of the search.



Saved Search 2020-04-27   

^ My Saved Searches & Alerts

OCI vs Job Listing vs 12 Twenty GPS Jobs

OCI and Job Listings ⓘ



Employer, Job Title, or Keyword



Job Status : Approved, Application Open ▼ Employer : All ▼ Job Title : All ▼ City : Any ▼ Type of Job : All ▼ + Add Filter ↻ Reset

Here's what you should know.

- **OCI – Companies focused on Mendoza students. They work with the Career Development team to establish interview schedule.**
- **Job Listings – Companies focused on Mendoza students. They set their own interview schedules but can decide not to interview any Mendoza candidates.**
- **12TwentyGPS Job Network – Companies who may have posted to multiple schools or the posting was aggregated and then posted by 12Twenty. The postings cover a broad range of experience levels, not just entry-level MBA roles.**

Accepting an Interview Request – On-Campus Only

OCI and Job Listings



OCI	Job Listings	12TwentyGPS Job Network	Applied	My Interview
-----	--------------	-------------------------	---------	--------------

Saved Searches & Job Alerts ▾

Search by Employer, Job Title, or Keyword

Job Status : Approved, Application Open ▾ Employer : All ▾ Job Title : All ▾ Me

OCI	Job Listings	12TwentyGPS Job Network	Applied	My Interview
-----	--------------	-------------------------	---------	--------------

Job	Job Phase
TEST- DO NOT APPLY 👤 ★ University of Notre Dame Remote/Telecommute 3 months ago Apply by: 3/1/2019, 12:00 AM EST	Post MBA



You received an on-campus interview! Now what?

Step 1. Click on your “Applied” tab.

Step 2. Click the job title to accept or decline the 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 (continued)



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.

Decline Interview

Accept Interview

Withdraw from Application

Edit Application

Choose wisely...

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

Accepting an Interview Request (continued)

Are 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 they could be different depending on the company; **always check!**

OCI Periods

Round Timeline

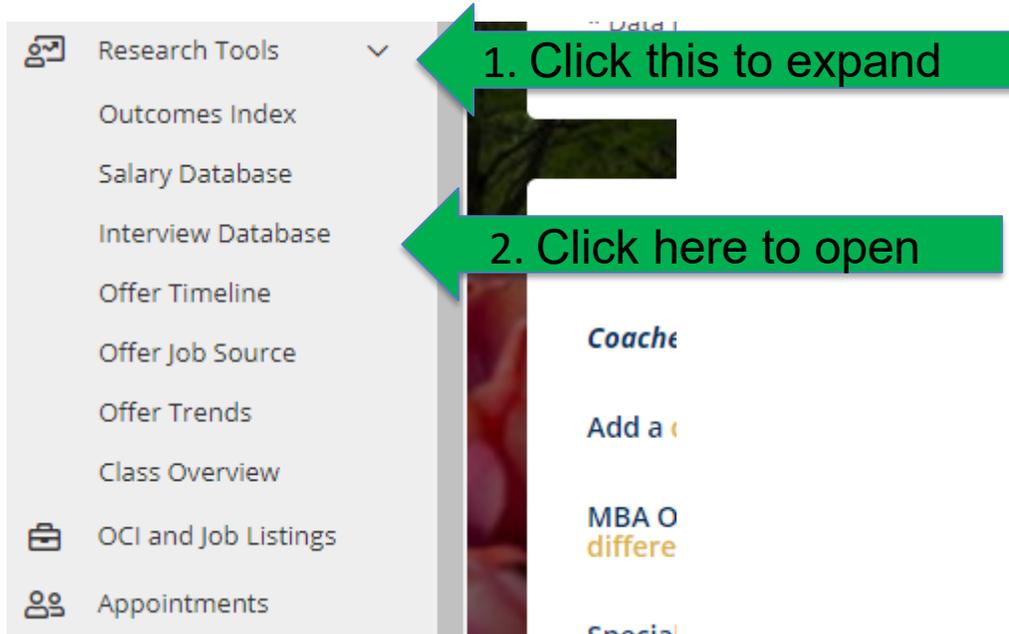
Spring 2019 Week 1 (Jan 15-18)

**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



Step 1. To find the Interview Database from the DOME home page, navigate to Research Tools in the left menu box. Click the drop down menu to expand Research Tools.

Step 2. Next click Interview Database.

