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CMG BEARS STUDENT & ALUMNI TOOLKIT

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Get Started

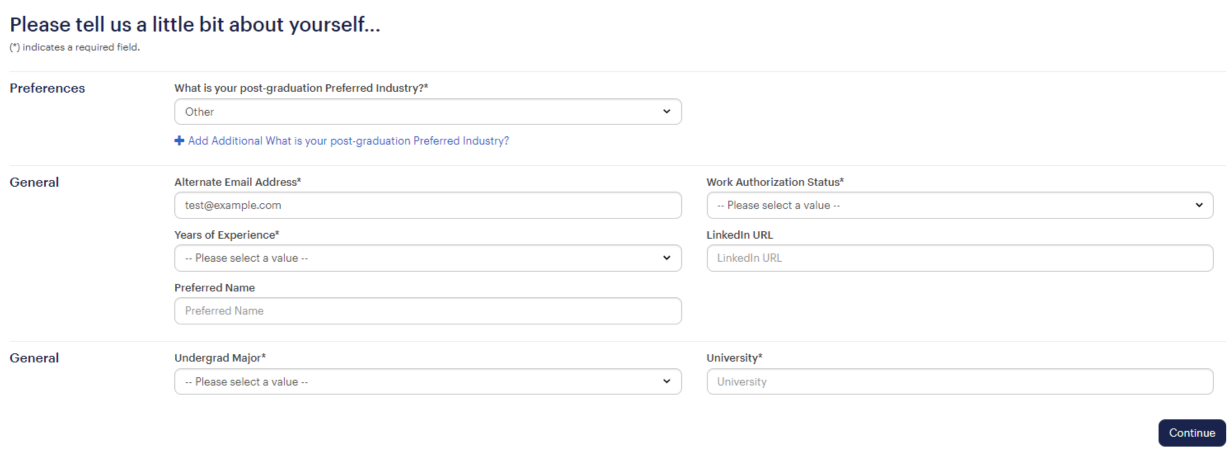
Our career management platform, CMG BEARS, is powered by 12Twenty and makes it easy to connect with employers looking to hire students or alumni via job postings; book advising appointments with CMG Coaches, Relationship Managers, and Industry Professionals; and register for CMG workshops, company events,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

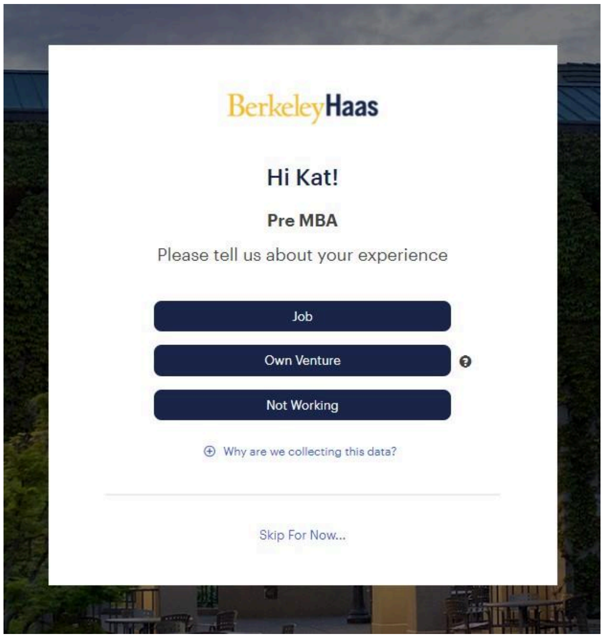
Sign Up and Login

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

- Once you have been informed that you have access (via Slack, newsletter, workshop or direct email) navigate to **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



- 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

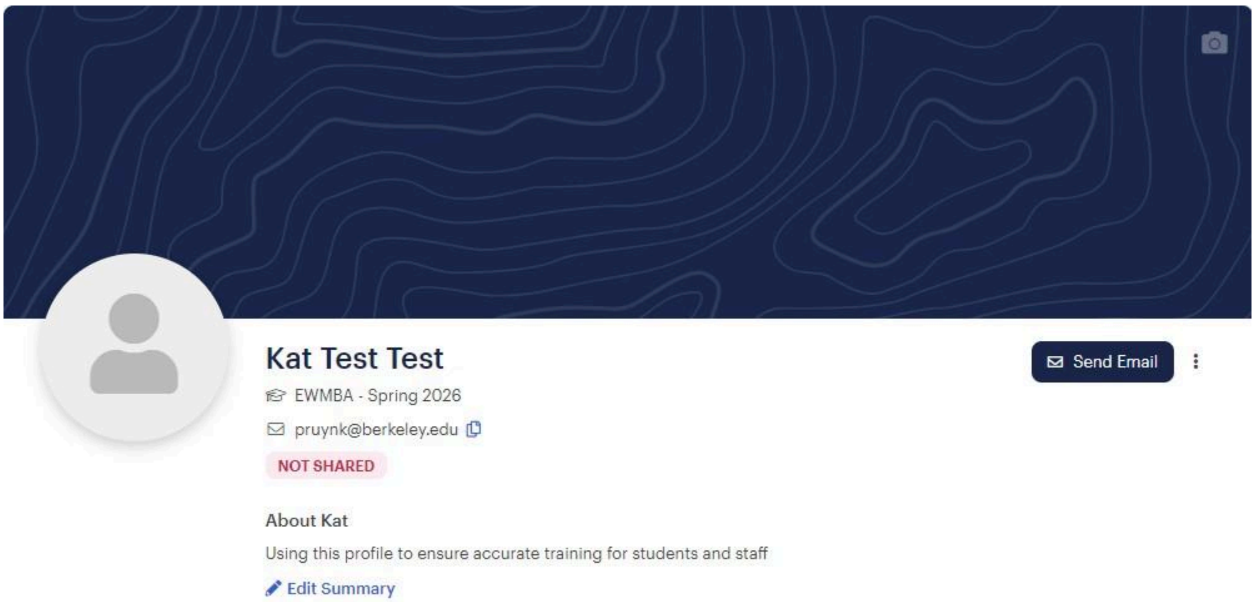
2) Let's add a photo of you! This is easy and helps your career advising team get to know the real you!

- 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"

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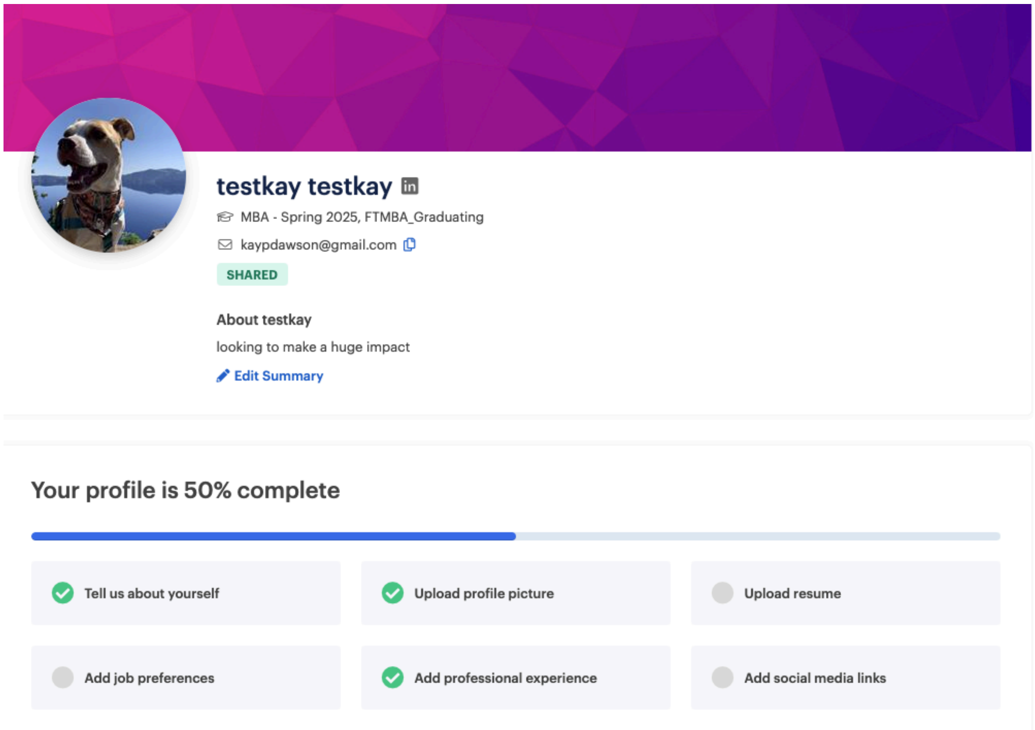
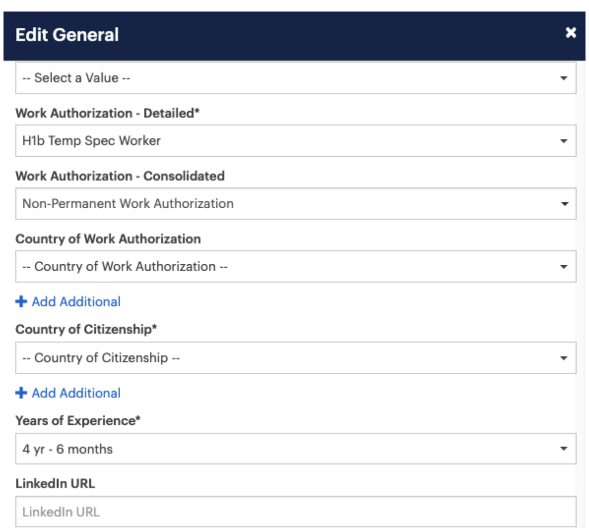


5) Leverage the Profile Wizard to complete your profile; clicking each button will take you to the relevant section that needs to be filled. The "General" section contains the bulk of your information - please ensure all fields are completed, especially your lived name, preferred name, gender, ethnicity,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



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!

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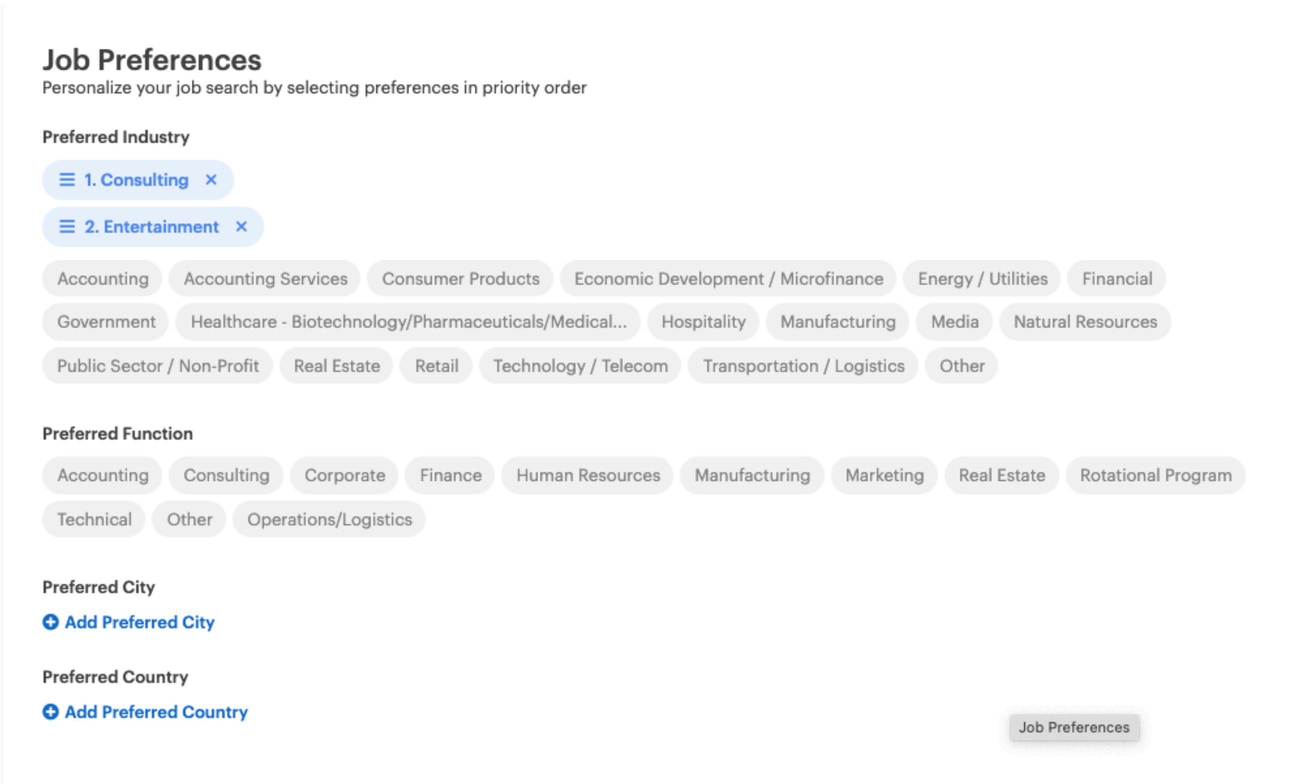
Manage your Career Preferences

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.



