

BerkeleyHaas

**CMG BEARS  
STUDENT & ALUMNI  
TOOLKIT**

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## Get Started

Our career management platform, CMG BEARS, is powered by 12Twenty and makes it easy to connect with employers looking to hire students or alumni via job postings; book advising appointments with CMG Coaches, Relationship Managers, and Industry Professionals; and register for CMG workshops, company events, or networking events. CMG BEARS is accessible and compatible with any device: phone, tablet, or computer.

If you need assistance with CMG BEARS, please contact the MBA Career Management Group at [mbacareers@haas.berkeley.edu](mailto:mbacareers@haas.berkeley.edu)

## Sign Up and Login

**1) Students will be added to the system by CMG. If you are not able to log in, please contact [mbacareers@haas.berkeley.edu](mailto:mbacareers@haas.berkeley.edu)**

- Once you have been informed that you have access (via Slack, newsletter, workshop or direct email) navigate to [cmgbears.haas.berkeley.edu](https://cmgbears.haas.berkeley.edu)
- You will be prompted to add or approve your email address. Only use your Berkeley email address for this step.
- You will then see the following screen

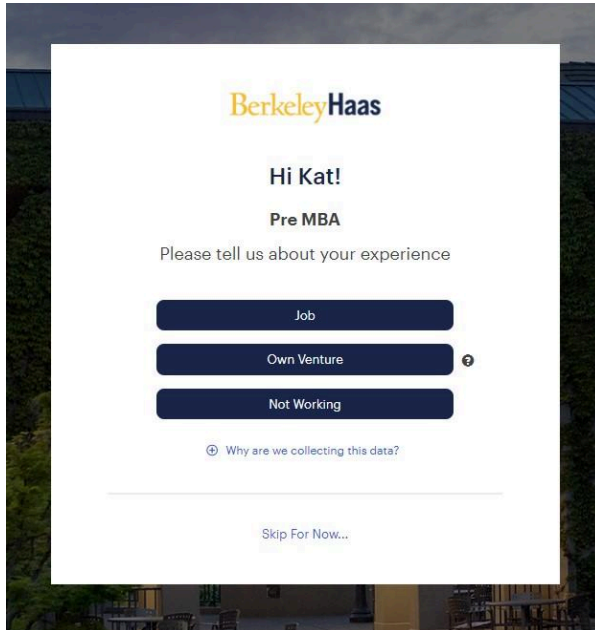
Please tell us a little bit about yourself...

(\*) indicates a required field.

Preferences	What is your post-graduation Preferred Industry?*	
	<input type="text" value="Other"/>	
	<a href="#">+ Add Additional What is your post-graduation Preferred Industry?</a>	
General	Alternate Email Address*	Work Authorization Status*
	<input type="text" value="test@example.com"/>	<input type="text" value="-- Please select a value --"/>
	Years of Experience*	LinkedIn URL
	<input type="text" value="-- Please select a value --"/>	<input type="text" value="LinkedIn URL"/>
	Preferred Name	
	<input type="text" value="Preferred Name"/>	
General	Undergrad Major*	University*
	<input type="text" value="-- Please select a value --"/>	<input type="text" value="University"/>

[Continue](#)

- Select the best industry that matches your goals. You will have the opportunity to update it later if you'd like.
- Add an alternate email address. This is important to protect your account.
- Please fill out the rest of the page as accurately as possible. Then press Continue.
- Follow any other prompts that appear. For example:



- 
- You will then land on your home page.

**2) Moving forward, you can simply log in using your CalNet Username (email/school ID) and unique Password combo. If you lose access to CalNet, please open a ticket with Haas IT Helpdesk.**

## Set Up Your Profile

Setting up your student profile is easy and helps connect you with the right employers via system algorithms. Some employers seek candidates with special skills like spoken or written fluency in another language. Others seek to diversify their recruiting pipeline. Whatever the case, the more information that you provide surrounding your personal characteristics and skill sets, the more likely this connection can happen.

An added bonus is that CMG gets to know you better and understands your job search preferences so that we can assist you in finding the right opportunities. A complete profile will help CMG reach out to you if there are job or internship opportunities, interviews, or events that match your background, preferences, and skillset.

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

**1) Once logged in, head over to the “Profile” module from the left side nav bar**

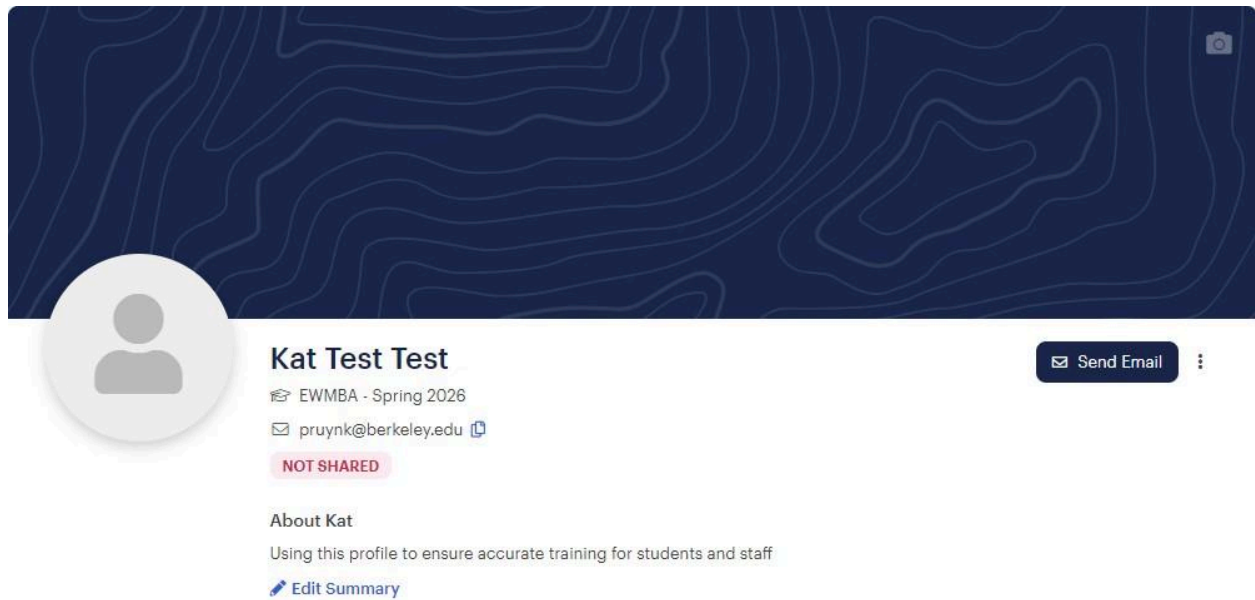
**2) Let's add a photo of you!** This is easy and helps your career advising team get to know the real you!

- Hover over the photo circle and click on the grey **“Change Image”** box to upload your photo.

- Ensure the photo is professional. If you are in need of a new headshot, check out the [UC Berkeley Headshot Booth](#)

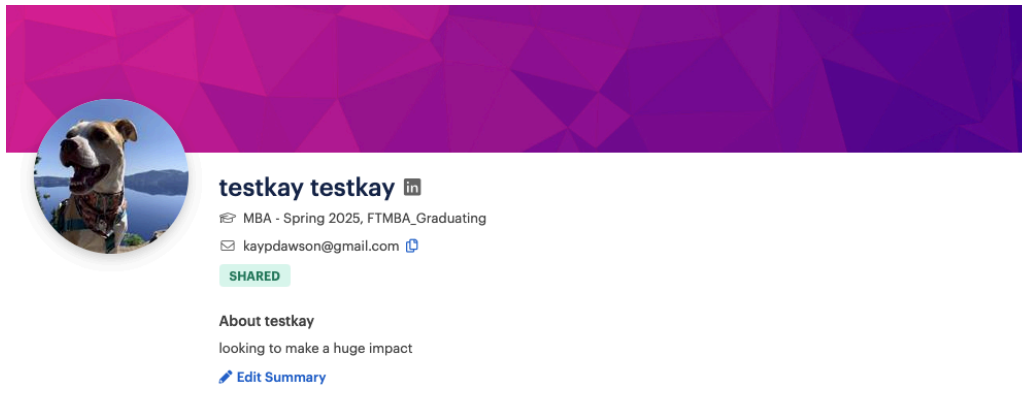
### 3) Update your Summary

- Your CMG BEARS summary is visible to fellow students, alumni, and employers.
- Think of it like your LinkedIn profile header and let everyone get to know you and create opportunities by sharing what you are seeking for your next career move!



### 4) Complete your “Profile” 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.
- Some of these fields are searchable via the “Candidate Search” functionality that allows employers and school admins to create dynamic resume books based on your skills.
  - More information on the Candidate Search can be found in “Upload Application Materials”

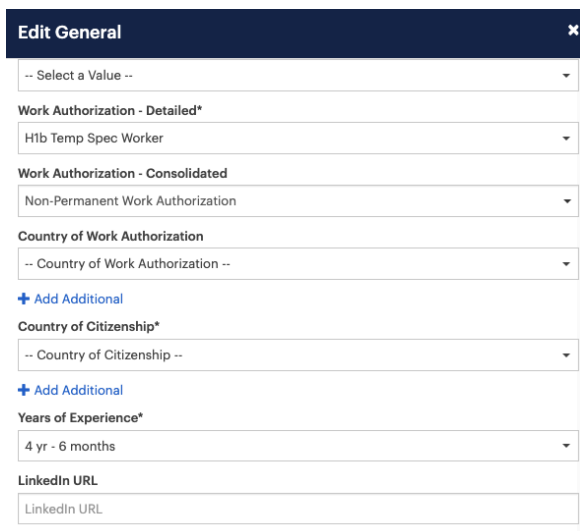


The image shows a LinkedIn profile header for a user named 'testkey testkey'. The header has a purple and pink geometric background. On the left is a circular profile picture of a dog. To the right of the picture, the name 'testkey testkey' is displayed with a LinkedIn icon. Below the name, the text 'MBA - Spring 2025, FTMBA\_Graduating' is shown, followed by the email 'kaypdawson@gmail.com' and a link icon. A green 'SHARED' badge is visible. Below this, the 'About testkey' section is shown with the text 'looking to make a huge impact' and a blue 'Edit Summary' link.

Your profile is 50% complete

<input checked="" type="checkbox"/> Tell us about yourself	<input checked="" type="checkbox"/> Upload profile picture	<input type="checkbox"/> Upload resume
<input type="checkbox"/> Add job preferences	<input checked="" type="checkbox"/> Add professional experience	<input type="checkbox"/> Add social media links

**5) Leverage the Profile Wizard to complete your profile;** clicking each button will take you to the relevant section that needs to be filled. The “General” section contains the bulk of your information - please ensure all fields are completed, especially your lived name, preferred name, gender, ethnicity, and work authorization.



The image shows the 'Edit General' section of a LinkedIn profile. It is a dark blue header with a close button. Below the header are several dropdown menus: 'Work Authorization - Detailed\*' (H1b Temp Spec Worker), 'Work Authorization - Consolidated' (Non-Permanent Work Authorization), 'Country of Work Authorization' (-- Country of Work Authorization --), 'Country of Citizenship\*' (-- Country of Citizenship --), and 'Years of Experience\*' (4 yr - 6 months). There are also links to '+ Add Additional' for each section. At the bottom, there is a 'LinkedIn URL' field with the text 'LinkedIn URL'.

You can edit your First name to be your preferred name in this section.

**6) Click the “Save” button to save your changes on each section. Your newly created profile is ready to go!**

## Manage your Career Preferences

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 industries, functions, practice areas, and geographic locations you are excited about.