Interview Questions (continued)

Interview Database

Review interview questions and insights from past graduates by employer, industry, function, and more.

Industry

Recommended Attributes [or See Complete List](#)

Step 2. Select Primary Attributes after those below:

Department Job Phase Academic Year Question Type Round Format Added By Exclude Sponsored Jobs

Step 1. Make these attribute selections FIRST otherwise the Industry and other Primary Attributes will reset when these are selected.

Interviews | Interview Questions | Interview Insight

Here you'll be able to filter your results by different attributes to make your search most relevant to you! Follow the steps in order, otherwise you'll unintentionally reset the primary attributes. **Step 1, then Step 2.**

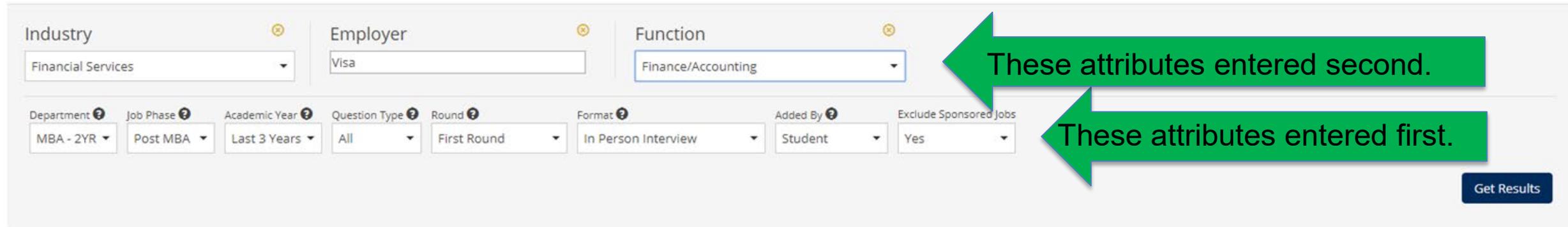
Interview Database (continued)

This is an example of what the filter boxes will look like before you click “Get Results”:

Interview Database

View as Student

Review interview questions and insights from past graduates by employer, industry, function, and more.



The screenshot shows a filter interface with the following elements:

- Industry:** Financial Services
- Employer:** Visa
- Function:** Finance/Accounting
- Department:** MBA - 2YR
- Job Phase:** Post MBA
- Academic Year:** Last 3 Years
- Question Type:** All
- Round:** First Round
- Format:** In Person Interview
- Added By:** Student
- Exclude Sponsored Jobs:** Yes

Two green arrows point to the filter boxes:

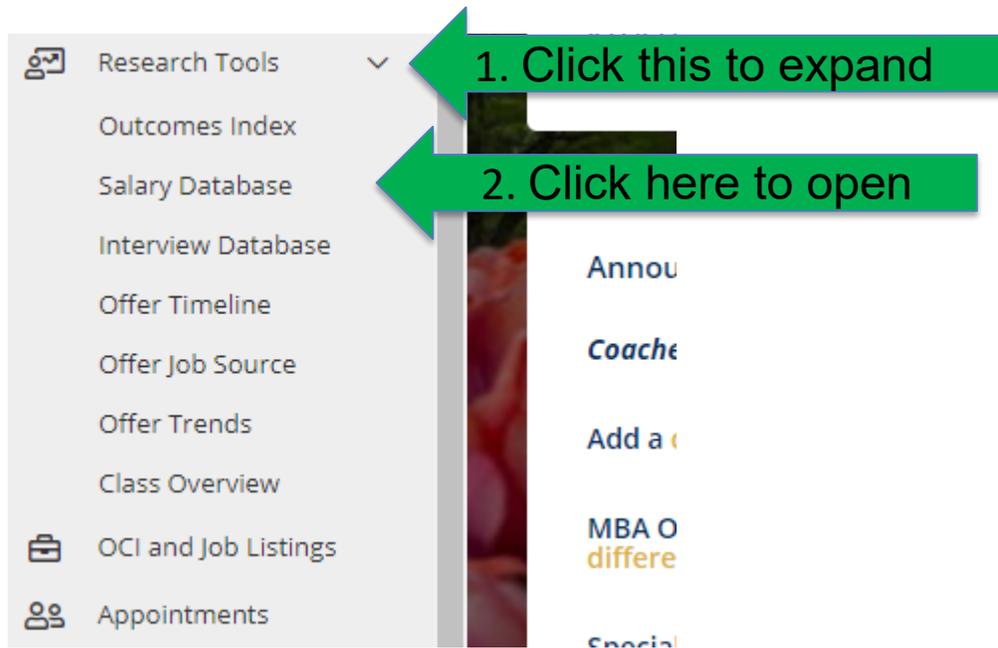
- A green arrow points to the **Function** dropdown, with the text "These attributes entered second." written on it.
- A green arrow points to the **Department**, **Job Phase**, **Academic Year**, **Question Type**, **Round**, **Format**, **Added By**, and **Exclude Sponsored Jobs** dropdowns, with the text "These attributes entered first." written on it.