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.

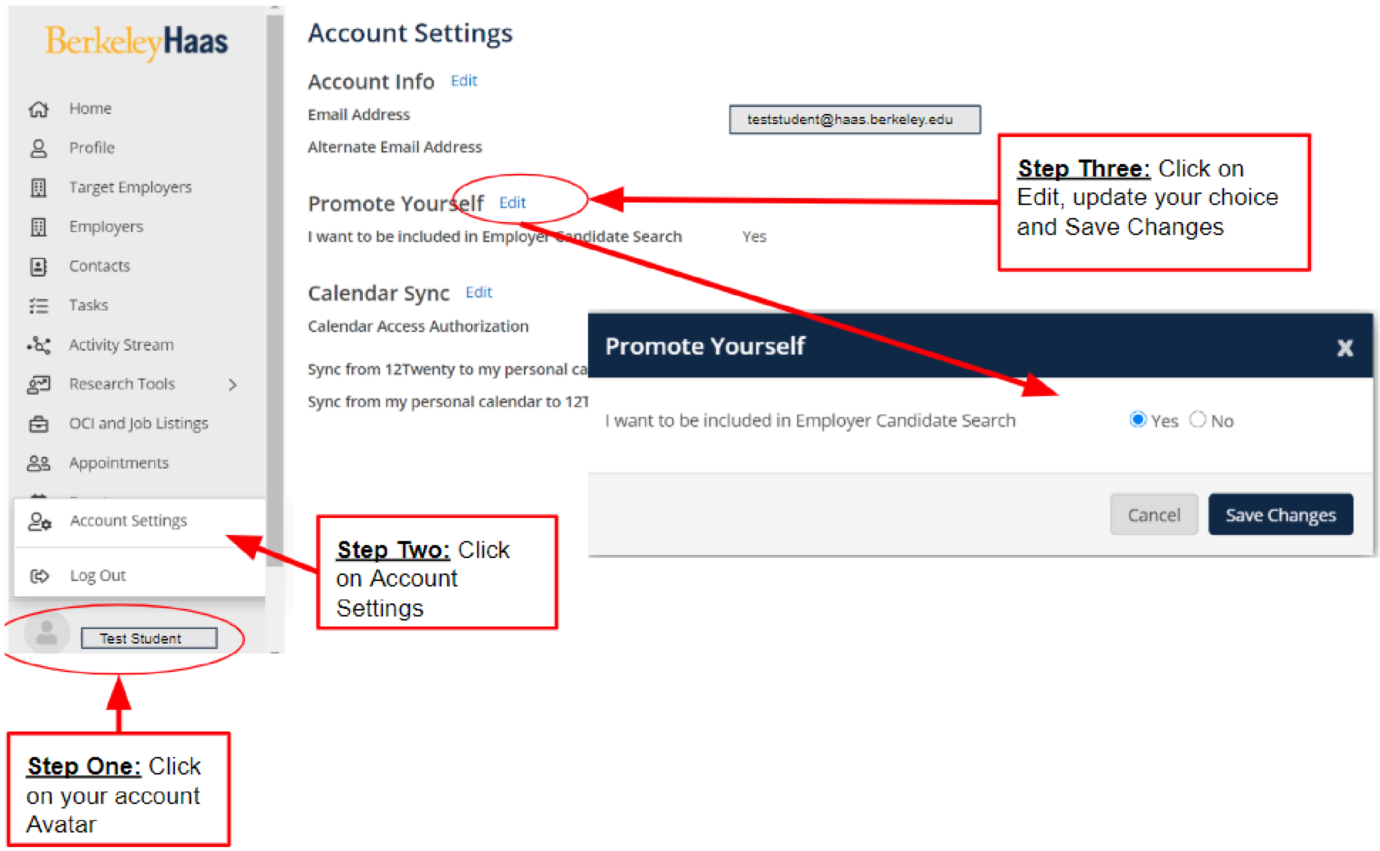
These work within the Events and Job Listings modules only; they are not available for appointments.

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

Using the p op-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

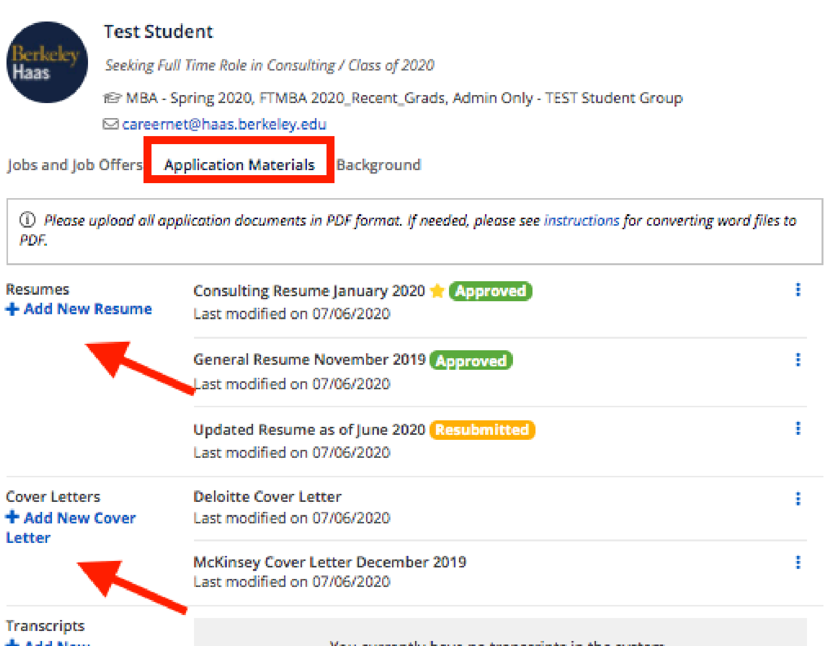
1) **Navigate to your account avatar at the bottom left corner of CMG BEARS**
2) **Confirm your email address:** Click on “Account Settings” to confirm your contact email and add your non bmail email address as an alternate.
3) **Opt in or out of the Candidate Search:** Determine whether or not you want 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:**



Upload Application Materials

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

- Under each Application type header, click the **"+ Add New Document"** button.
- Choose a document from your computer and give it a name.
  - **Note:** *The document name is **not visible to employers** and there are no limits - upload as many documents as you need.*



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

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

2) <u>In the Resume Section:</u> **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:*

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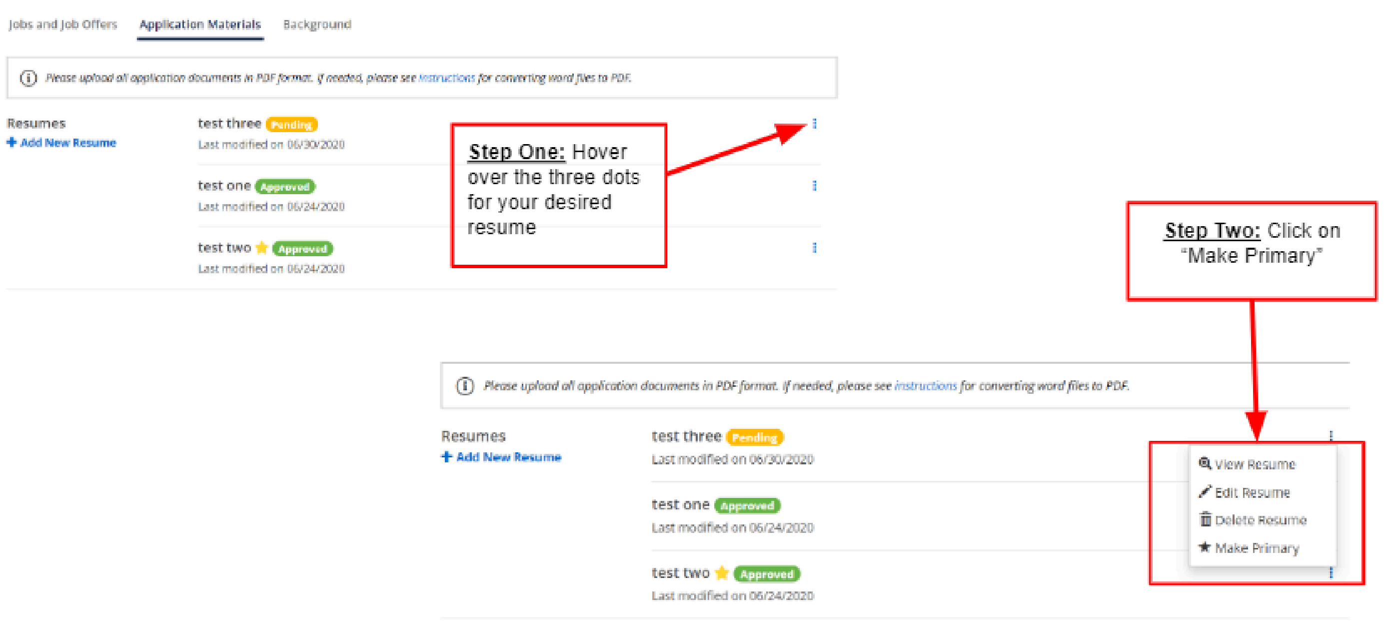
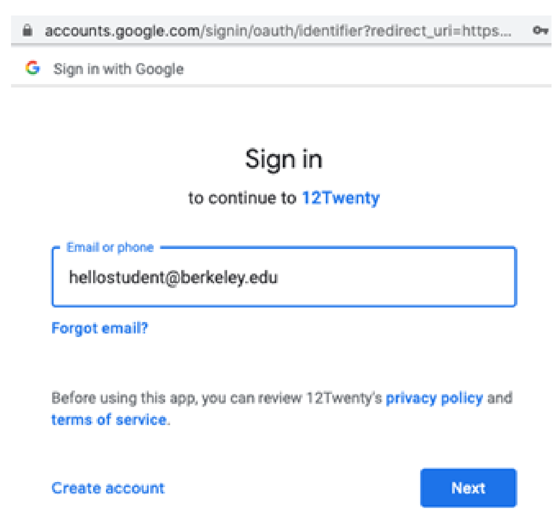


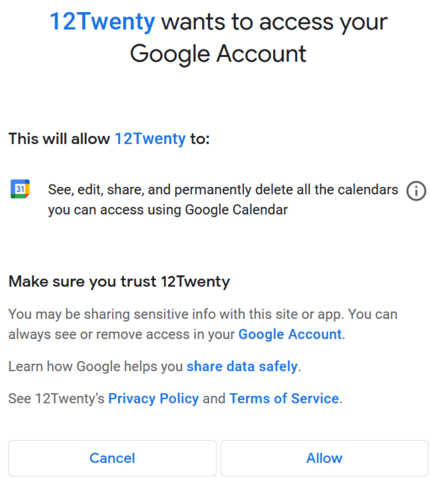
Your resume will go through a "review and approval" process before you can begin to use it as an official document for the Candidate Search function. Click the "Submit for approval" button to initiate the resume approval process with the CMG team. We will reach out to you if we have any feedback after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



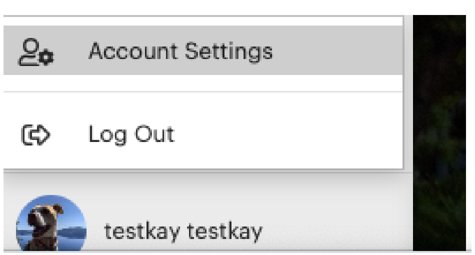
4) Once authenticated, return to the Calendar Sync section and click "Edit" to change your options and answer "Yes" to the 2 questions.

- **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.