### Job Preferences

Personalize your job search by selecting preferences in priority order

**Preferred Industry**

≡ 1. Consulting ×

≡ 2. Entertainment ×

Accounting

Accounting Services

Consumer Products

Economic Development / Microfinance

Energy / Utilities

Financial

Government

Healthcare - Biotechnology/Pharmaceuticals/Medical...

Hospitality

Manufacturing

Media

Natural Resources

Public Sector / Non-Profit

Real Estate

Retail

Technology / Telecom

Transportation / Logistics

Other

**Preferred Function**

Accounting

Consulting

Corporate

Finance

Human Resources

Manufacturing

Marketing

Real Estate

Rotational Program

Technical

Other

Operations/Logistics

**Preferred City**

+ Add Preferred City

**Preferred Country**

+ Add Preferred Country

Job Preferences

Select all that feel relevant to you, and list them in your most accurate order of interest.

## Create Your Email Alerts

If you would like to receive email notifications for new events and jobs that match your preferences, the simplest way is to create Saved Search Email Alerts.

These work within the Events and Job Listings modules only; they are not available for appointments.

Navigate to Events or Job Listings, and use the filters to define your search criteria. We recommend adding “Function” rather than “Job Title” for a job search to allow for a broader set of results. When you are happy with your returned search results, head to the bottom left of the page, and click



Turn on email alerts for this search

Using the pop-up, change the name of your search to something you will remember (should you need to update it) and set the frequency to “Daily”. You can disable these notifications at any time.

## Update your Account Settings

- 1) **Navigate to your account avatar at the bottom left corner of CMG BEARS**
- 2) **Confirm your email address:** Click on “Account Settings” to confirm your contact email and add your non bmail email address as an alternate.
- 3) **Opt in or out of the Candidate Search:** Determine whether or not you want your information, and eventually your resume, to be available to recruiters in our Candidate Search. You must opt-in AND have your Haas formatted resume approved ([see section 2 of ‘Upload Application Materials’](#)) to be included in the Candidate Search.
  - **Note: You can turn this on or off at any time. The advantage to being included is that you are passively receiving potential jobs and outreach from recruiters. If you report an accepted offer in CMG BEARS, you will be automatically removed from the Candidate Search. However, if you are not actively seeking, you may prefer to opt out. See Instructions below:**



**Step One:** Click on your account Avatar

**Step Two:** Click on Account Settings

**Step Three:** Click on Edit, update your choice and Save Changes

## 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.

**Resumes**  
+ Add New Resume

Consulting Resume January 2020 **Approved**  
Last modified on 07/06/2020

General Resume November 2019 **Approved**  
Last modified on 07/06/2020

Updated Resume as of June 2020 **Resubmitted**  
Last modified on 07/06/2020

**Cover Letters**  
+ Add New Cover Letter

Deloitte Cover Letter  
Last modified on 07/06/2020

McKinsey Cover Letter December 2019  
Last modified on 07/06/2020

**Transcripts**  
+ Add New

You currently have no transcripts in the system.

All Application documents (outside of the URL section) must be uploaded in **PDF** format to ensure employers can easily download these into “Application packets.”

*Please note this is an old image and the “Background” tab is now called “Profile”. All other areas are the same.*

[Back to](#)

**2) In the Resume Section:** You can upload as many resumes you would like. However, only **ONE** resume can be featured in the Candidate Search module and it must be in the Haas Format. Make sure to mark which resume you want featured as the Primary by checking the box called “This is my primary resume” when uploading your Haas Formatted resume.

- Candidate Search 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.
- **Note:** *You can change which resume you would like to be your primary at any given time, see instructions below:*

The first screenshot shows the 'Application Materials' tab with a list of resumes. A red box highlights the three dots next to 'test three' with the text: 'Step One: Hover over the three dots for your desired resume'. A red arrow points from this box to the second screenshot. The second screenshot shows the same list, but with a dropdown menu open for 'test three'. A red box highlights the 'Make Primary' option with the text: 'Step Two: Click on "Make Primary"'.

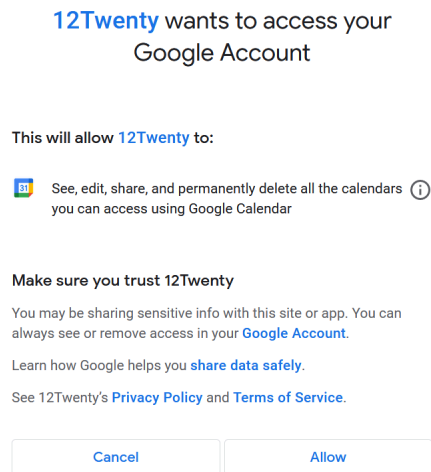
Your resume will go through a “review and approval” process before you can begin to use it as an official document for the Candidate Search function. Click the “Submit for approval” button to initiate the resume approval process with the CMG team. We will reach out to you if we have any feedback after reviewing your resume.

- **IMPORTANT:** In order for you to be included in the Candidate Search, your resume must be in the Haas format. Visit the [CMG Resources Website](#) to download the Haas Format Resume Template and access additional resources to help you refine your resume.

## Calendar Sync

- 1) Go to your “Account Setting” (bottom left, next to your name and avatar).
- 2) Click “Authorize” in the Calendar Sync section of your Account Settings (see section above) to begin the process of pairing CMG BEARS with your bCal.  
**NOTE:** You have to use your xxx@berkeley account. NOT your xxx@mba.berkeley.edu alias
- 3) Go through the authentication steps through your preferred calendar (Google shown at right). When prompted, click “Allow”.

The screenshot shows a Google sign-in page. At the top, it says 'accounts.google.com/signin/oauth/identifier?redirect\_uri=https...'. Below that is a 'Sign in with Google' button. The main heading is 'Sign in to continue to 12Twenty'. There is a text input field for 'Email or phone' containing 'hellostudent@berkeley.edu'. Below the input field is a link for 'Forgot email?'. At the bottom, there are links for 'Before using this app, you can review 12Twenty's privacy policy and terms of service.', 'Create account', and a blue 'Next' button.



**4) Once authenticated, return to the Calendar Sync section and click “Edit” to change your options and answer “Yes” to the 2 questions.**

## • Why you should answer “Yes” to these 2 questions:

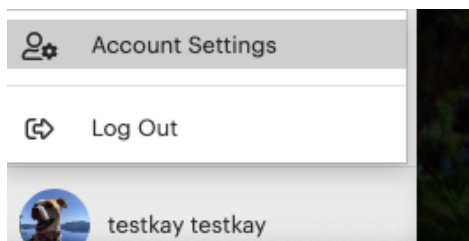
- When you sign up for an event, a coaching appointment, or a workshop, the confirmed booking will automatically sync to your calendar.
- If you make a change in your personal calendar, it will sync through to your CMG BEARS calendar for your availability.

- **NOTE:** This does NOT apply to availability for interviews scheduled via CMG-Managed Interviews in the system. You will still need to update your availability in the “My Interview Availability” under the “Jobs and Interviews” module

## QR Code Passport

In order to make checking in for your appointments or workshops in S300 (CMG’s offices) even easier, you can each create and download your unique QR code to either Apple Wallet or Android Pay. On arrival in the CMG suite, say hi to the person at the front desk and present your phone or code for scanning (just like boarding a plane with a digital boarding pass) and this will get you checked in, and your coach will come and meet you on the comfortable couches in reception.

Here’s how to do it:



Go to your Account Settings, and click through to be taken to your page.

Your 12Twenty Passport™



This is your 12Twenty Passport™, which uniquely identifies you. You can use your 12Twenty Passport™ to check in to events or appointments. You may also add your 12Twenty Passport™ to your Apple Pay or Google Pay wallet by [sending yourself an email](#). Alternatively, you can print your 12Twenty Passport™ and use it to check in to events and appointments.

Click on the link that says “[sending yourself an email](#)”.

This email will contain simple, step-by-step instructions, on how to add this to your phone’s wallet, for easy access when attending CMG coaching appointments and workshops.

## Homepage

After setting up your profile, you will see the following boxes on your homepage for all future logins:

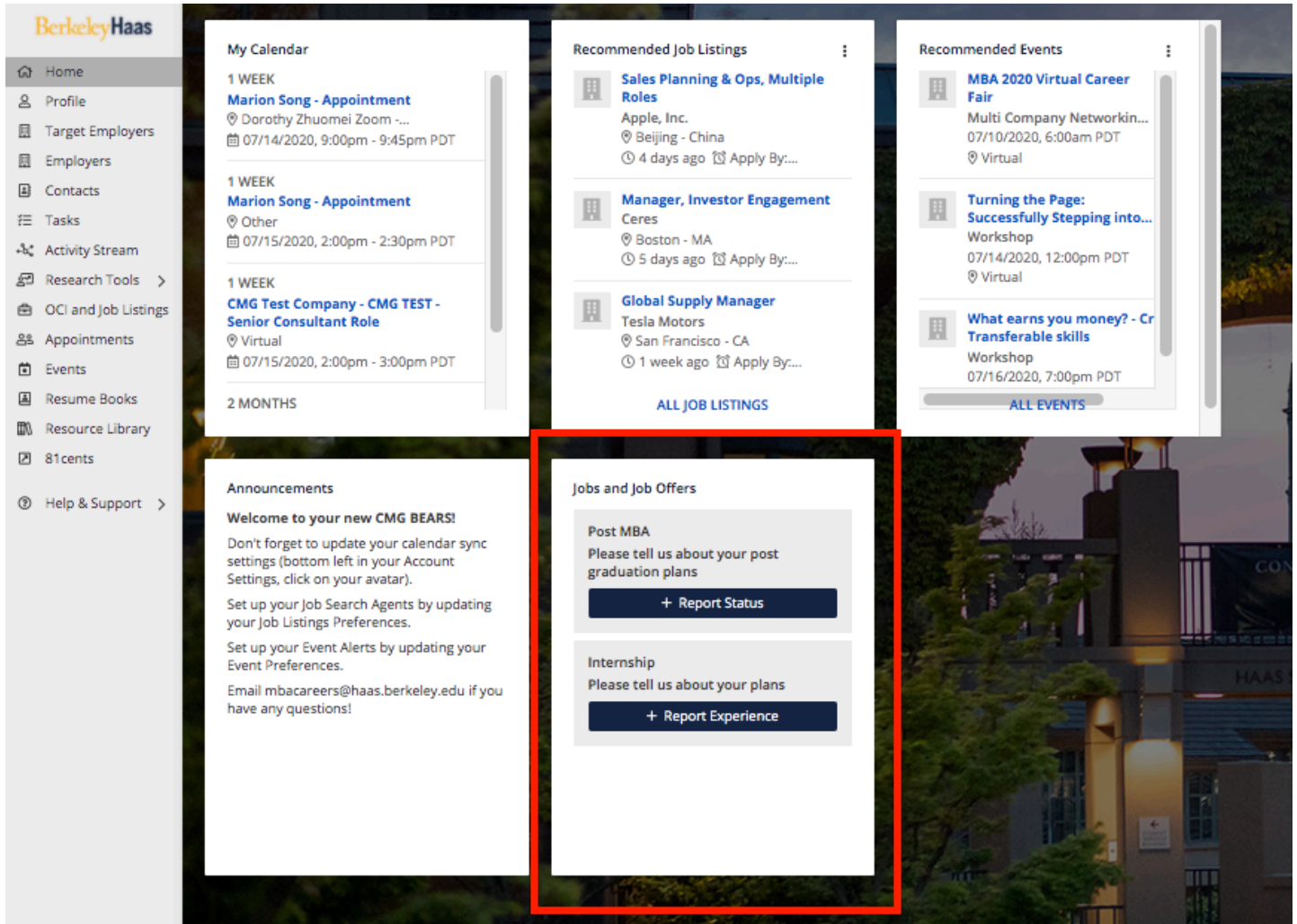
- **My Calendar** - This tile will list any upcoming appointments, events, and interview commitments that you have registered for within the platform.
- **Recommend Job Listings** - This tile will recommend jobs specific to the program you are enrolled in and unique career interests. Keep the “**Preferences**” 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.
- **Announcements** - These announcements come directly from the Career Management Group team. Check this tile often as it will frequently be updated with new information.
- **Jobs and Job Offers** - Quick access to submit new internship and post-grad outcome data.