A "Get Results" button is located at the bottom right of the filter area.

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

Salary Database

The Salary Database is also found under Research Tools in the left navigation box



Step 1. To find the Interview Database from the DOME home page, navigate to Research Tools in the left menu box. Click the drop down menu to expand Research Tools.

Step 2. Next click Salary Database.

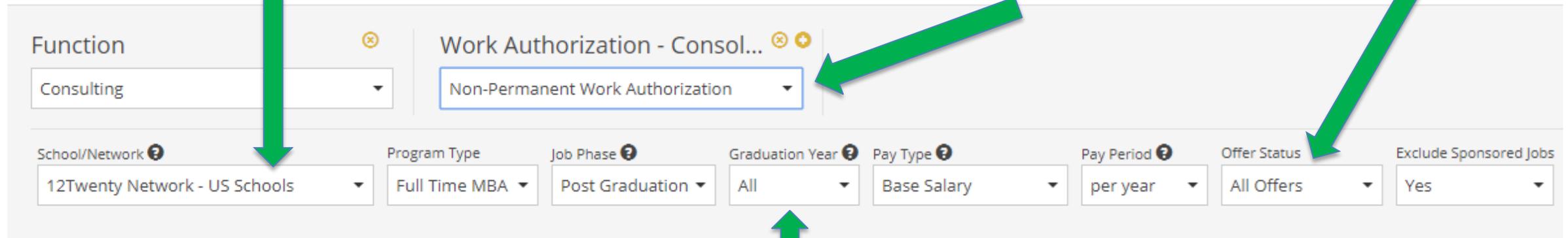
Salary Database (continued)

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

Select **All Offers** instead of **Accepted Offers**. This gives you more data points, and therefore a broader view.

Salary Database

Select attributes to see aggregate salary information from a set of the Mendoza population.



The screenshot shows a filter interface for the Salary Database. It includes several dropdown menus and checkboxes. A green arrow points from the text 'Choose to use 12Twenty Network – US Schools filter' to the 'School/Network' dropdown, which is set to '12Twenty Network - US Schools'. Another green arrow points from the text 'International Students – you can sort by work authorizations as well.' to the 'Work Authorization - Consol...' dropdown, which is set to 'Non-Permanent Work Authorization'. A third green arrow points from the text 'Select All Offers instead of Accepted Offers' to the 'Offer Status' dropdown, which is set to 'All Offers'. A fourth green arrow points from the text 'Try a subset of Graduation Years' to the 'Graduation Year' dropdown, which is set to 'All'.

Function	Work Authorization - Consol...						
Consulting	Non-Permanent Work Authorization						
School/Network	Program Type	Job Phase	Graduation Year	Pay Type	Pay Period	Offer Status	Exclude Sponsored Jobs
12Twenty Network - US Schools	Full Time MBA	Post Graduation	All	Base Salary	per year	All Offers	Yes

International Students – you can sort by work authorizations as well.

Try a subset of Graduation Years

Salary Database (continued)

Select attributes to see aggregate salary information from a set of the Mendoza population.

Industry: Financial Services

Recommended Attributes: Employer, Industry | Detailed Industry, Function | Detailed Function, Metro Area

Metro Area: -- Please make a selection

School/Network: Mendoza College of Business

Department: All

Job Phase: Post MBA

Graduation Year: All

Pay Type: Base Salary

or See Complete List

When you click on this you get more than just salary data!

You get these additional filters!

You can drill down even deeper by clicking the "Detailed" attributes.