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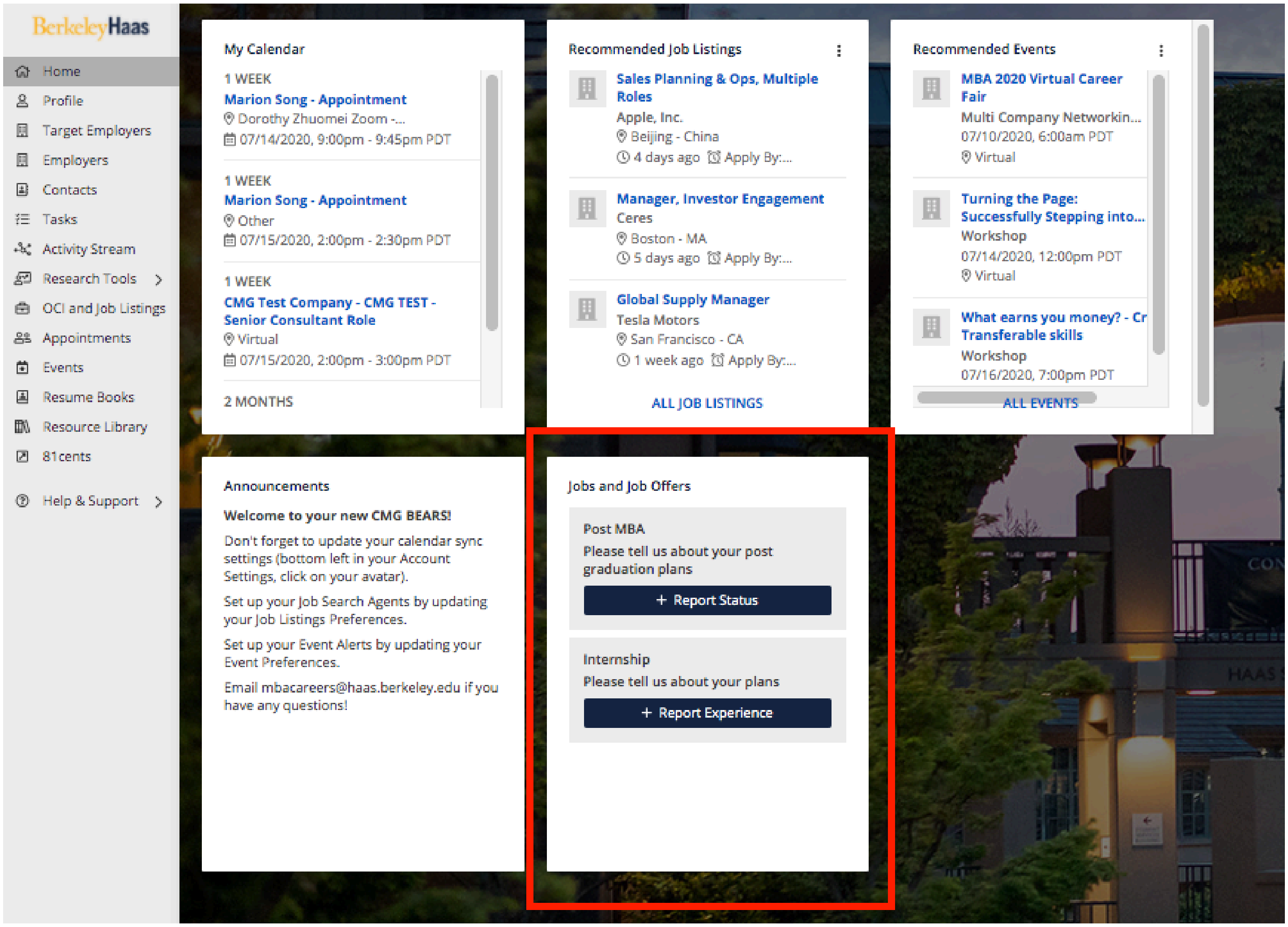
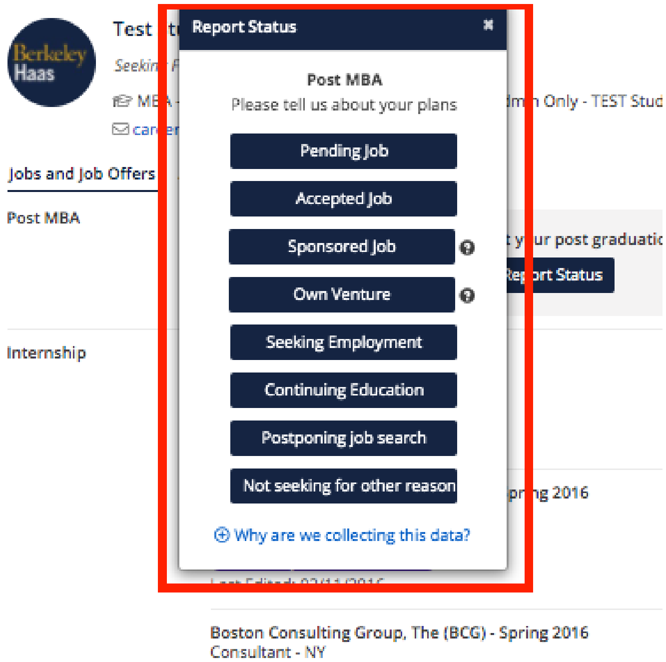
1) From your homepage, navigate to the "Jobs and Job Offers" tile and select the options Post MBA or Internship. This will take you to a new screen allowing you to better define which outcome category applies best to your situation.



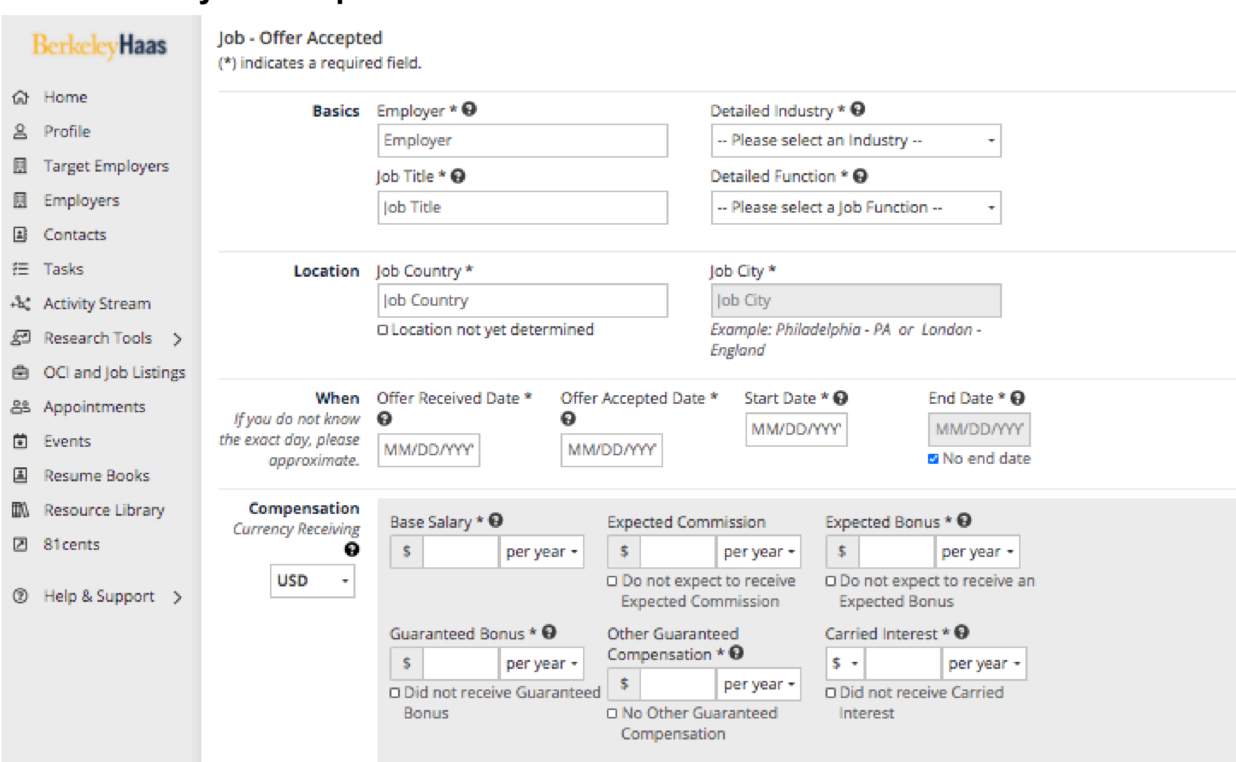
2) From the next screen, pick the option that matches your internship or employment status

- 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



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

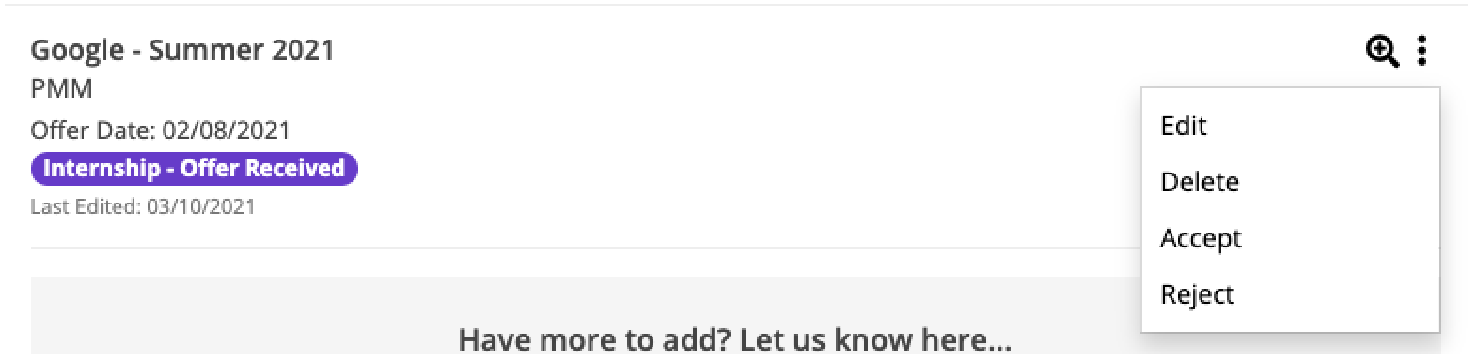


4) After completing the quick survey, the reported Outcome will display in your Profile under the "Jobs and Job Offers" tab

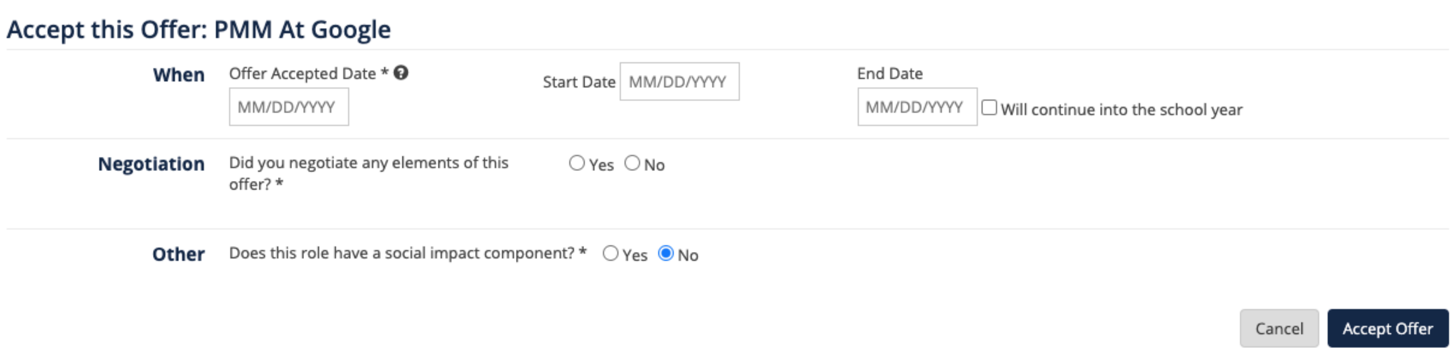
- You can update your outcome at any time by clicking **"Report Experience"** button within the "Jobs and Job Offers" tab of your profile

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.



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.