## Outcome 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 MBA or Internship. 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! CMG is here to help you every step of the way.

## Post MBA Outcome Options

**Report Status**

Post MBA

Please tell us about your plans

- Pending Job
- Accepted Job
- Sponsored Job
- Own Venture
- Seeking Employment
- Continuing Education
- Postponing job search
- Not seeking for other reason

[Why are we collecting this data?](#)

Last Edited: 02/11/2016

Boston Consulting Group, The (BCG) - Spring 2016  
Consultant - NY

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

**Job - Offer Accepted**  
(\*) indicates a required field.

**Basics**

Employer \*  
Employer

Job Title \*  
Job Title

Detailed Industry \*  
-- Please select an Industry --

Detailed Function \*  
-- Please select a Job Function --

**Location**

Job Country \*  
Job Country  
☐ Location not yet determined

Job City \*  
Job City  
Example: Philadelphia - PA or London - England

**When**  
If you do not know the exact day, please approximate.

Offer Received Date \*  
MM/DD/YYYY

Offer Accepted Date \*  
MM/DD/YYYY

Start Date \*  
MM/DD/YYYY

End Date \*  
MM/DD/YYYY  
☒ No end date

**Compensation**  
Currency Receiving  
USD

Base Salary \*  
\$ per year

Expected Commission  
☐ Do not expect to receive Expected Commission  
\$ per year

Expected Bonus \*  
☐ Do not expect to receive an Expected Bonus  
\$ per year

Guaranteed Bonus \*  
☐ Did not receive Guaranteed Bonus  
\$ per year

Other Guaranteed Compensation \*  
☐ No Other Guaranteed Compensation  
\$ per year

Carried Interest \*  
☐ Did not receive Carried Interest  
\$ - per year

4) After completing the quick survey, the reported Outcome will display in your Profile under the "Jobs and Job Offers" tab



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

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.

**5) To accept a previously entered pending/received offer, simply click the ellipsis and select “Accept”. There are also now clearly marked “Accept: and “Reject” buttons. To edit a previously entered offer, you still use the ellipsis button.**

Google - Summer 2021

PMM

Offer Date: 02/08/2021

**Internship - Offer Received**

Last Edited: 03/10/2021



Edit  
Delete  
Accept  
Reject

Have more to add? Let us know here...

You will be taken to a new mini-survey and asked to enter the date you accepted, and you also have the opportunity to indicate whether you negotiated a higher salary, and add this information to the offer before finalizing it.

## Accept this Offer: PMM At Google

### When

Offer Accepted Date \* ⓘ

Start Date

MM/DD/YYYY

End Date

MM/DD/YYYY

☐ Will continue into the school year

### Negotiation

Did you negotiate any elements of this offer? \*

☐ Yes ☐ No

### Other

Does this role have a social impact component? \*

☐ Yes ☒ No

Cancel

Accept Offer



Did you negotiate any elements of your compensation? X

Starting Compensation	Negotiated?	Original Offer	Final Negotiated Offer
Base Salary * ?	<input type="radio"/> Yes <input type="radio"/> No	\$ 100000	\$ 100000 per month
Expected Bonus * ?	<input type="radio"/> Yes <input type="radio"/> No	\$ 0	\$ 0 per year
Other Guaranteed Compensation * ?	<input type="radio"/> Yes <input type="radio"/> No	\$ 0	\$ 0 per year
Sign On Compensation			
Signing Bonus * ?	<input type="radio"/> Yes <input type="radio"/> No	\$ 0	\$ 0
Other Compensation			
Stock Amount * ?	<input type="radio"/> Yes <input type="radio"/> No	\$ 0	\$ 0

Cancel
Save

6) To report a rejected offer you must first add it as a “Pending Job” and then reject it for the “Jobs and Job Offers” tab:

Morgan Stanley  
Investment Banking Associate

Offer Date: 08/06/2020

**Offer Received**

Approved by Kay Dawson (unapprove) · Included in Reporting · Last Edited: 08/26/2020



Edit  
Delete  
Accept  
**Reject**

## Manage Employer Relationships

Now let's take a look at how you can build and manage your list of target employers that you are interested in 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 CMG BEARS!

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.

## Target Employers/Contacts

### 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
- 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.

Employer	Status	Priority	Most Recent Activity
Boston Consulting Group, The (BCG)	Informational Interview	High	12/31/0000
Deloitte Consulting LLP	Application Submitted	High	12/31/0000
McKinsey & Company	Received Interview	High	12/31/0000
Activision Blizzard	Research Company	Low	12/31/0000

## 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.

### 3) 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.

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

### Add Note

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

Cancel

Save

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.

### Add Task

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

Cancel

Save

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 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. CMG 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 CMG 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 for yourself right from the Directory list page.

**BerkeleyHaas**

**Employer Directory**

Company Name

Name: All + Add Filter Reset

Employer	Most Recent Activity
<b>11.2 Capital</b> Financial - Venture Capital 2-10	
<b>1988</b> Consumer Products - Alcohol, Consumer Products - Beverages / Food 5001-10000	
<b>20th Century Fox</b> Media - Radio / TV / Cable / Film 1001-5000	
<b>23andMe, Inc.</b> Healthcare - Biotechnology 501-1000	
<b>52 Capital Partners, LLC</b> Financial - Investment Banking / Brokerage 2-10	
<b>8minutenergy</b> Energy / Utilities - Alternative Energy 51-200	Attended BERC Energy Career Night, Feb 2 06/06/2019 -Betsy Ream
<b>A.T. Kearney</b> Consulting - General, Consulting - Strategy 1001-5000	
<b>A3Ventures</b> Transportation / Logistics - General 51-200	
<b>A9.com</b> Technology - Internet Services / E-Commerce 201-500	Hi Betsy, Yes, that is correct. There will no 10/17/2017 -Betsy Ream
<b>Abbott Diabetes Care</b> Healthcare - General, Healthcare - Medical Devices, Healthcare - Other 51-200	

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

**Google** ♥

www.google.com

>10000

Technology - Equipment / Hardware / Networking, Technology - General, Technology - I

Google

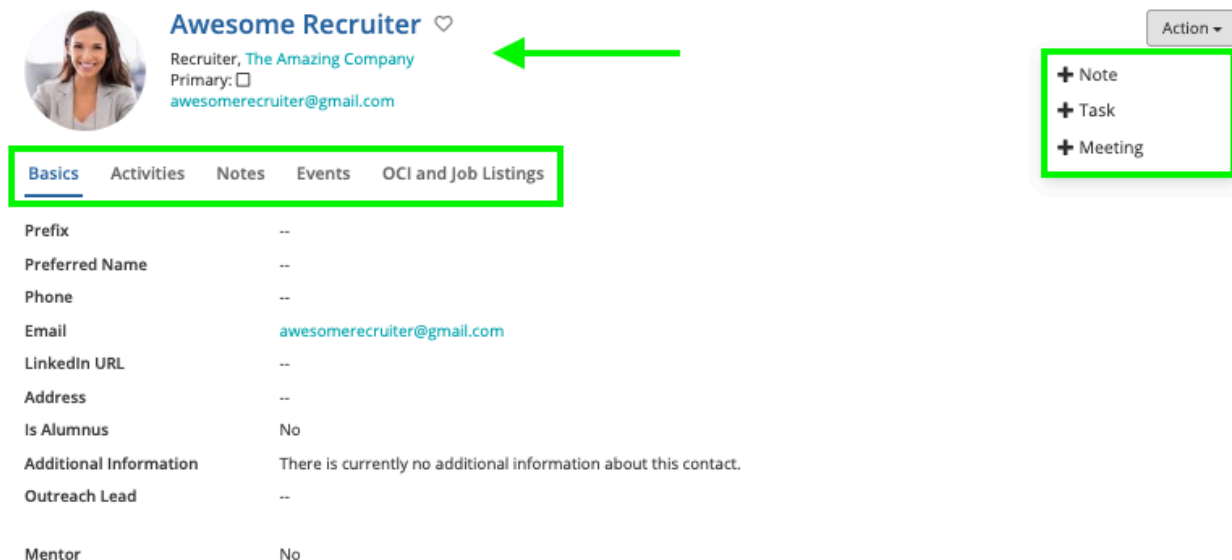
Home Activities Contacts Locations Events OCI and Job Listings Research

- **Home Tab:** Shows the basic information about the employer.
- **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 the CMG employer relations team based on our relationships with that Employer.
- **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. Any contacts you add will only be visible to you, not to fellow students or CMG staff.

- **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.
- **Events Tab:** Shows if the employer is hosting or attending any networking events (past and present). Simply click on the “**Event Title**” to see more info & to RSVP to that event if registration is open.
- **Jobs and Interviews Tab:** Shows if the employer has any job postings or CMG-Managed interviews 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.
- **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.

### 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

**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

Action ▾

- + Note
- + Task
- + Meeting

- **Activities / Notes Tab:** Shows a historical view of all of **your** recruiting activities (notes, tasks, meetings) related to the Contact. You can also see tips and resources shared by your CMG Employer Relations team based on their relationships with this contact.

The screenshot shows the 'Activities' tab for a contact named 'Awesome Recruiter'. The contact's profile includes a photo, name, title 'Recruiter, The Amazing Company', and email 'awesomerecruiter@gmail.com'. Below the profile are tabs for 'Basics', 'Activities' (highlighted with a green box), 'Notes', 'Events', and 'OCI and Job Listings'. The 'Activity Stream' section shows two activities: a task 'Send Thank you Note due 4/6/2020' and a note 'Had a great conversation with Awesome Recruiter - need to send thank you note'. Both activities are highlighted with green arrows pointing to them. The interface also includes a 'Show Legend' link, a refresh icon, and an 'All Activities' dropdown.

- **Events Tab:** Shows if this Contact has attended any recruiting events(past and present).
- **Jobs and Interviews Tab:** Shows if this Contact has posted any job or participated in CMG-Managed 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 CMG 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"**

## Adding Notes & 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

+ New Task

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
Results: 1

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
- You may also see tips and resources shared by the CMG employer relations team based on their relationships with Employers and Contacts in the system.

Activity Stream

Activity Date  
From To  
MM/DD/YYYY MM/DD/YYYY

Search by Employer or Contact

Note Task Meeting Student Company Contact

Send Thank you Note  
due 04/06/2020  
Send Thank you note  
04/06/2020 - Baron Albert  
Employer: The Amazing Company Contact: Awesome Recruiter

After researching on LinkedIn, I found several Alumni who have or are currently working for The Amazing  
04/06/2020 - Baron Albert  
Employer: The Amazing Company

Had a great conversation with Awesome Recruiter - need to send thank you note  
04/06/2020 - Baron Albert  
Employer: The Amazing Company Contact: Awesome Recruiter

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.  
01/29/2020 - Michael Shapiro  
Employer: 12Twenty Contact: Nicholas Hsu

12Twenty is interested in coming to campus  
11/15/2019 - Nicholas Hsu  
Employer: 12Twenty

Henry loves SF Giants!  
09/10/2019 - Bailey Stump  
Employer: Adtaxi

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  
Corporate Presentation  
Employer Briefing  
Mock Interview  
Office Hours  
On Campus Interview  
On Campus Talk  
Reception/Networking



## 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 both internships and post graduate jobs.

### Steps for navigating the Research Tools:

1. Select the **"Research Tools"** module from the left side nav bar.
2. Navigate to the 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:
  - 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.