Choose an Attribute

Outcome/Location Attributes

Job Phase: Post MBA

General	Location	Other
Employer	City	Job source: Consolidated
Job Title	Metro Area	Was this your summer internship?
Industry: Consolidated Detailed	US State/Canada	Is this company a startup?
Job Function: Consolidated Detailed	Province	
	Country	
	North America Region	
	World Region	

Education Attributes

Background Attributes

MBA Graduation Year	Work Authorization: Consolidated Detailed
Undergraduate Major:	Years of Experience - Consolidated

Reporting an Outcome – We want to know it all!



- All job offers can be reported on your DOME profile page.
- Career Development wants to know about **all** offers, even those you secured on your own and those you may have rejected.

Jobs and Job Offers Application Materials Interviews Background Admin More ▾

Post MBA

+ Admin: Add Rumor ⓘ

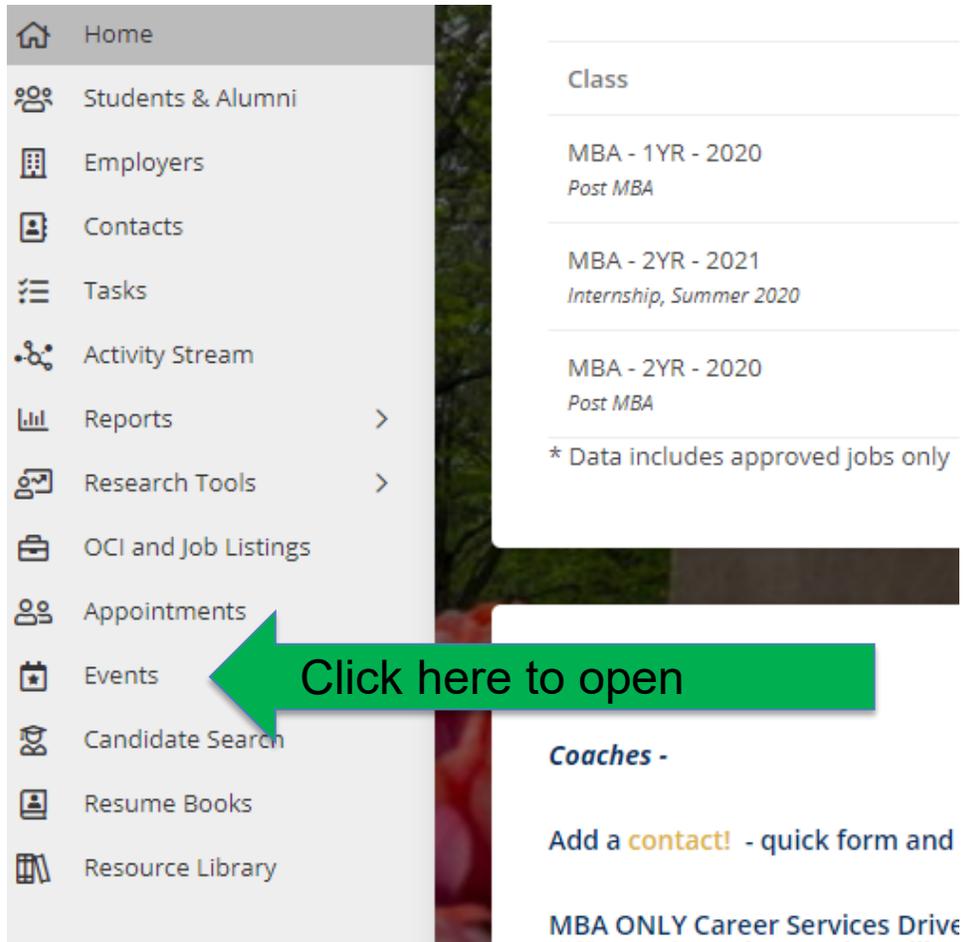
+ Admin: Unreported

Please tell us about your post graduation plans

+ Report Status

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

Events

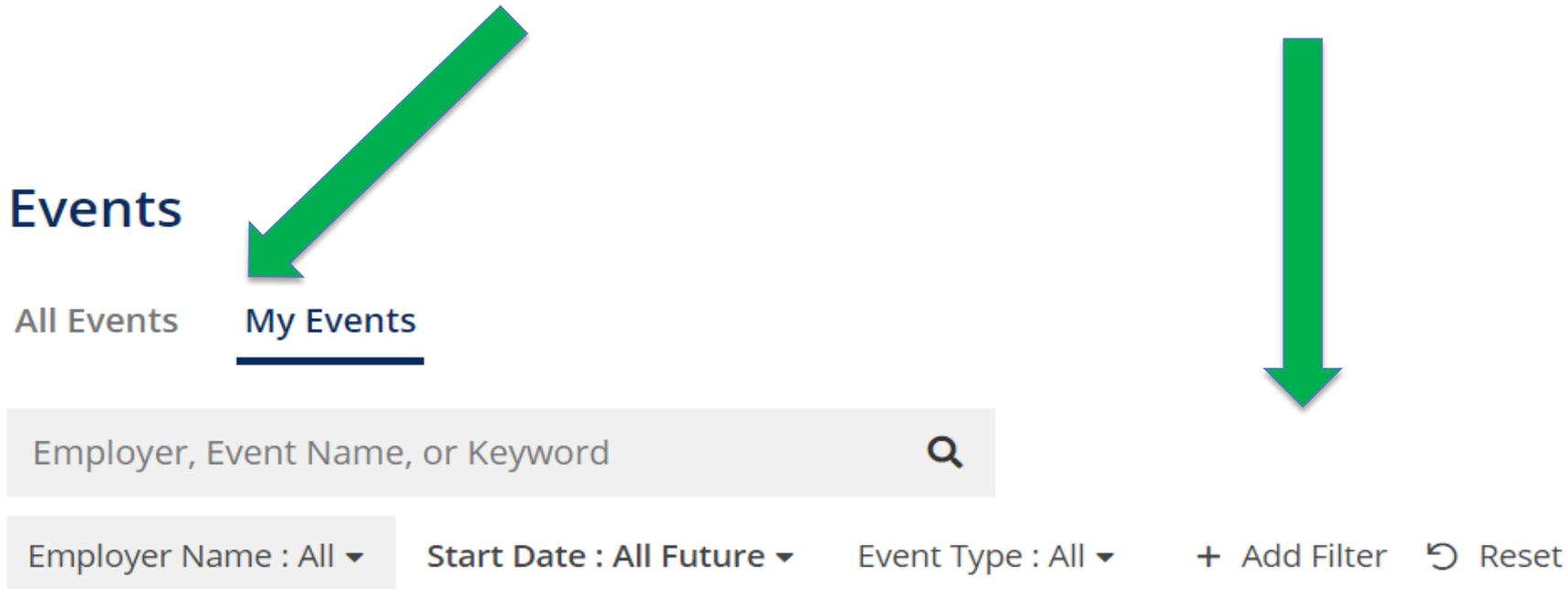


The screenshot shows the DOME application interface. On the left is a vertical navigation menu with the following items: Home, Students & Alumni, Employers, Contacts, Tasks, Activity Stream, Reports, Research Tools, OCI and Job Listings, Appointments, Events, Candidate Search, Resume Books, and Resource Library. A green arrow points to the 'Events' menu item with the text 'Click here to open'. The main content area on the right displays a list of events under the heading 