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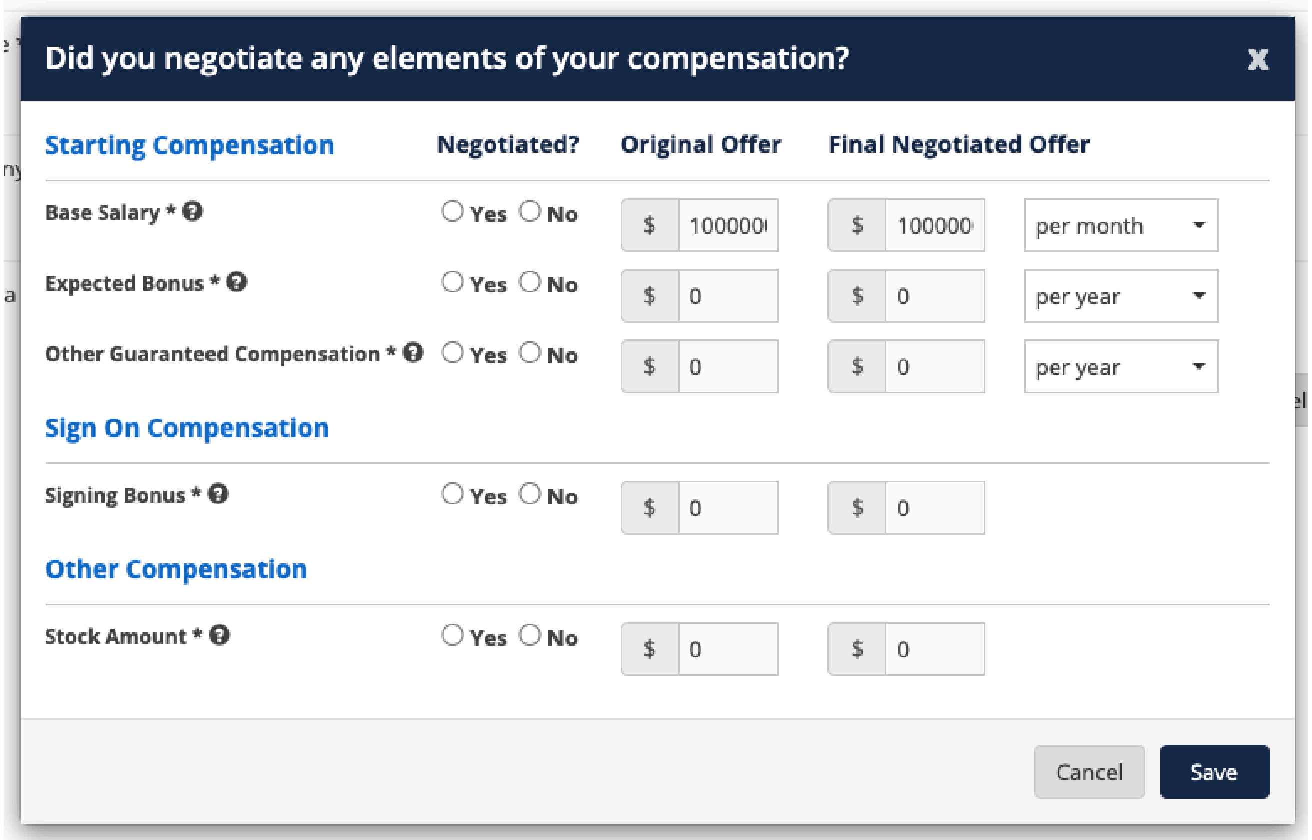
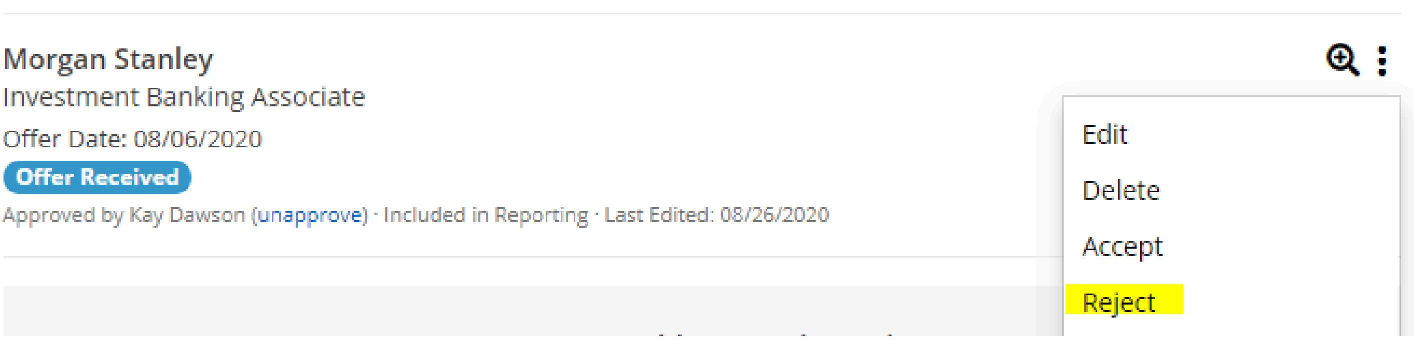


6) To report a rejected offer you must first add it as a "Pending Job" and then reject it for the "Jobs and Job Offers" tab:



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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.

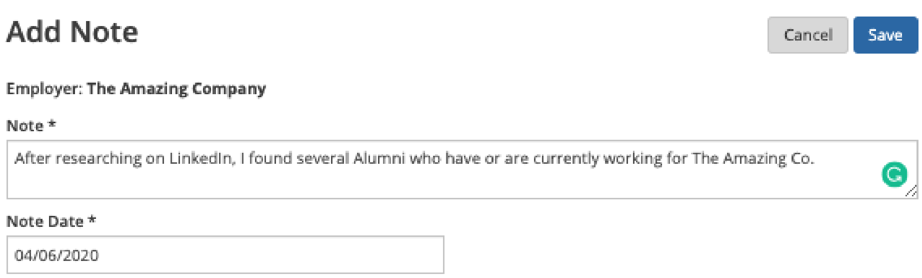
2) Use the “Target Contacts” tab in the Target Employers module to track the growth of your professional network

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.

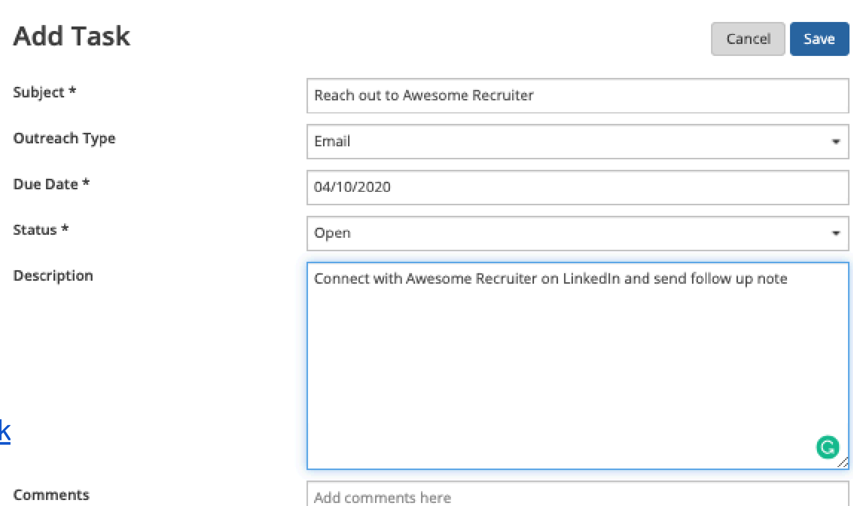
3) Assemble a Target Contacts List -
Who do you know in your network that is working in your dream job or who in your network can introduce you to someone who is doing the job you want?

- 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



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



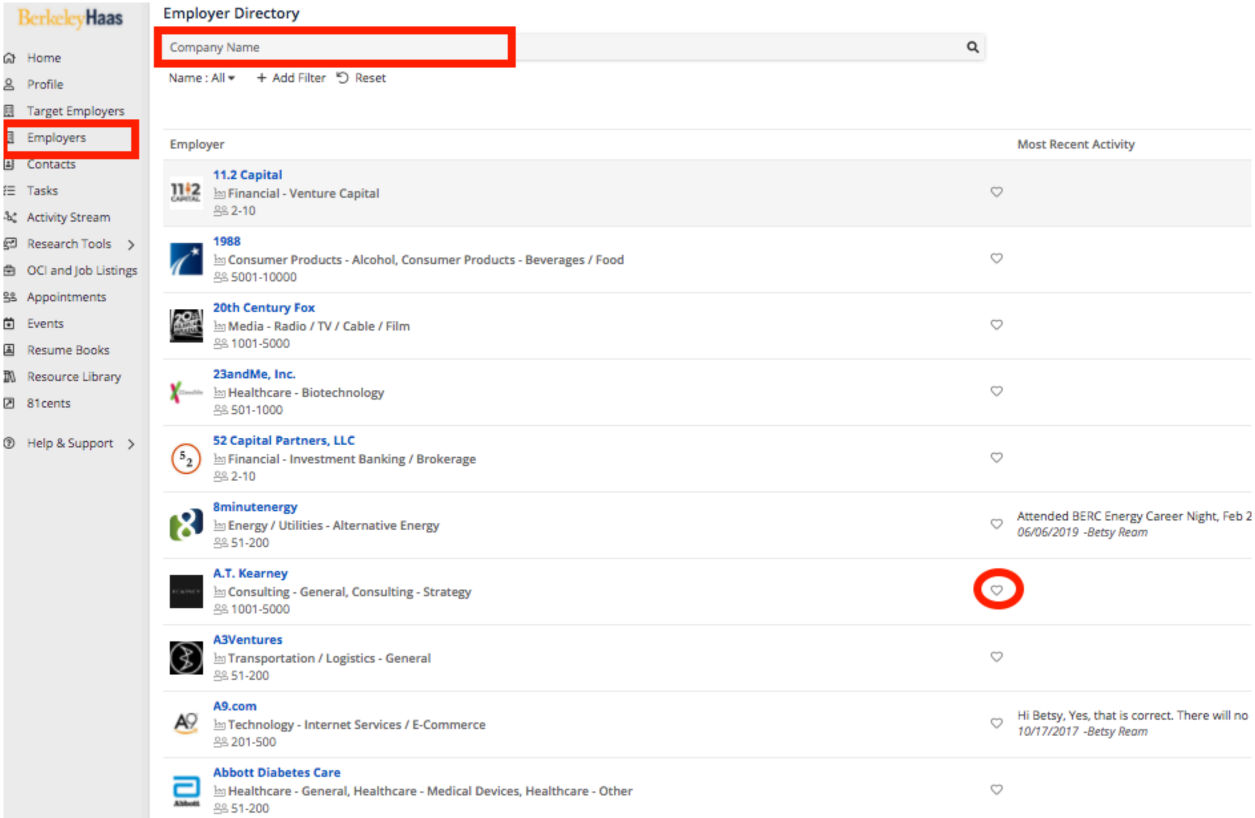
You will be able to track all of your to-do’s and next steps using the “Tasks” module. This is where you can set up appointments, events and schedule critical to-do reminders.

Employer and Contact Directory

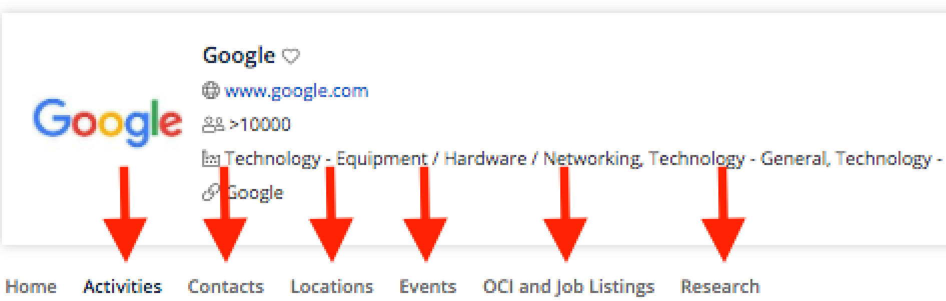
This tool will help you learn more about the Employers and Contacts that commonly recruit our students and graduates. These Employers and Contacts support our community in many ways. Some are alumni, others participate in our recruiting programs and events, post jobs, hire and supervise interns, and 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.



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



- **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.

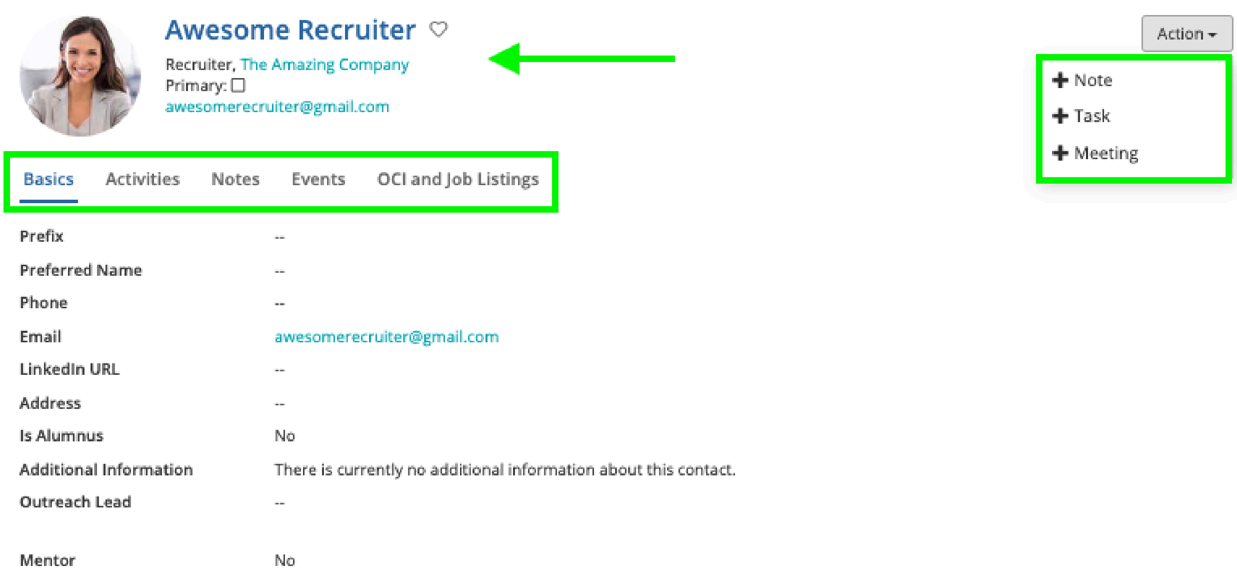
- **Jobs and Interviews Tab:** Shows if the employer has any job postings or CMG-Managed interviews listings (past and present). Simply click on the **"Job Title"** to see more info about the job, interview, and if the job is open to see the employer's hiring criteria.