Choose an Attribute

Outcome/Location Attributes

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?

Job Phase

Post Graduation

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....

## Outcomes Index

The Outcomes Index provides a high level overview of the employment data collected by Compensation and Total Number of Offers for any given attribute selected (employer, industries, practice areas, geographic location, etc).

- Example: Select the “**Industry**” attribute and “**Sort by**” Average Base Salary to view which Industry has the highest Average Base Salary.

**Outcomes Index**

See how different employers, industries, functions, and more compare when it comes to compensation and number of offers accepted at Burns.

Industry change

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

Sort By: Avg. Base Salary ▼

[Get Results](#)

	Industry	Avg. Base Salary <sup>1</sup>	Total Number of Offers <sup>1</sup> (% of All Offers)
1	Media/Entertainment <a href="#">Drill Down</a>   <a href="#">Expanded Results</a>	\$66,333 per year	3 (2.4%)
2	Hospitality <a href="#">Drill Down</a>   <a href="#">Expanded Results</a>	\$64,800 per year	3 (2.4%)

## 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 change

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)**

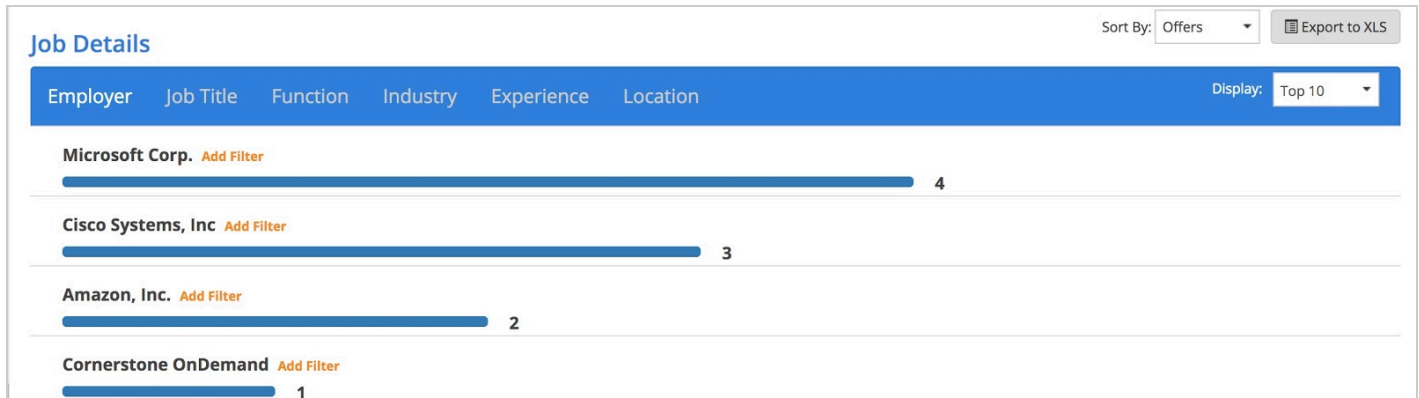
Year	Max	Average	Median	Min	Offers <sup>2</sup>
2022	I/D	I/D	I/D	I/D	0
2021	I/D	I/D	I/D	I/D	0

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 students in this industry, common job titles and functions, years of experience historically needed for these types of salaries, and locations.

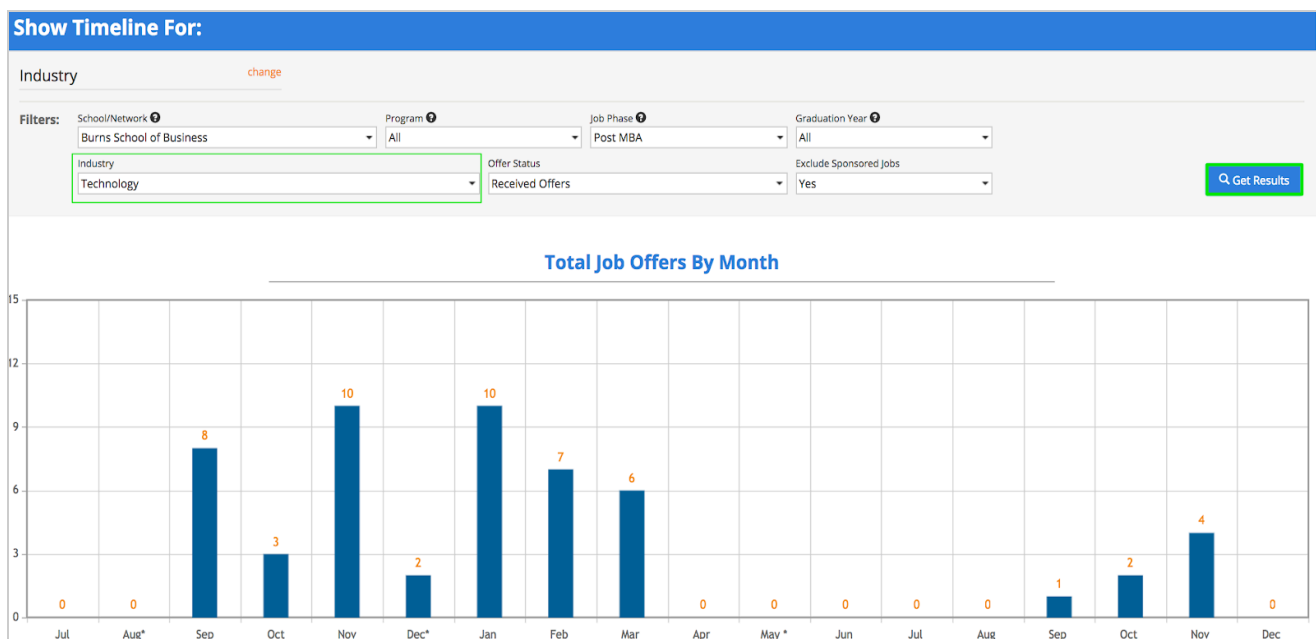


## Offer Timeline

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.

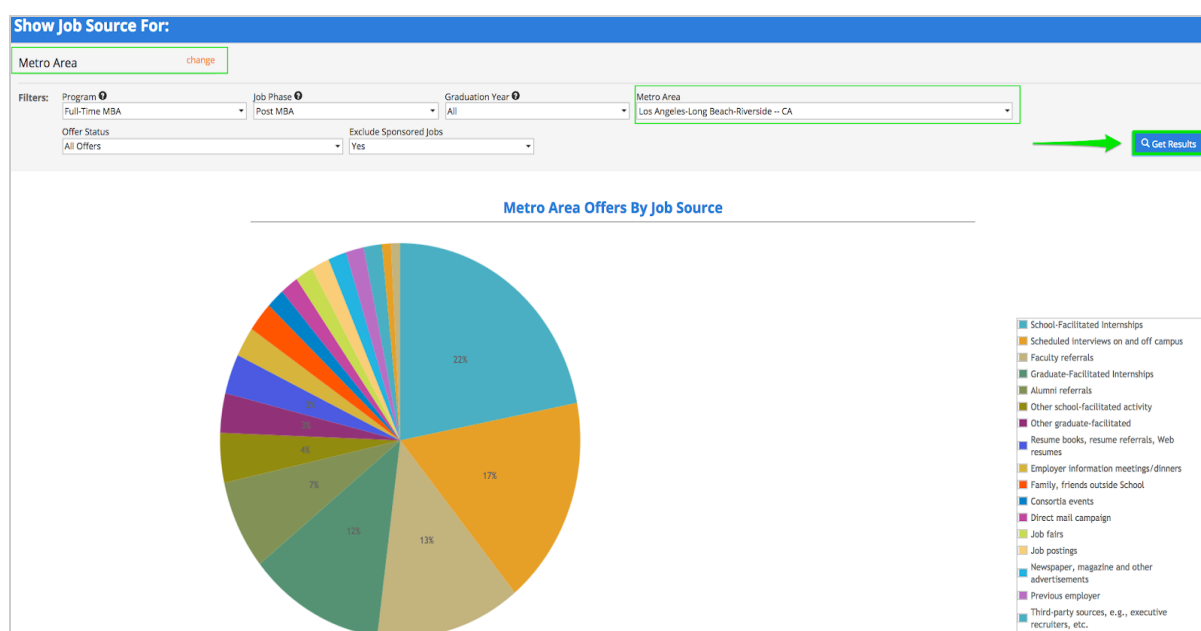


## Offer Job Source

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.



## Interview Question Database

The Interview Question Database stores interview data and insights from past graduates. While national tools like Glassdoor.com are great, the Interview Database has data unique to the types of employers that commonly interview and hire students/graduates from our school. This is a great place to start to understand the common questions and interview experiences our community has. Use this tool as a starting point to prepare for your upcoming interviews.

CMG is in the process of classifying years of interview questions shared by Haas MBA students and uploading them into the Interview Question Database. [In the meantime, you can access the file here.](#)

***When the question migration is complete, you will see the link for the IQD appear in the left-side navigation bar.***

- Example: A student is seeking insight on the interview style and questions asked by employers in the Financial Services industry and specifically their dream employer “JP Nelson”.
- 1) First select the “Industry” attribute and then layer an additional “Employer” attribute to further target your results by clicking the “+” button.

Industry: Financial Services | Employer: JP Nelson

Program: All | Job Phase: Post MBA | Academic Year: All | Round: All | Format: All | Added By: All

Exclude Sponsored jobs: Yes

Sort By: Date

[Get Results](#)

2) Click the **“Get Results”** button to see the interview data populate below the search box.

- **Interviews Tab** - Allows you to see the interview details submitted by your peers in an anonymized way. The reported experience populates via an insights box to the right of the selected interview.
- **Interview Questions Tab** - Focuses in on the most commonly asked interview questions for the attributes selected with additional data on when these questions come up.
- **Interview Insights Tab** - Focuses in on the insights students have shared about their interviews for the attributes selected.

Interviews			<a href="#">Export to Excel</a>
Date	Interview	Interview Details	
03/15/2016	<b>JP Nelson</b> Sales Manager	Post Graduation	<b>JP Nelson</b> Sales Manager <b>Basics</b> Industry: Financial Services Function: Finance/Accounting Source: Job fairs <b>Details</b> Length: 60 Minutes Format: In Person Interview Round: First Round <b>Questions</b> <b>Question 1:</b> Tell me a little bit about yourself? Here's the deal: Don't give your complete employment (or personal) history. Instead give a pitch—one that's concise and compelling and that shows exactly why you're the right fit for the job. Start off with the 2-3 specific accomplishments or experiences that you most want the interviewer to know about, then wrap
03/15/2016	<b>JP Nelson</b> Senior Financial Analyst	Post Graduation	

## 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 **“Jobs and Interviews”** 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 “CMG-Facilitated Interview Round” the employer is looking to host Interviews for the listing they have open (these can take place On/Off-Campus and virtually).
- **Job Listings Tab** - Click on this tab if you would like to sort for just the job listings.
- **CMG-Facilitated Interview Tab** - Click on this tab if you would like to sort for employers who are partnering with CMG 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 employer’s 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.