'Class'. The events listed are: 'MBA - 1YR - 2020 Post MBA', 'MBA - 2YR - 2021 Internship, Summer 2020', and 'MBA - 2YR - 2020 Post MBA'. A note below the list states '* Data includes approved jobs only'. Below the events list, there is a section for 'Coaches -' with a link 'Add a contact! - quick form and' and a partially visible link 'MBA ONLY Career Services Drive'.

You can review, signup, and stay abreast of events through DOME. **Step 1.** Navigate to Events from the DOME Home page by clicking Events in the menu box.

Events (continued)

Once you are inside the Events page you can filter by All Events, My Events, and other filters as shown below.



The screenshot shows the 'Events' page interface. At the top left, the word 'Events' is displayed. Below it are two filter tabs: 'All Events' and 'My Events'. The 'My Events' tab is selected, indicated by a blue underline and a green arrow pointing to it from the text above. Below the tabs is a search bar with the placeholder text 'Employer, Event Name, or Keyword' and a magnifying glass icon. Below the search bar are several filter dropdowns: 'Employer Name : All', 'Start Date : All Future', and 'Event Type : All'. To the right of these are '+ Add Filter' and a 'Reset' button with a circular arrow icon. A large green arrow points downwards from the text above towards the search bar and filter area.

Event Etiquette: Please attend events you sign up for. Guest speakers and event sponsors rely on accurate head count when preparing for events. If you can't attend, please cancel your attendance in DOME. Thank you.