- **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.



- **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.

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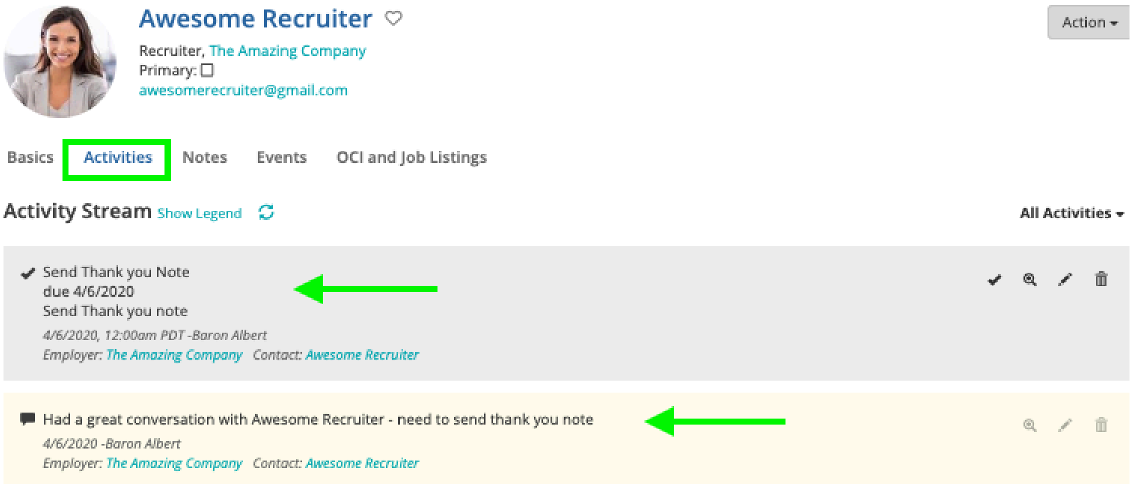

- **Events Tab:** Shows if this Contact has attended any recruiting events(past and present).

- **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"**

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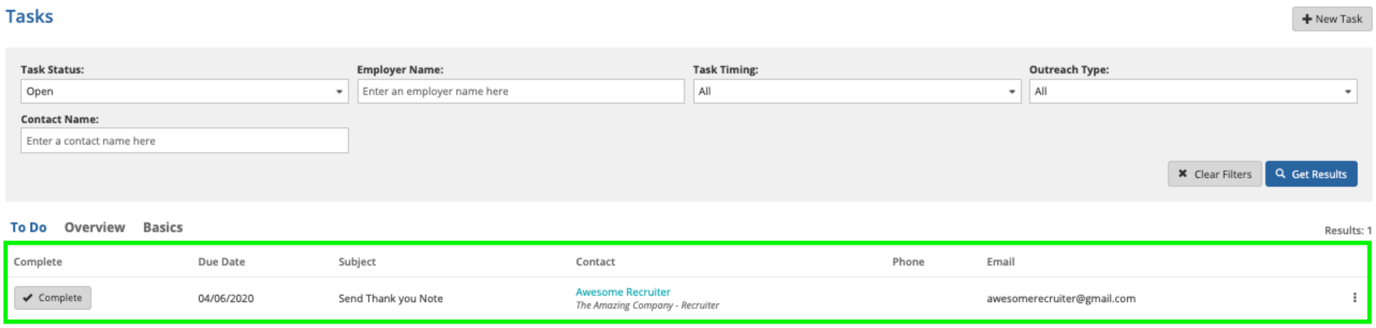


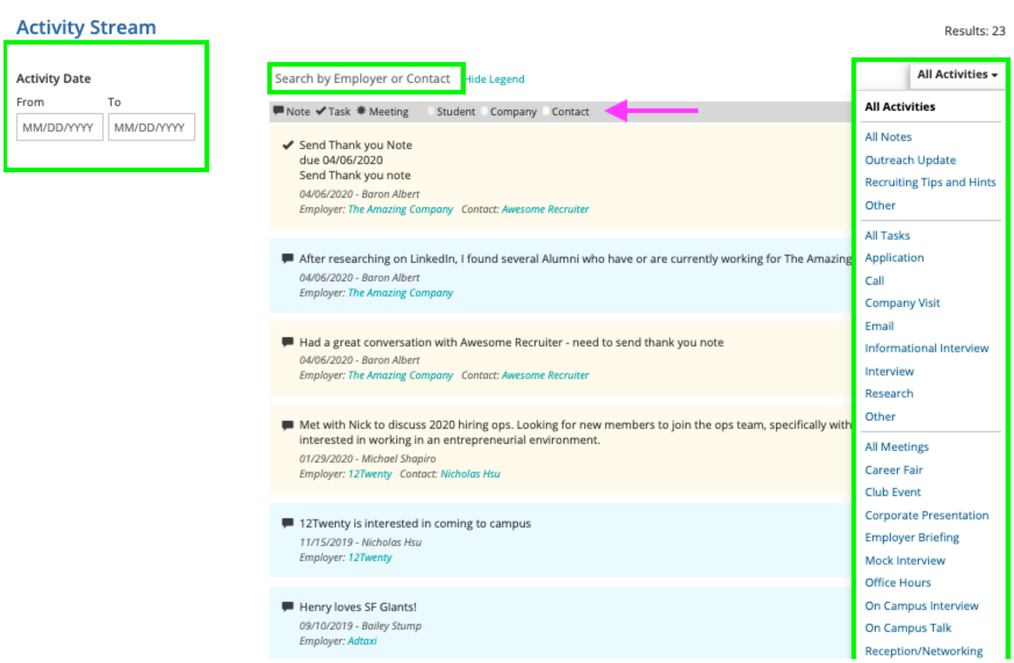
2) Next add a new task to the list by clicking the "+ New Task" button and filling in the pop up form

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.



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.

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….

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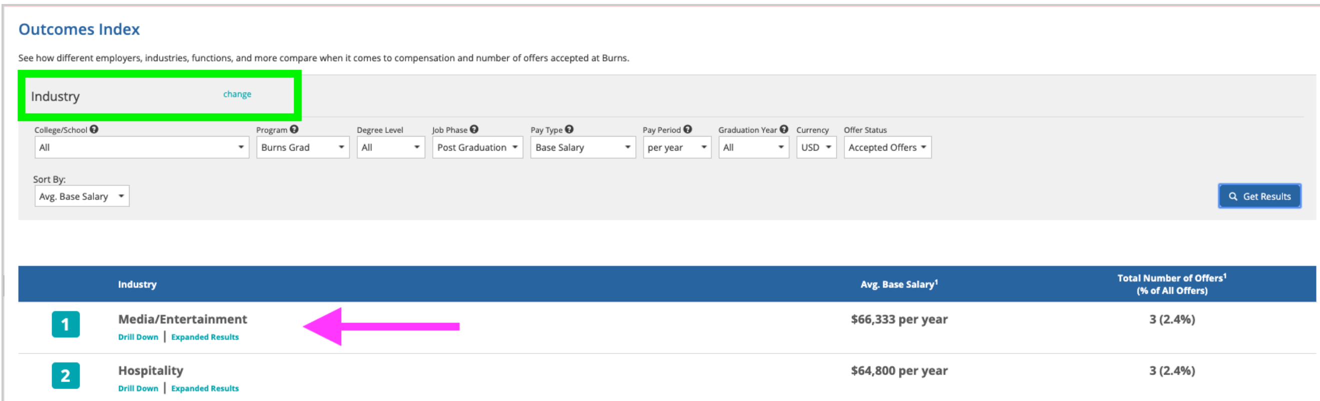
Outcomes Index

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).

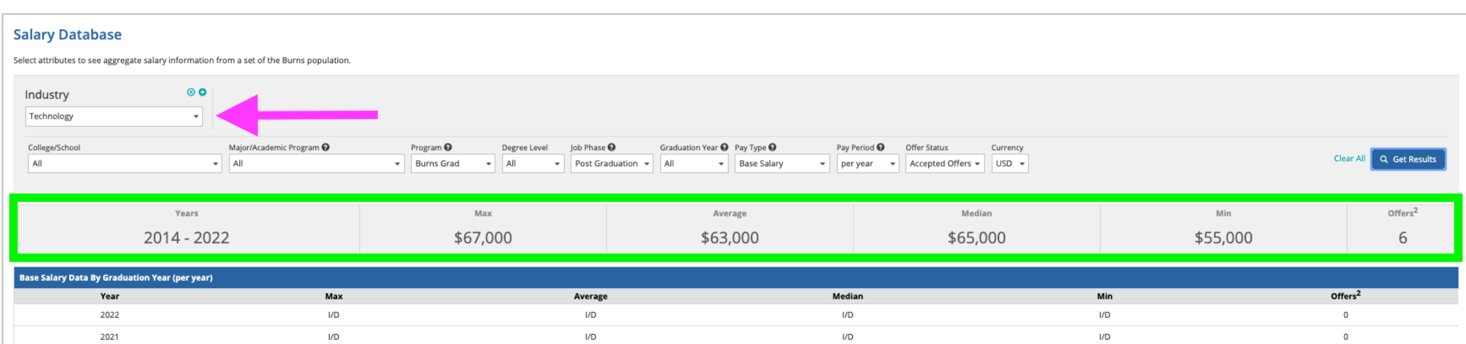
- Example: Select the **"Industry"** attribute and **"Sort by"** Average Base Salary to view which Industry has the highest Average Base Salary.



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.

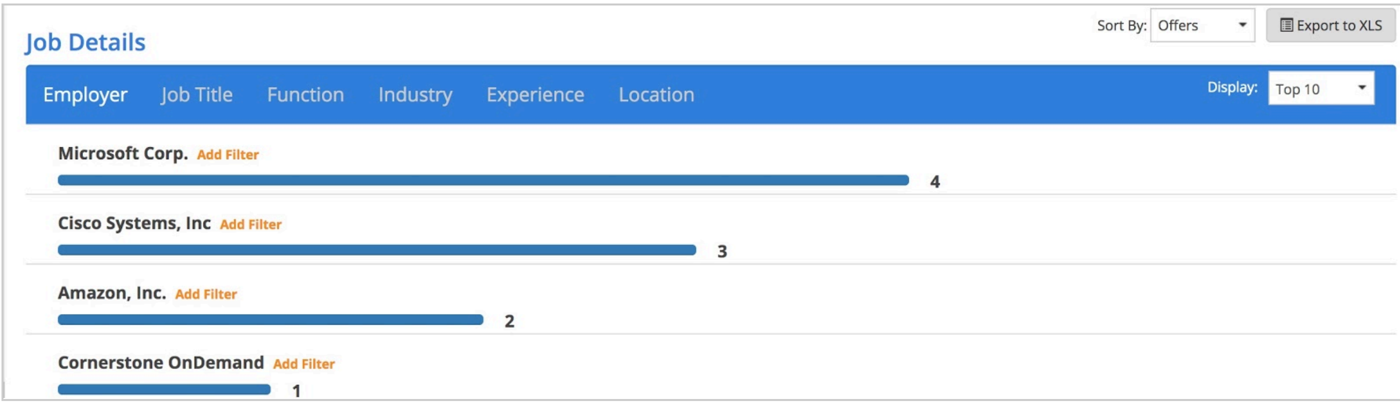


The Salary Database can answer common questions about post graduation jobs and internships such as:

- "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.