## 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.

### Jobs and Interviews

<a href="#">All</a> <a href="#">CMG-Managed Interviews</a> <a href="#">Job Listings</a> <a href="#">12Twenty Job Listings</a> <a href="#">Applied</a> <a href="#">My Interview Availability</a>					
Employer, Job Title, or Keyword <input type="text"/>					
Job Status: <a href="#">Approved</a> , <a href="#">Application Open</a> ▾           Employer ▾           Job Title ▾           City ▾           Type of Job ▾           + Add Filter <a href="#">Reset</a>					
IF Posting Date ▾					
Job	Favorite	CMG-Managed Interview Round	Interview Date	Job Status	Application Status
 <b>Manager-Strategic Sourcing – Perioperative/Orthopedic And Capital Servic...</b> NYU Langone Health New York - NY 1 week ago  Apply By: 09/08/2023, 5:00pm... FEATURED		--	--	APPLICATION OPEN	Not Applied
 <b>2024 INVESTMENT BANKING ASSOCIATE PROGRAM – Menlo Park</b> Morgan Stanley Menlo Park - CA  Full-Time 1 hour ago  Apply Immediately		--	--	APPLICATION OPEN	Not Applied
 <b>Senior Financial Analyst- Owned Television Stations</b> The Walt Disney Company Glendale - CA  Full-Time 2 hours ago  Apply By: 09/16/2023, 5:00pm...		--	--	APPLICATION OPEN	Not Applied

### 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 set 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 displays the Berkeley Haas job search interface. A 'Save Search' modal is open, allowing users to name their search and set email notification preferences. The modal includes a text input for the search name (pre-filled with 'Saved Search 2023-08-11') and radio buttons for notification frequency: Weekly (selected), Daily, and Disabled. Below the modal, a table of job listings is visible, including positions at NYU Langone Health and Morgan Stanley. At the bottom, a dark blue bar contains a notification bell icon and the text 'Turn on email alerts for this search', along with a link to 'My Saved Searches & Alerts'.

Job	Favorite	CMG-Managed Interview Round	Interview Date	Job Status	Application Status
<b>Manager-Strategic Sourcing – Perioperative/Orthopedic And...</b> NYU Langone Health New York - NY 1 week ago Apply By:... FEATURED		--	--	APPLICATION OPEN	Not Applied
<b>2024 INVESTMENT BANKING ASSOCIATE PROGRAM – Menl...</b> Morgan Stanley Menlo Park - CA Full-Time		--	--	APPLICATION OPEN	Not Applied

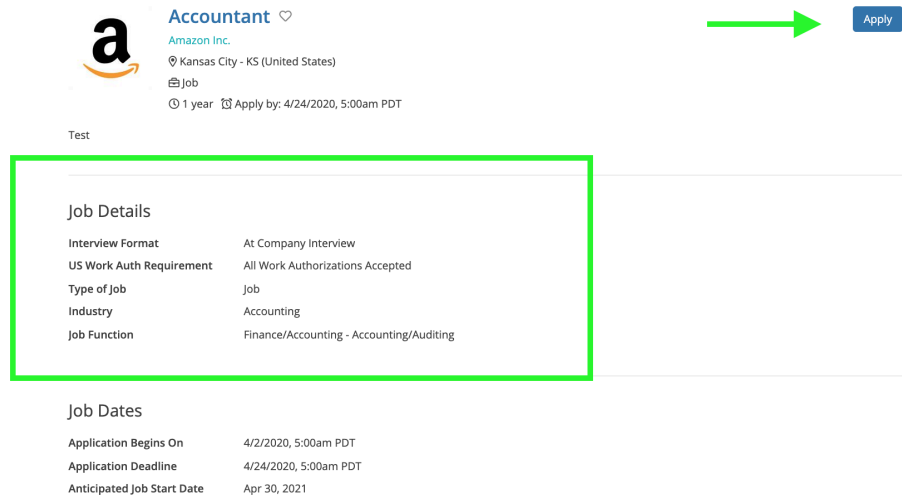
Turn on email alerts for this search [My Saved Searches & Alerts](#)




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

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

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



**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

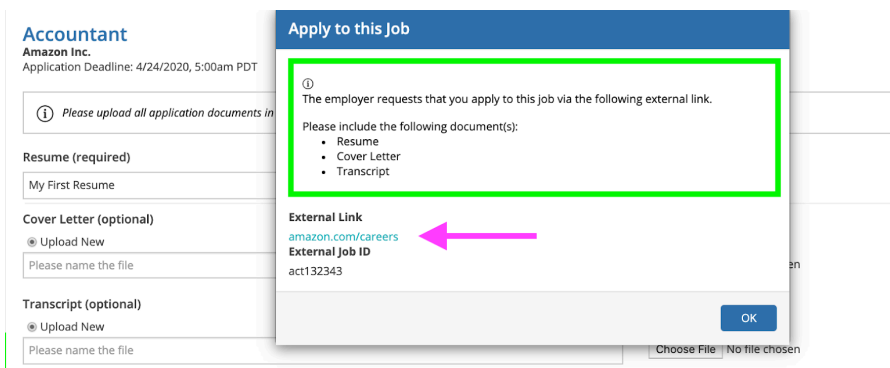
**Job Dates**

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

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

## External Application:

- If the employer has requested to receive the applications by email 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.



**Accountant**  
 Amazon Inc.  
 Application Deadline: 4/24/2020, 5:00am PDT

① 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**

① 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](https://amazon.com/careers)  
**External Job ID**  
 act132343

OK

Choose File No file chosen

## CMG BEARS 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.**”*


**Accountant**  
Amazon Inc.  
Application Deadline: 4/24/2020, 5:00am PDT

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

**Resume (required)**  
My First Resume

**Cover Letter (optional)**  
Upload New  
Please name the file   No file chosen

**Transcript (optional)**  
Upload New  
Please name the file   No file chosen



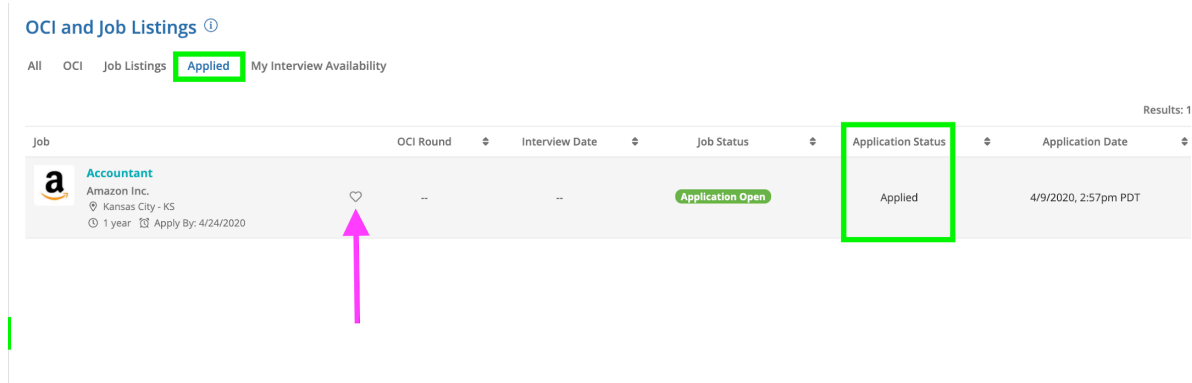
Don't forget to click the “**Apply**” button on the bottom of the page to complete your application.

## 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.

## 8) Keep track of your Applications

- Use the “**Applied**” tab of the “**CMG-Facilitated Interview 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 or an external website - you should keep track of this using the “**Target Employers**” module.



## Navigating CMG-Facilitated Interviews

Some employers partner with the CMG team to host interviews for the listing they have open. Every year we have a handful of employers that participate in these recruiting programs called “CMG-Facilitated Interviews.” Let’s take a look at how to apply for an interview with employers participating in CMG-Facilitated Interviews.

[CMG BEARS CMG-Facilitated Interviews Terminology Cheat Sheet](#) was created to help you understand the language used in the system.

[CMG-Facilitated Interviews FAQ: 2024-2025](#) was created to answer questions about what happens after you submit your applications for a CMG-Managed Interview.

### 1) From the “Jobs and Interviews” module click on the CMG-Facilitated Interviews Tab

- **CMG-Facilitated Interviews Tab** -This tab allows you to sort for just the **CMG-Facilitated Interviews** listings. On the screen below, you will see all the CMG-Facilitated interviews opportunities available to you.
- **CMG-Facilitated Interview Round** - We divide CMG-Facilitated interview visits into separate weeks each year. This column just defines what week an employer is hosting interviews.
- **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

- Use the “**filters**” to target your search by location, CMG-Facilitated Interview Round, interview date, industry, etc.
- Click on the “**heart**” icon to favorite a listing.




OCI and Job Listings ⓘ

All OCI Job Listings Applied My Interview Availability

Employer, Job Title, or Keyword

Job Status: Approved, Application Open Employer: All Job Title: All Metro Area: All Type of Job: All + Add Filter Reset

Posting Date Results: 1

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


### 3) Once you click into a CMG-Facilitated Interviews 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.

### 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 CMG-Facilitated Interview.
- 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."***

**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

No file chosen

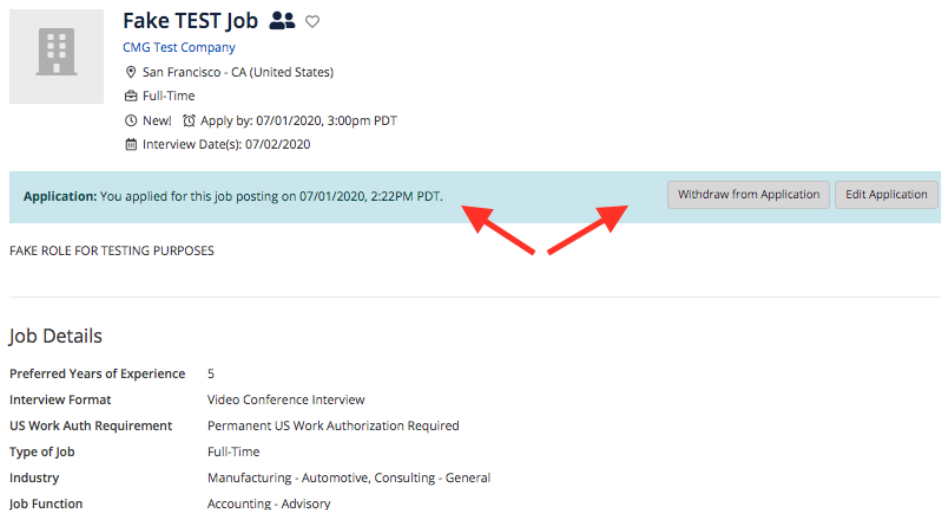
- Don't forget to click the "Apply" button on the bottom of the page to complete your application.**

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.

## 6) Check the status of your CMG-Facilitated Interview applications

- You can check the status of your applications and interviews from the **“Applied”** tab of the **“Jobs and Interviews”** module.
- By clicking on the CMG-Facilitated Interview, you will be able to see when you applied as well as take action in terms of editing your application (before the deadline) or withdrawing your application if you decide you are no longer interested.
- You will also receive emails throughout the interview process with a direct link to the CMG-Facilitated interviews so you can take the next steps at the right time.