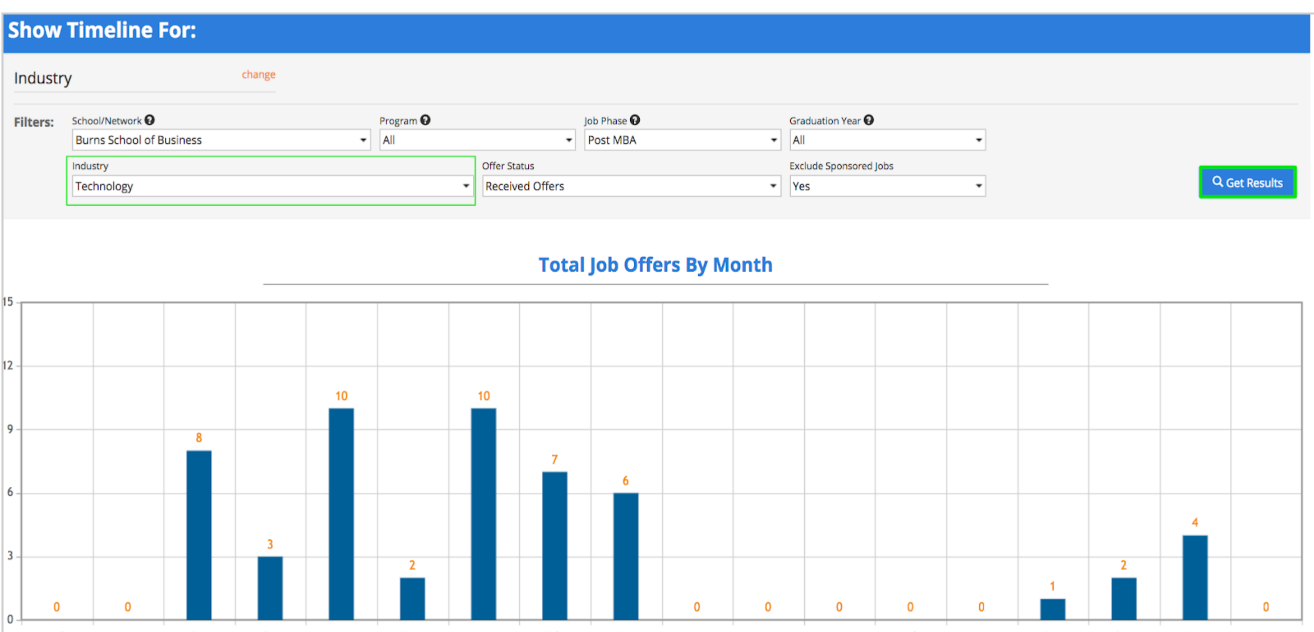


Offer Timeline

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.

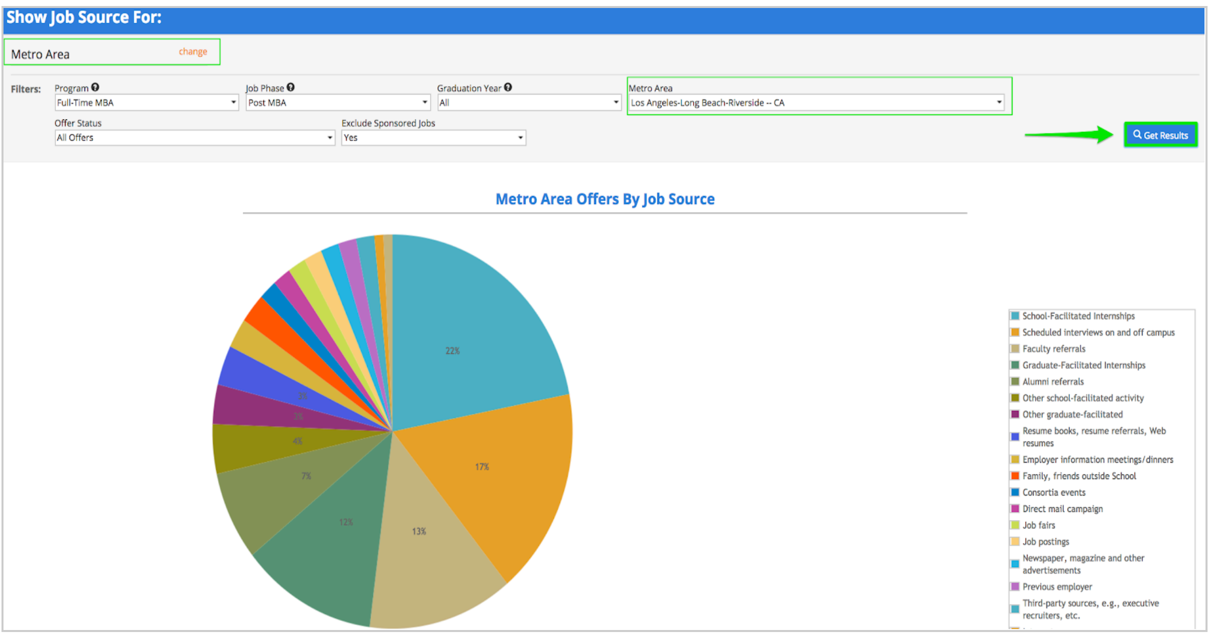


Offer Job Source

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

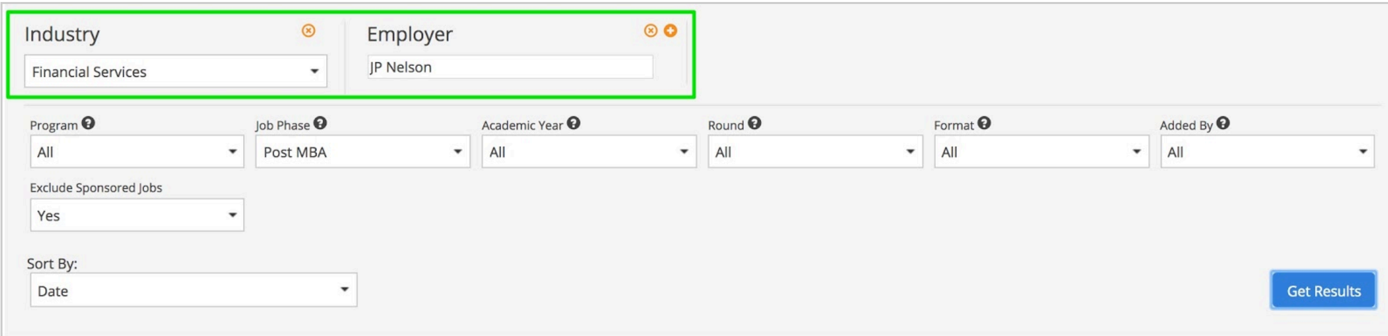
The Interview Question Database stores interview data and insights from past graduates. While national tools like Glassdoor.com are great, the Interview Database has data unique to the types of employers that commonly interview and hire students/graduates from our school. This is a great place to start 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.

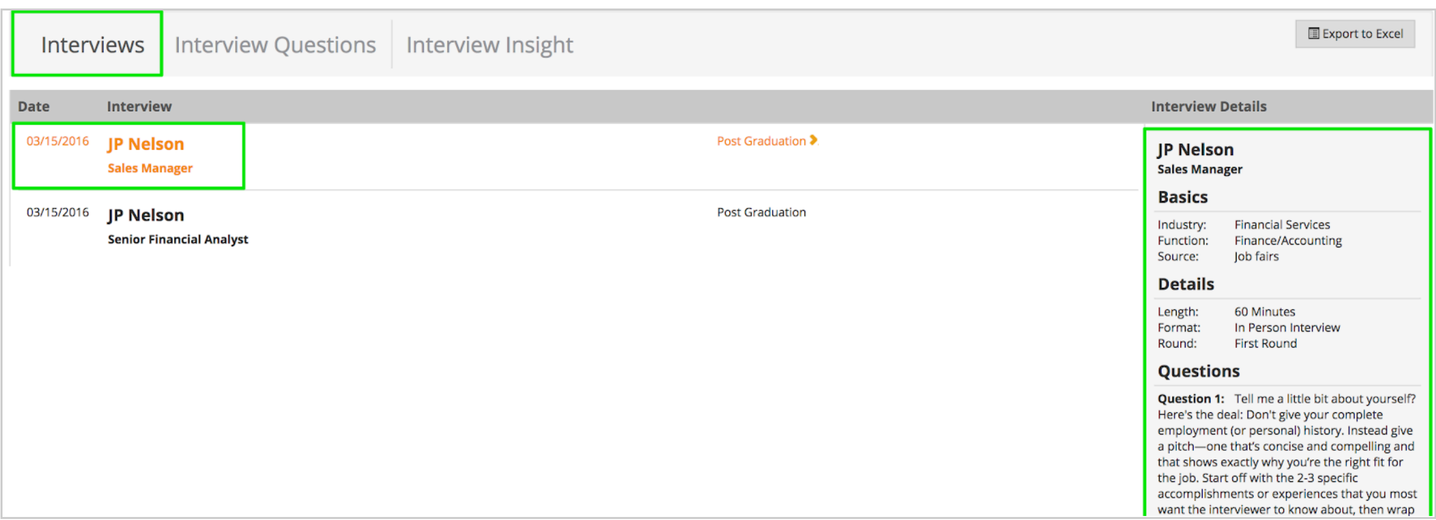
- Example: A student is seeking insight on the interview style and questions asked by employers in the Financial Services industry and specifically their dream employer “JP Nelson”.

1) **First select the “Industry” attribute and then layer an additional “Employer” attribute to further target your results by clicking the “+” button.**



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.



Applying for Jobs

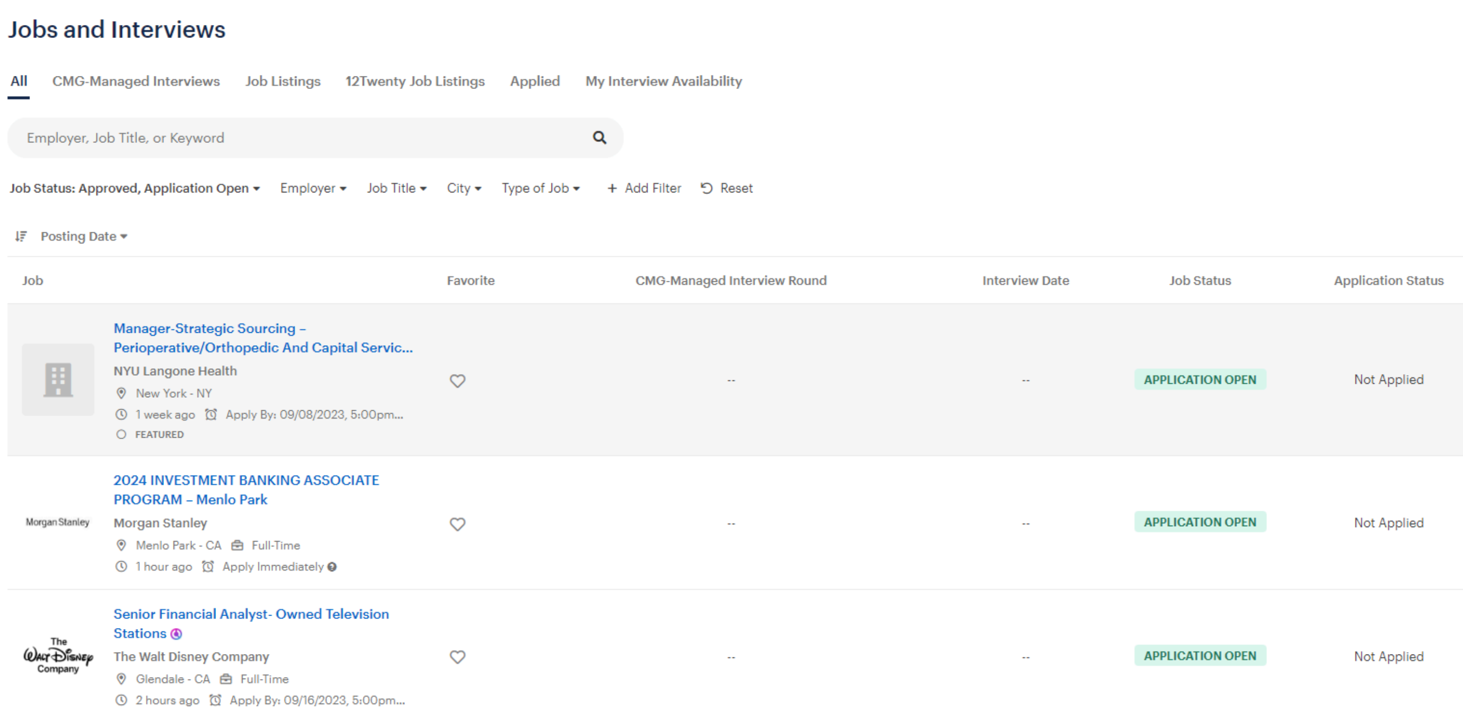
Once your profile is set up, application documents have been uploaded, and you have used the employer/contact directory and research tools to prioritize your job search you can begin to apply to the active job, internship, full time, part time, etc opportunities.

1) Click on the "Jobs and Interviews" module from the left side nav bar

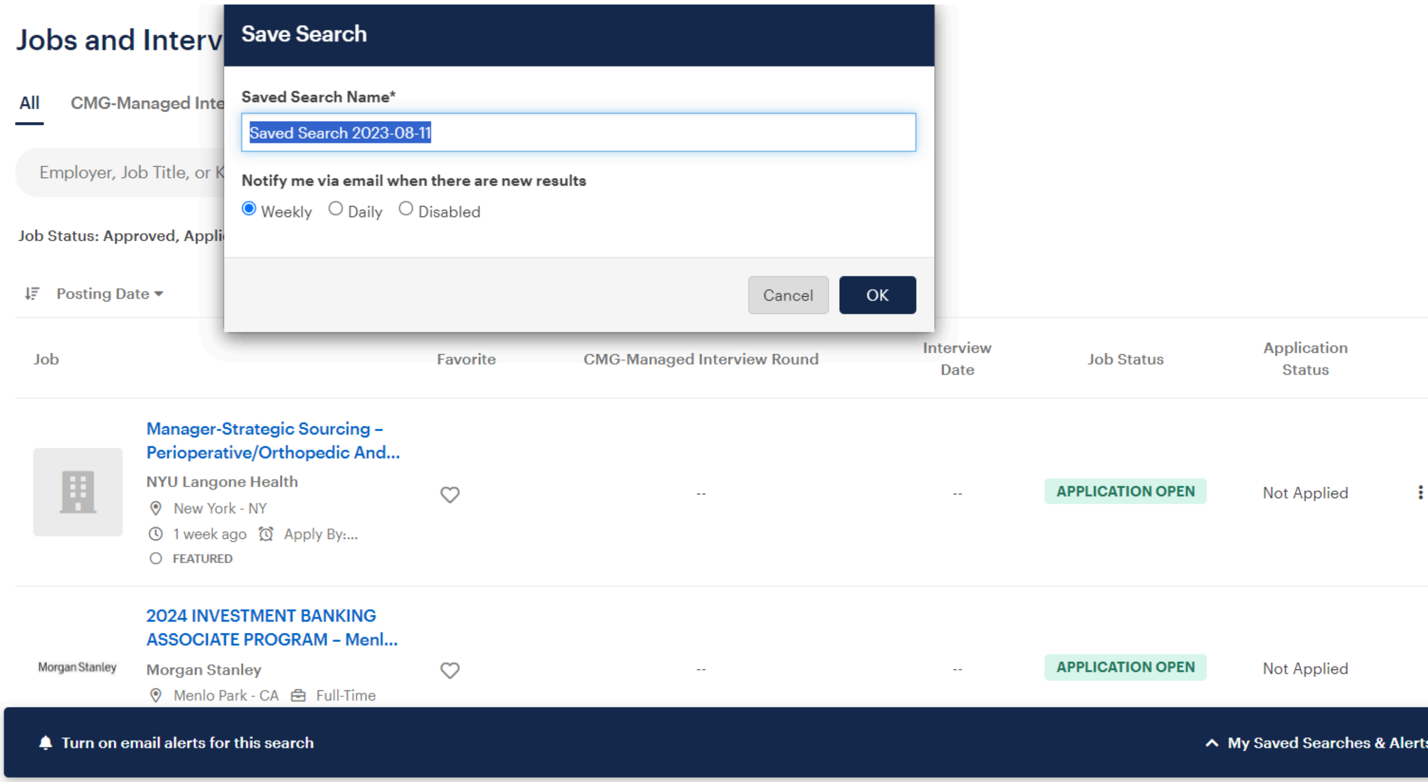
- **All Tab -** Shows you every type of opportunity you can apply for. If the listing has an "Interview Date" or "CMG-Facilitated Interview Round" the employer is looking to host Interviews for the listing they have open (these can take place On/Off-Campus and virtually).
- **Job Listings Tab -** Click 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.



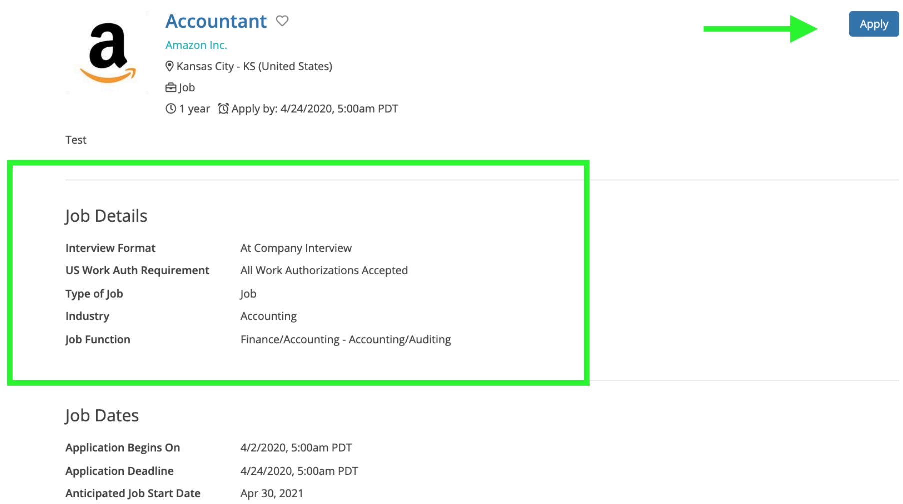
3) Set up "Saved Search Notifications" to get notified via email when new opportunities are available that match your criteria

- 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.
- 

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.

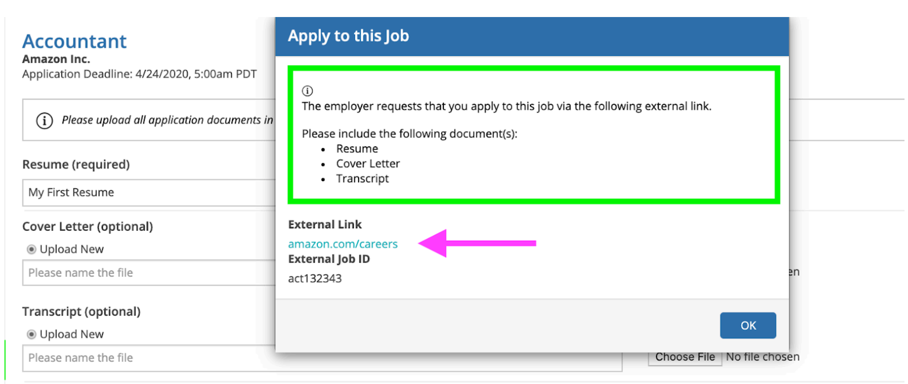
6) Click the "Apply" button in the top right hand corner of the page to submit your application documents.



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.

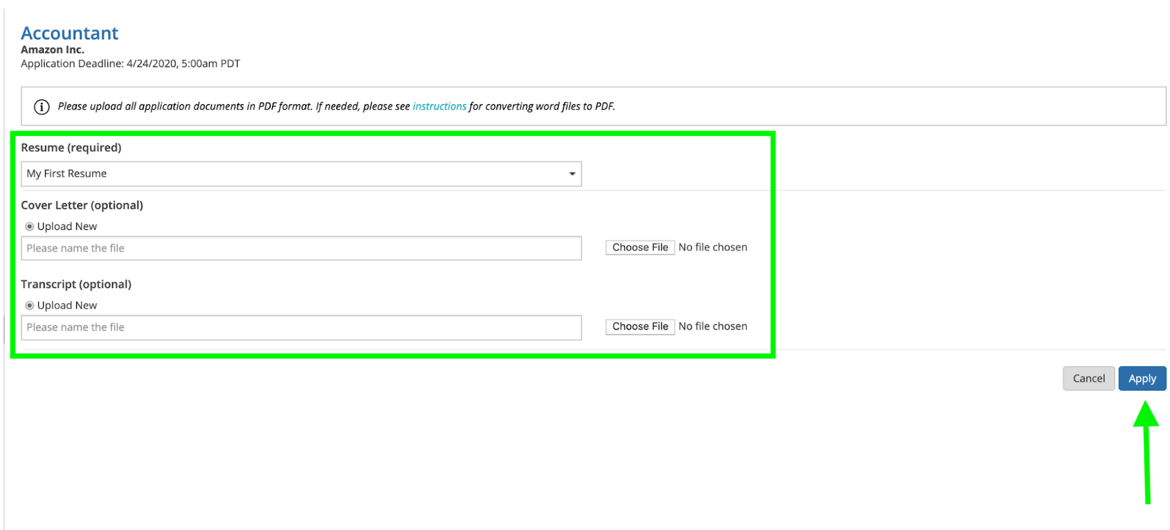
External Application:

- 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.



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."***



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.

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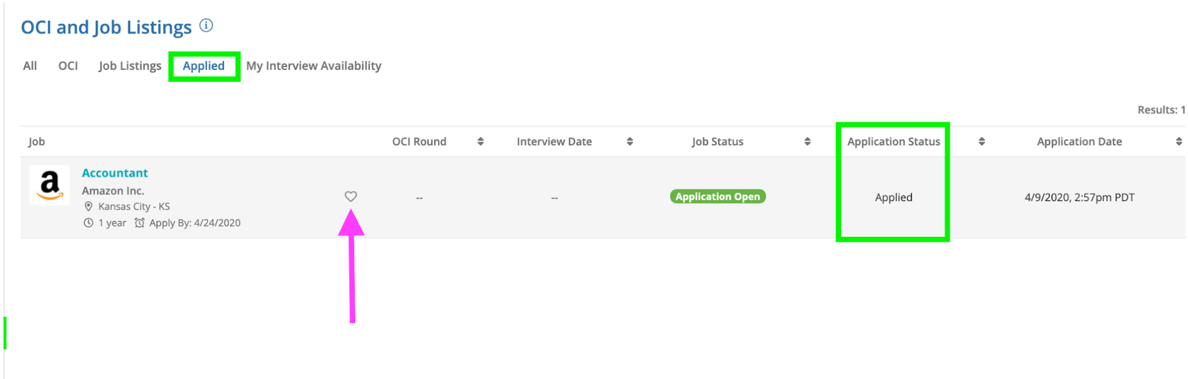

Navigating CMG-Facilitated Interviews

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.

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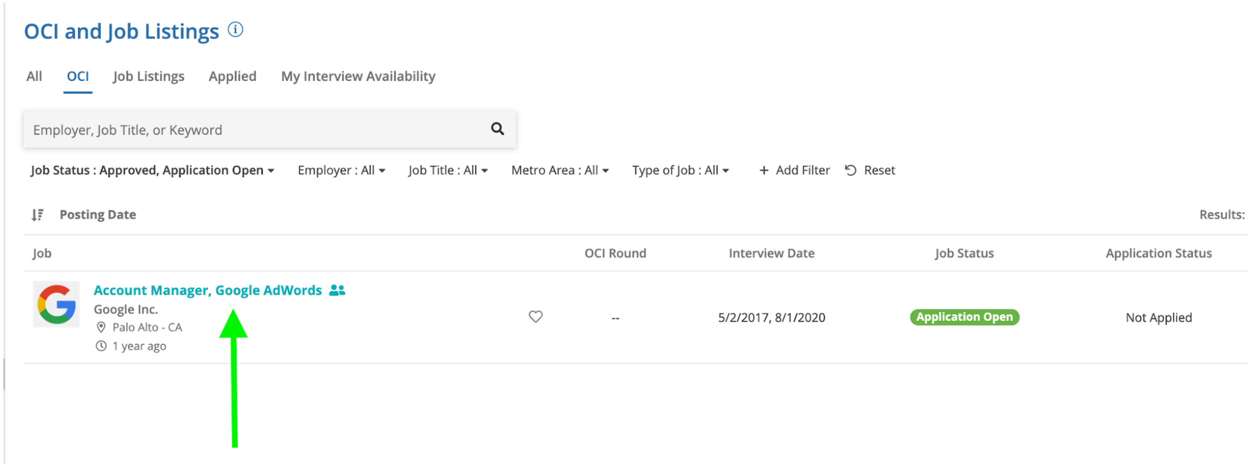
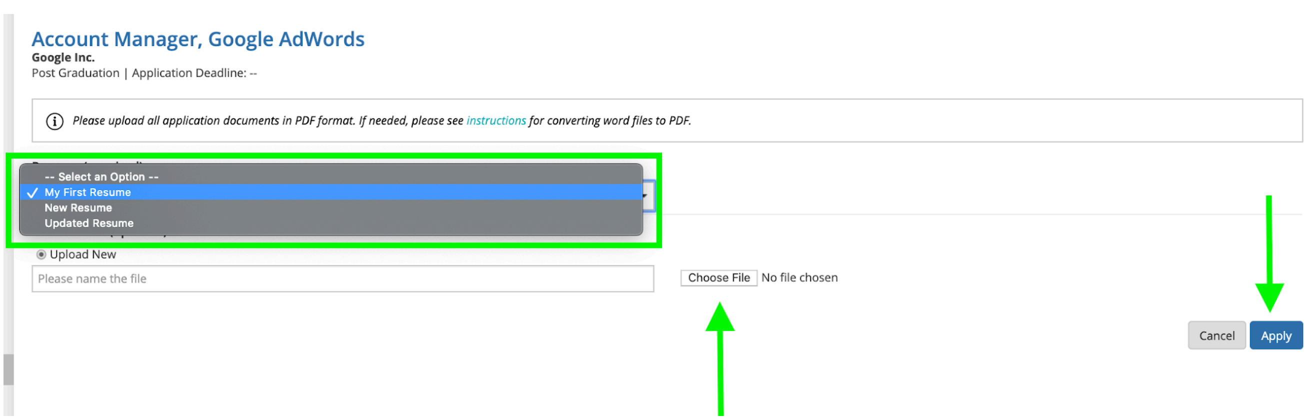