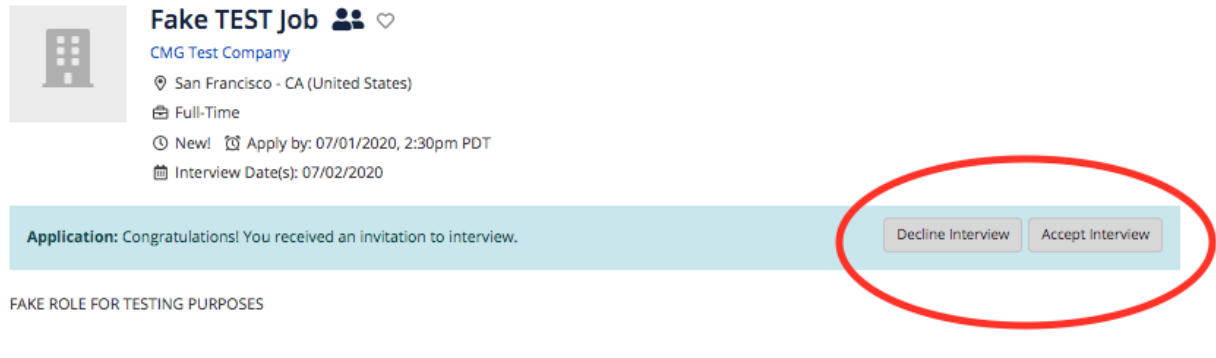




- After the application deadline, the employer will receive your application materials and make a decision on the students they want to interview.

## 7) Accept or Decline your invitation to interview

- Once the employer has finalized and notified students of their decisions via CMG BEARS, you will receive an automatic email notifying you of the decision. Follow the link to the posting in the email OR look at the CMG-Facilitated Interview in the **“Applied”** tab of the **“Jobs and Interviews”** module, and click on the posting again to see a blue bar at the top of the page that prompts you to Accept or Decline. Once you have accepted, you will see another screen message alerting you that you will be notified when you have been assigned an interview time.

- If you received a notification that you are an Alternate, you **do not need to take any action**. You will be notified again if you are promoted to an interview slot.
  - **NOTE:** you will **not** be eligible to sign up for an interview time - it will be assigned to you based on what you have inputted into the “My Interview Availability” tab of the “Jobs and Interviews” module. Make sure that is updated.



**Fake TEST Job**  

CMG Test Company

San Francisco - CA (United States)

Full-Time

New! Apply by: 07/01/2020, 2:30pm PDT

Interview Date(s): 07/02/2020

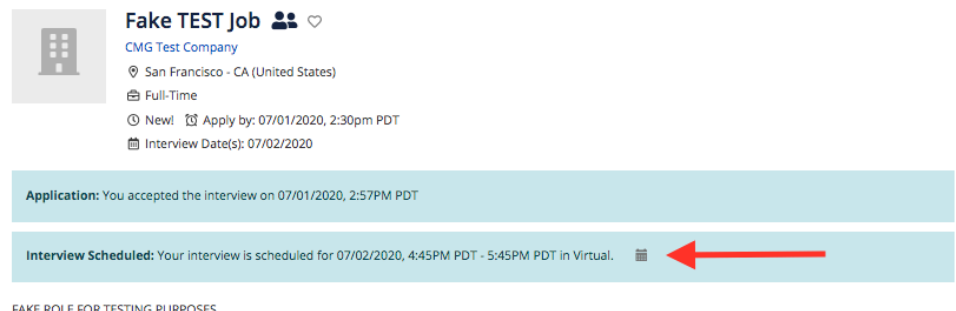
**Application:** Congratulations! You received an invitation to interview.



Decline Interview Accept Interview

FAKE ROLE FOR TESTING PURPOSES

## 8) Update your CMG-Facilitated “Interview Availability” as listed under your CMG BEARS profile.

- BEARS works to find the best fit for the most people possible, so you increase your chance of getting a conflict-free interview time if you update this.
  - You can do this by going to the “Jobs and Interviews” tab and navigate to the “My Interview Availability” tab.
  - You are blocking off the time that you **ARE NOT** available. Be sure to refer back to the interview dates listed on the CMG-Facilitated Interviews that you applied to so you can be specific about your availability.
    - Your Bcal DOES sync with CMG BEARS, so the most important thing to add to your “My Interview Availability” blocks are any personal or family duties that aren’t represented on your bcal.
    - Continue to update this if your availability tends to change from week to week based on other interviews you have scheduled (via OCI and other applications)
  - Deadline: This is most important before a Accept/Decline deadline passes for an CMG-Facilitated interview you’ve applied to as interview schedules are automatically run that day based on what students have inputted into their “My Interview Availability”



**Fake TEST Job**  

CMG Test Company


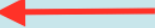
San Francisco - CA (United States)

Full-Time

New! Apply by: 07/01/2020, 2:30pm PDT

Interview Date(s): 07/02/2020

**Application:** You accepted the interview on 07/01/2020, 2:57PM PDT

**Interview Scheduled:** Your interview is scheduled for 07/02/2020, 4:45PM PDT - 5:45PM PDT in Virtual.  




FAKE ROLE FOR TESTING PURPOSES

## 9) Receive your interview time.

- Once the CMG 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” tab of the “Jobs and Interviews” module.
- You can click the link in the confirmation email or navigate to the CMG-Facilitated Interview listing from the Applied tab to view the interview time.


## 10) Swap times with another student if needed.

- If the system has slotted you into a time that you cannot make, then click the “Edit” button in the “Interview Scheduled” blue highlighted section. It will take you to a screen that shows you the other interview times


**Fake TEST Job**



CMG Test Company  
 San Francisco - CA (United States)  
 Full-Time  
 New! Apply by: 06/30/2020, 11:59pm PDT  
 Interview Date(s): 07/02/2020

Application: You accepted the interview on 07/01/2020, 2:57PM PDT

Interview Scheduled: Your interview is scheduled for 07/02/2020, 4:45PM PDT - 5:45PM PDT in Virtual.
 

FAKE ROLE FOR TESTING PURPOSES

- If a slot is open, select the “Select Time” button under the Action header.

- If a slot is taken by another student, select the “Swap” button and that student will be notified via email that you would like to swap times. If they accept, the system will automatically update your times and you will be notified via email. If they decline, you will be notified via email and you can attempt to swap with another student.

### CMG TEST - Senior Consultant Role - Select an Interview Time

Virtual, Wed, Jul 15, 2020

Interview Time	Status	Action
07/15/2020, 9:00am - 10:00am PDT	Open	Select Time
07/15/2020, 10:00am - 11:00am PDT	Open	Select Time
07/15/2020, 11:15am - 12:15pm PDT	Open	Select Time
07/15/2020, 12:15pm - 1:15pm PDT	Open	Select Time
07/15/2020, 2:00pm - 3:00pm PDT	Open	Swap
07/15/2020, 3:00pm - 4:00pm PDT	Selected	

- Swap requests expire after 24 hours if there is no action taken.

- If no students will swap with you, email [MBArecruiting@haas.berkeley.edu](mailto:MBArecruiting@haas.berkeley.edu) and describe your conflict for us - we will work with you to find another time.

- Once the Student Swap Period ends, **the schedule will be final** and there are no further changes.

## 11) Respond to Swap Requests

- If you get a request to swap from a fellow student, you will receive an email notification linking you back to the page below. Press the check mark to accept the swap request and the “x” to decline.

### CMG TEST - Senior Consultant Role - Select an Interview Time

Virtual, Wed, Jul 15, 2020

Interview Time	Status	Action
07/15/2020, 9:00am - 10:00am PDT	Open	Select Time
07/15/2020, 10:00am - 11:00am PDT	Open	Select Time
07/15/2020, 11:15am - 12:15pm PDT	Open	Select Time
07/15/2020, 12:15pm - 1:15pm PDT	Open	Select Time
07/15/2020, 2:00pm - 3:00pm PDT	Selected	
07/15/2020, 3:00pm - 4:00pm PDT	Pending Response	<input checked="" type="checkbox"/> <input type="checkbox"/>

## Appointments

The Appointments tool will help you stay connected to your CMG partners: career coaches, peer advisors, relationship managers and industry specialists - whether on-campus or virtual. You are able to:

- Book up to three appointments at all times. Once you reach the three appointment limit you will no longer see available appointments.
- Cancel an appointment until 24h before the start time of the appointment.
- Sign up for an appointment until 12h before the start time of the appointment.
- Start booking appointments 21 days prior to the appointment date

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

- Here are the main filters:



Career Adviser ▾ Appointment Type ▾ In-person and/or virtual appointment ▾ + Add Filter 🔁 Reset

Today < > 📅 Aug 1 — Sep 4, 2021 (PST)

You can filter appointments by :


- Preferred date
- Specific career adviser ([check out their BIOs!](#))
- On whether the appointments are virtual only or if an in-person option is available. *Please note that even when an in-person option is available you can always choose to have your appointment virtually.*
- Appointment types offered by CMG. Here are the appointment types available:
  - **Career coaching:** Coaches help you frame your career goals, refine your strategy, and make the transition to presenting yourself as a leader in your search for all industries. They also support you in crafting your stories, evaluating offers, and negotiating.
  - **Peer advisor advising:** Industry-specific peer advisors can help you explore your interest, tailor your resume, begin preparation for behavioral interviews, and help you communicate your interest and relevant skills.
  - **Relationship manager advising:** Industry-specific relationship managers have strong connections with companies. They can help you generate leads and understand how different companies in your field hire and recruit once you have your target list.
  - **Industry specialist advising:** Industry Specialists can give you insider insights and hands-on advice once you are targeted. You should first be meeting with coaches on exploring your interest, crafting your resume, and developing your story. If you are an internship seeking student, you should be meeting with peer advisors first.
  - **Consulting mock case:** casing session with Industry Specialists.

→ You can also toggle between different views (List, Month, Week, Day).


Career Adviser ▾ Appointment Type ▾ In-person and/or virtual appointment ▾ + Add Filter 🔁 Reset

Today < > 📅 Aug 1 — Sep 4, 2021 (PST)

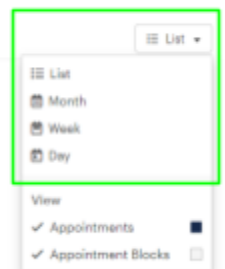
WED 11 AUG

 Dorothy Zhuomei

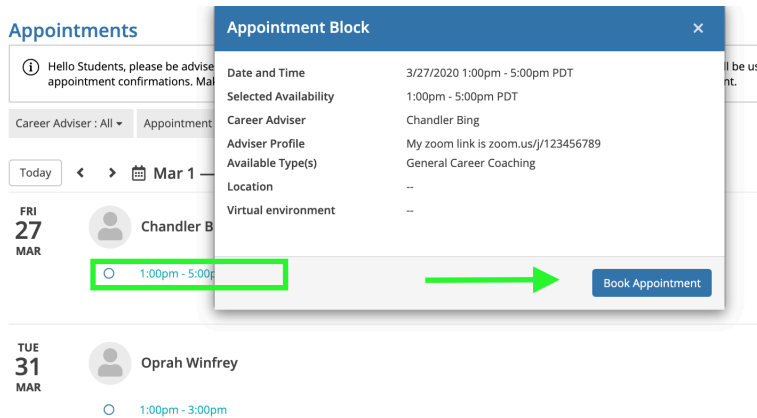
○ 10:30am - 10:45am PDT

 Julia Rosof

○ 9:45am - 10:00am PDT



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



3) Next fill in the quick appointment form so your advisor knows how to prepare for the meeting : select your preferred appointment type, time, see all pertinent information about the Career Advisor , and provide additional information to help your coach better understand your appointment needs.

## Book Appointment


Date: 08/16/2021

Preferred Appointment Type\*: Industry specialist advising

Duration\*: 45 mins

Time\*: 3:15pm PDT

Career Adviser:



Voke Elstein

Adviser Profile:

Voke Elstein is a strategy & operations expert with over 15 years of experience working in Africa and North America. Currently, Voke is a strategy & operations manager on the user experience team at Twitter, focused on ensuring users have healthy conversations on the platform. Prior to Twitter, she ran a consultancy, advising tech start-ups in the Bay Area, and worked at both the store and e-commerce divisions at Walmart.

Voke graduated with her MBA from Haas in 2013 and holds engineering degrees from Stanford and the University of Ibadan, Nigeria.

Preferred Location\*: Voke Elstein Zoom - https://zoom.us/j/97507458868 password: shattuck

Location: --

[Make it a Zoom Meeting](#)

Additional Information: I have an upcoming interview at This Great Company for a **RecOps** role.

Attachments: [Drop files to attach, or browse](#)

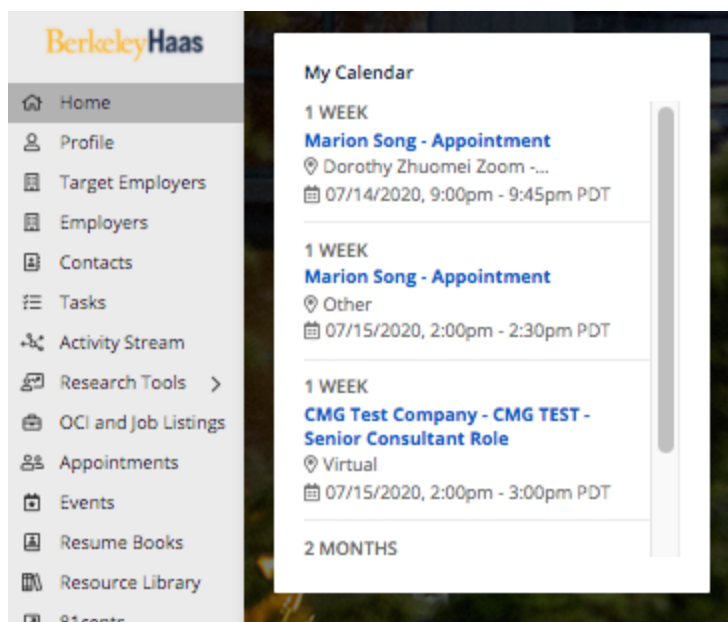
Appointment topic \*: Mock Interview

#### 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 counselor.
- Simply drag and drop any relevant attachments or choose a file from your computer.

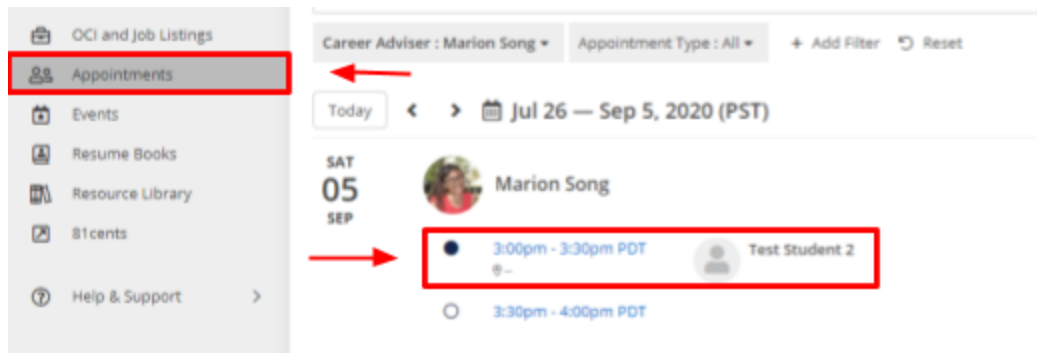
#### 5) Add the appointment to your personal calendar

- After you book your appointment - if you have performed the calendar sync process - it will automatically appear in your bCal.
- Lastly, the booked appointment will show up on the “My Calendar” tile of your homepage to easily remind you!

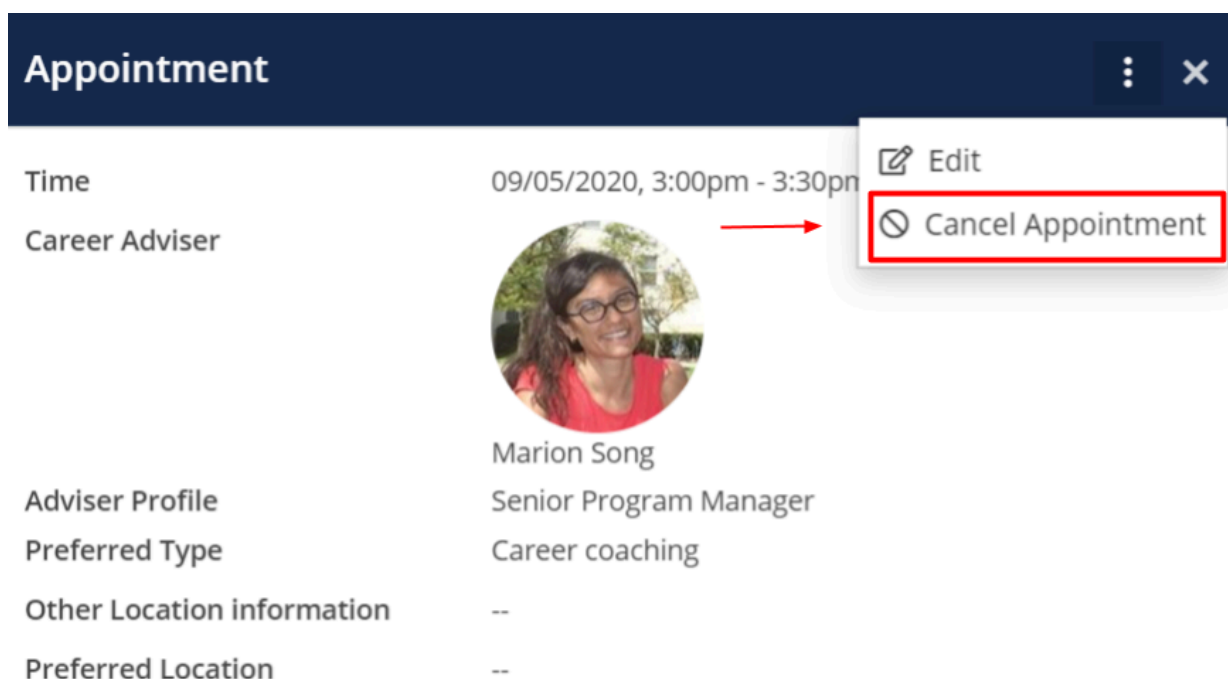


#### 6) Cancel the appointment

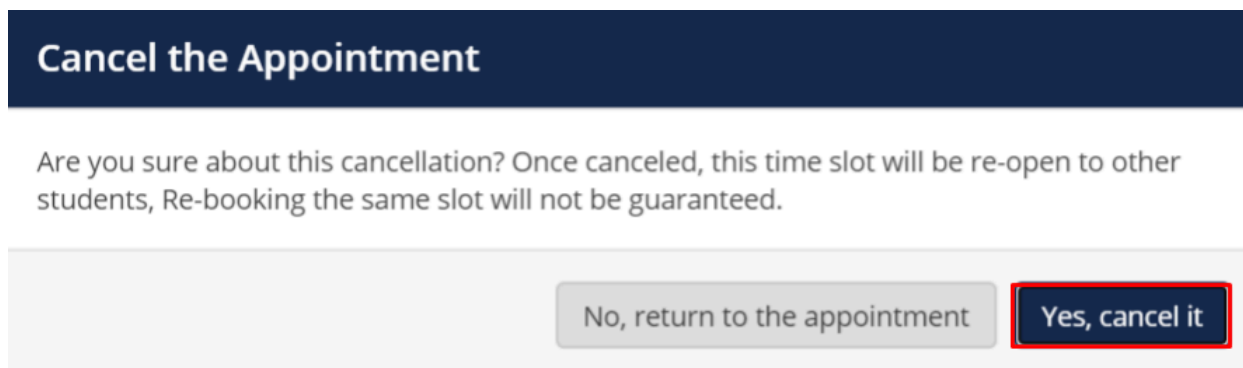
- Navigate to the **Appointments** page from the left navigation panel and select the appointment that you would like to cancel.



- On the new window that appears, select the ellipsis icon. Then select “Cancel, Appointment”.



- Select “Yes, cancel it” to confirm the cancelation of the appointment.



## Events

In the events module, you can register for upcoming events (i.e. Workshops, Webinars, Presentations, Company Chats, Networking Events, Small Group Practice, etc)

### 1) Let's head over to the Events module from the your side nav 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 = Company Presentations"** filter to quickly find the companies who are hosting upcoming events.

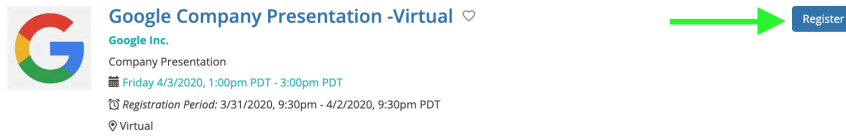
The screenshot displays the BerkeleyHaas Events module interface. At the top, there's a search bar labeled 'Employer, Event Name, or Keyword' and two buttons: '+ Host a Job Fair' and '+ Host an Event'. Below the search bar, filters are shown: 'Employer Name : All', 'Start Date : All Future', and 'Event Type : All', along with '+ Add Filter' and 'Reset' options. The results section shows 4 results. The events listed are:

Event	Student Event Status	Employer Event Status	Registrants (Waitlist)
<b>ResuMANIA!</b> Master Class 04/16/2020, 1:30pm PDT www.gotomeeting.com/resumania	Registration Closed		2
<b>Virtual Office Hours</b> 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)
<b>Google Company Presentation -Virtual</b> Google Inc. Company Presentation 05/06/2020, 1:00pm PDT Virtual	Registration Closed		1 (0)
<b>Design Portfolio Review Networking Reception</b> Job Fair 05/07/2020, 5:00am PDT   Registration Begins On: 05/06/2020,... www.virtualcareerfair.com/ndsu	Registration Not Open	Registration Closed	1

At the bottom, there are two links: 'Turn on email alerts for this search' and '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



**Google Company Presentation -Virtual** ♥  
 Google Inc.  
 Company Presentation  
 Friday 4/3/2020, 1:00pm PDT - 3:00pm PDT  
 Registration Period: 3/31/2020, 9:30pm - 4/2/2020, 9:30pm PDT  
 Virtual

→ Register

**Event Details**

The hiring team from Google will walkthrough the company culture and panel members will give you an inside look at what it is like to work for Google!

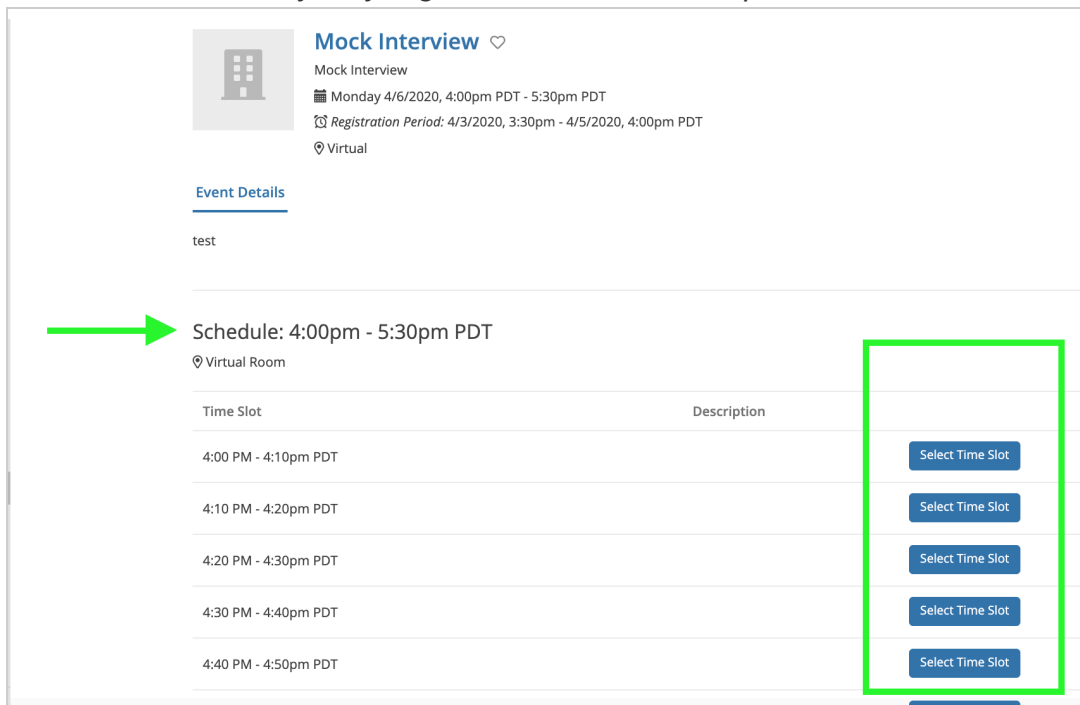
## Other Information

We will reserve the last 30 minutes for Q&A

## Event Info

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 Company Chats or small group practice 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.*



**Mock Interview** ♥  
 Mock Interview  
 Monday 4/6/2020, 4:00pm PDT - 5:30pm PDT  
 Registration Period: 4/3/2020, 3:30pm - 4/5/2020, 4:00pm PDT  
 Virtual

**Event Details**

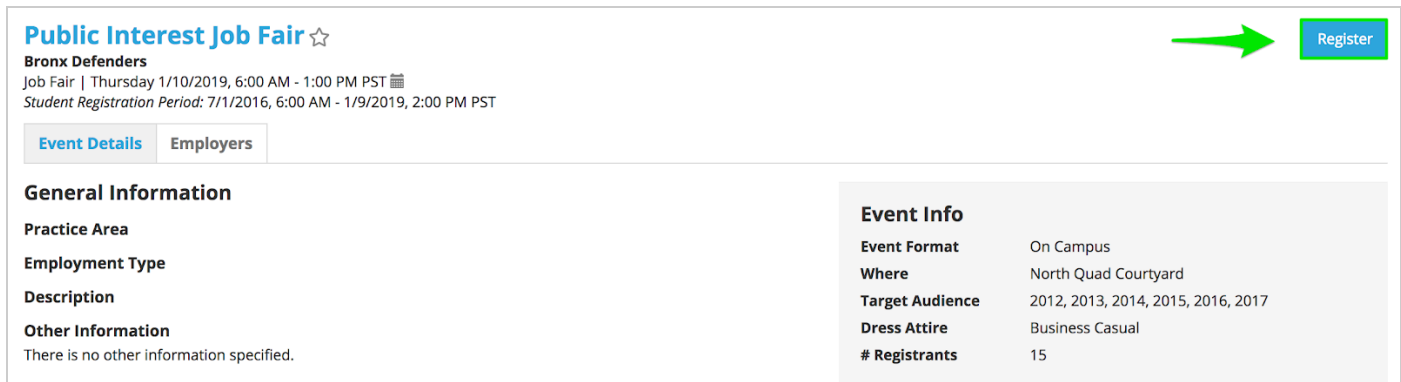
test

→ Schedule: 4:00pm - 5:30pm PDT  
 Virtual Room

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

**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.

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

**Note:** You will also receive a confirmation email detailing all you need to know for the day of the event including date, time, location, and dress code if it was provided.

- A link to cancel registration is also provided in this email. Please remember to unregister in the case that you can no longer attend.

## Locating Virtual Links

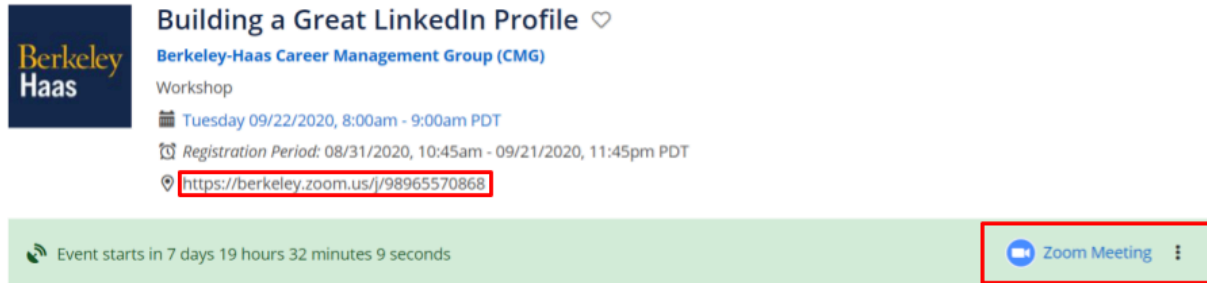
While we are completely virtual, below outlines how we are managing where you find virtual links that come from internal (CMG workshops, appts, events) and external (company presentations and events) sources in CMG BEARS.

**CMG BEARS is always your most up to date source of information:** If the link you have in a reminder email doesn't work, please always check the event or appointment in CMG BEARS for an updated link in the event that there was a change after the automatic reminder email was sent.

**Coaching/Advising Appointments:** Links will be placed in the “Location” field of the appointment, which will appear in your reminder emails and calendar if you have enabled calendar sync.

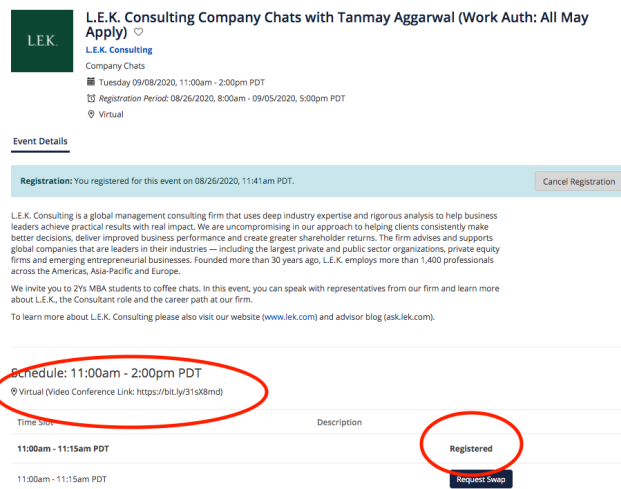
**Small Groups, Workshops, & Company Presentations:** Links will be placed in the “Location” field of the event, which will appear in your reminder emails and calendar if you have enabled calendar sync.

There will also be a virtual platform button to join the event directly from the event page. The link and virtual platform button will only be visible to you after you have registered for the event.



- **IMPORTANT NOTE:** If a company has required you to register for their presentation outside of CMG BEARS, you can expect communication directly from the recruiter that includes the virtual link.

**Company Chats:** Due to these slots being time and schedule sensitive, companies will create a different link for each schedule that they are hosting chats on that day. Please go to the chat event in CMG BEARS that you are registered for, locate the schedule you have registered for a slot on (it will be in **bold** and say “Registered” instead of “Unavailable” next to your time slot), and copy/paste the link underneath that schedule header to join the call at your designated time.



## Networking virtual event

Final logistics emails for larger virtual networking events will contain the correct link.

In most cases, the link will also appear in the Location field of the event in CMG BEARS, just like workshops and presentations.

## Events: These will depend on the platform used (Zoom vs. Hopin).

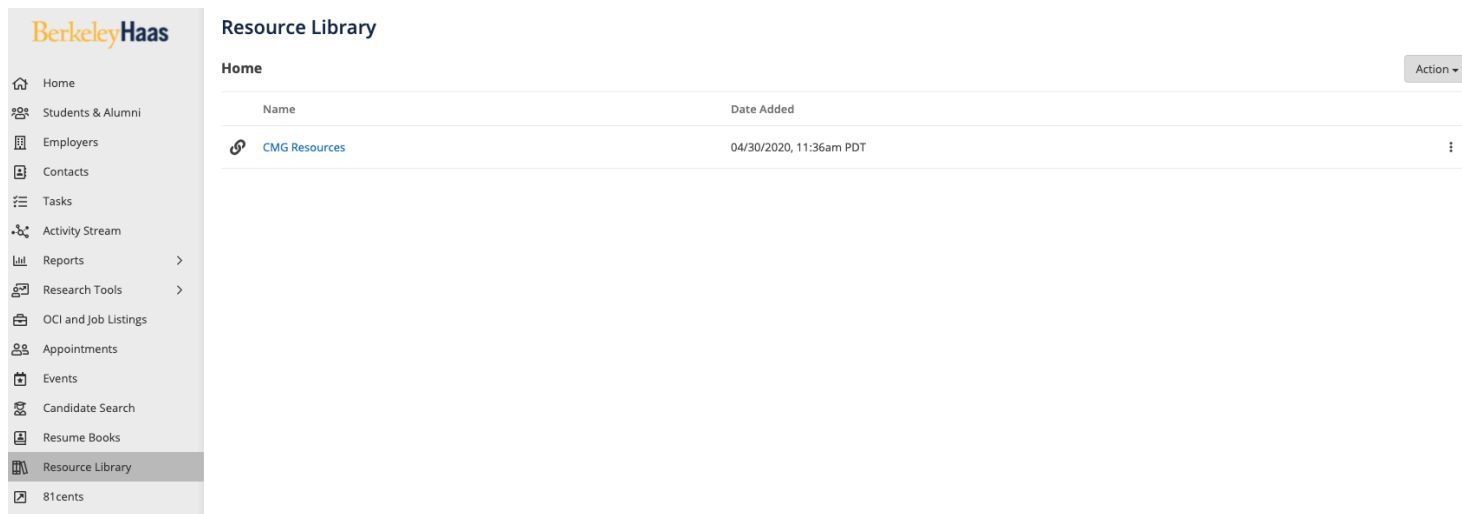


## Resource Library

This is where we will share key links, files and resources to enable you to understand the CMG BEARS platform, the CMG support ecosystem, and get answers to your “where is the link for that..?” questions.

### 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 BerkeleyHaas Resource Library interface. On the left is a sidebar with the BerkeleyHaas logo and a list of navigation items: Home, Students & Alumni, Employers, Contacts, Tasks, Activity Stream, Reports, Research Tools, OCI and Job Listings, Appointments, Events, Candidate Search, Resume Books, Resource Library (highlighted), and 81 cents. The main content area is titled 'Resource Library' and includes a 'Home' button and an 'Action' dropdown. Below this is a table with columns 'Name' and 'Date Added'. The table contains one entry: 'CMG Resources' with a date of '04/30/2020, 11:36am PDT' and a three-dot menu icon to its right.

Name	Date Added
<a href="#">CMG Resources</a>	04/30/2020, 11:36am PDT

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

- We will continue to update the Library, and reference it in CMG Newsletters and on CMG Slack