3) Once you click into a CMG-Facilitated Interviews listing you will see all the pertinent information and interview requirements

- 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."***



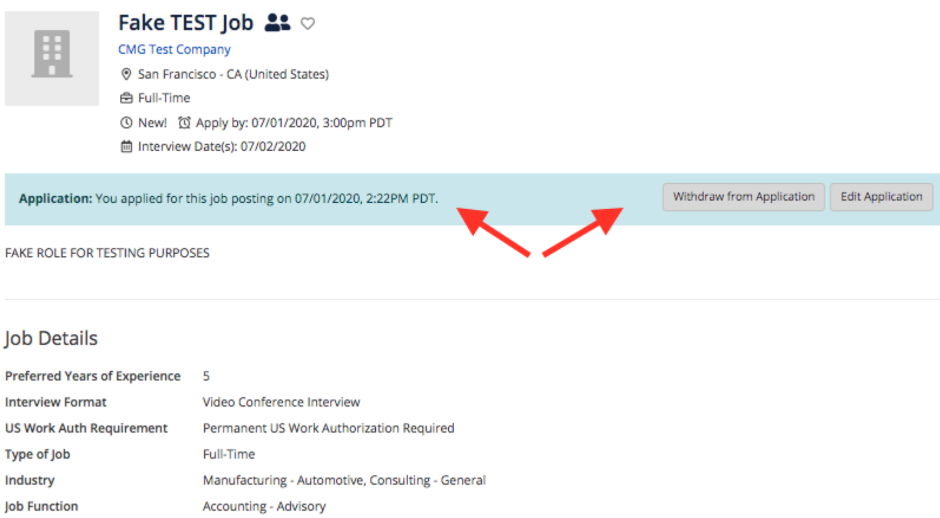
- **Don't forget to click the "Apply" button on the bottom of the page to complete your application.**

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 interviewl process with a direct link to the CMG-Facilitated interviews so you can take the next steps at the right time.

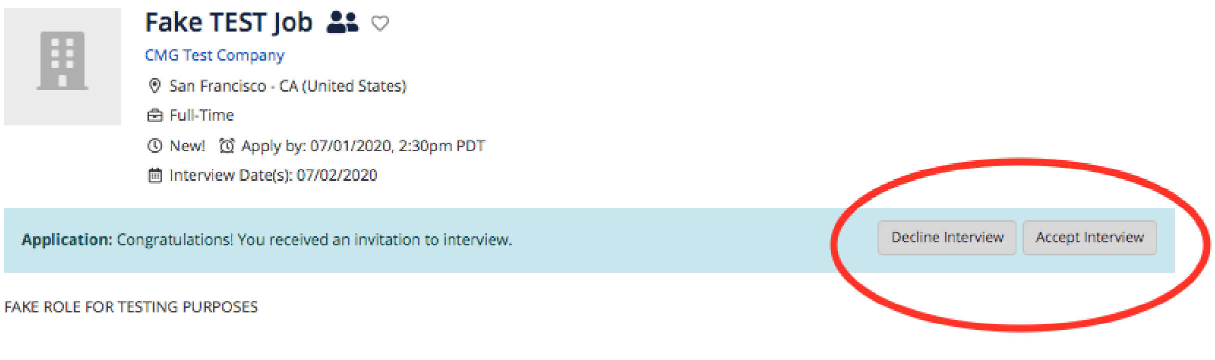


- After the application deadline, the employer will receive your application materials and make a decision on the students they want to interview.

7) Accept or Decline your invitation to interview

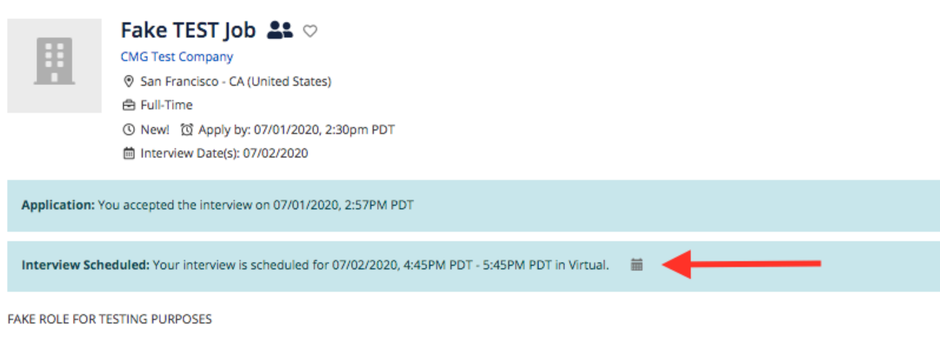
- Once the employer has finalized and notified students of their decisions via CMG BEARS, you will receive an automatic email notifying you of the decision. Follow the link to the posting in the email OR look at the CMG-Facilitated Interview in the **"Applied"** tab of the **"Jobs and Interviews"** module, 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.



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"



[Back to the Top]

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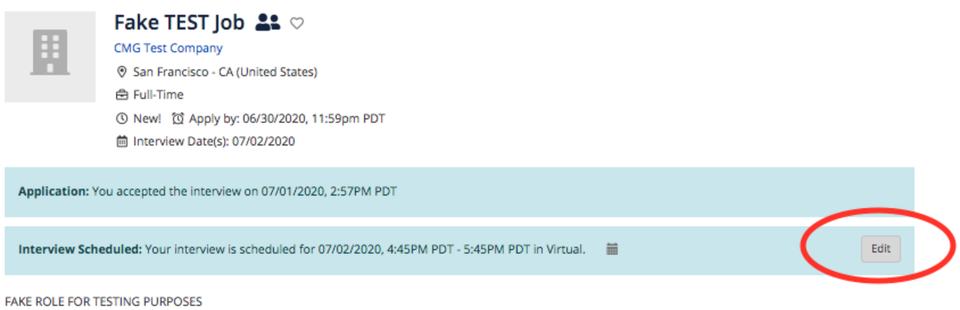
9) Receive your interview time.

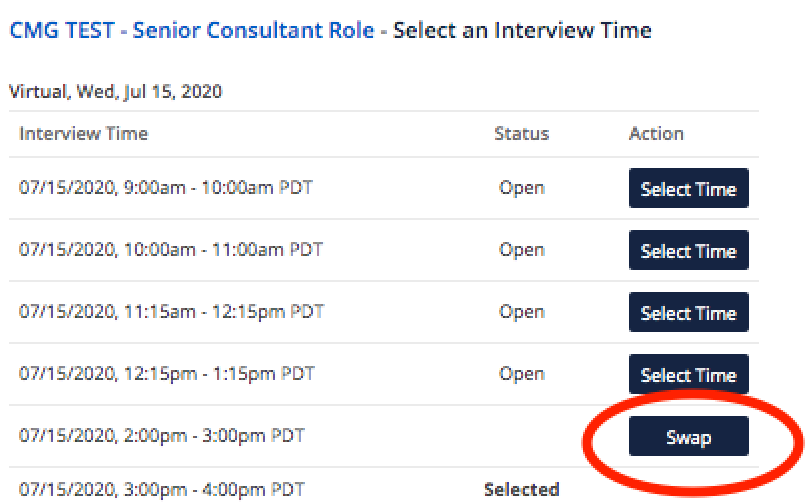
- Once the CMG Team releases the final interview schedule you will receive one final email confirming your interview and time.
- The interview will also appear on the "Upcoming Tile" of your Homepage and in the "My Interview Availability" tab of the "Jobs and Interviews" module.
- You can click the link 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



  - 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.



    - Swap requests expire after 24 hours if there is no action taken.
  - If no students will swap with you, email 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*	✓ ×

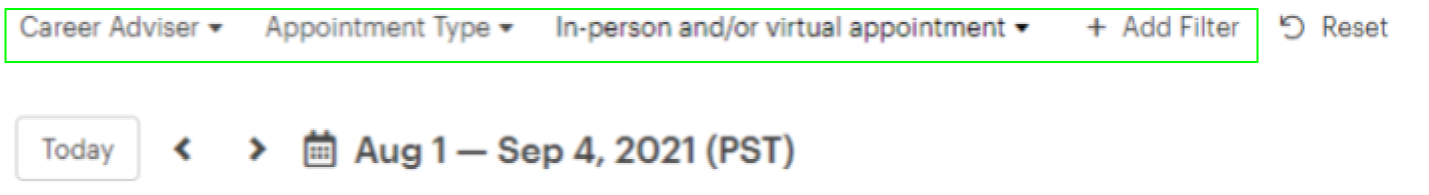
Appointments

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

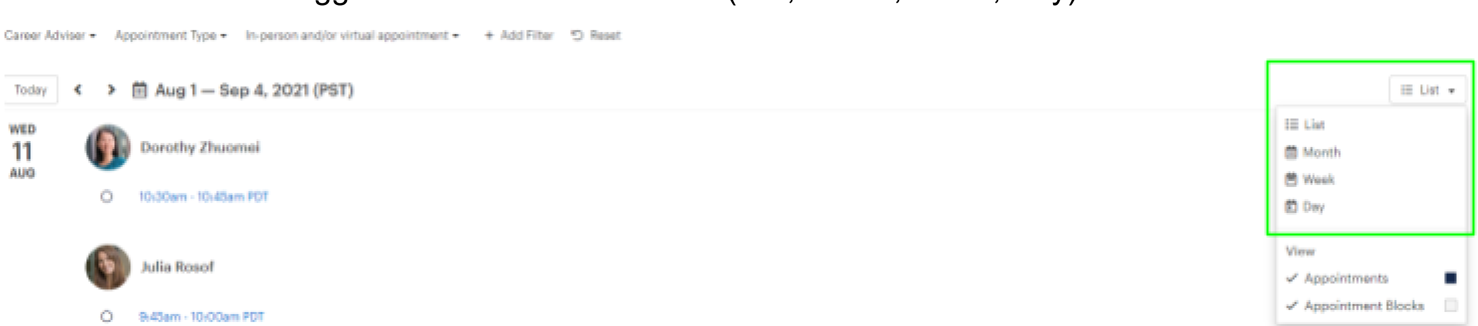
- Here are the main filters:



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).



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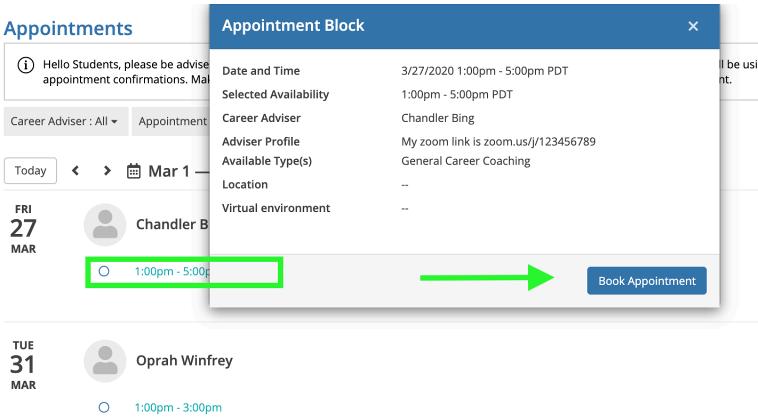
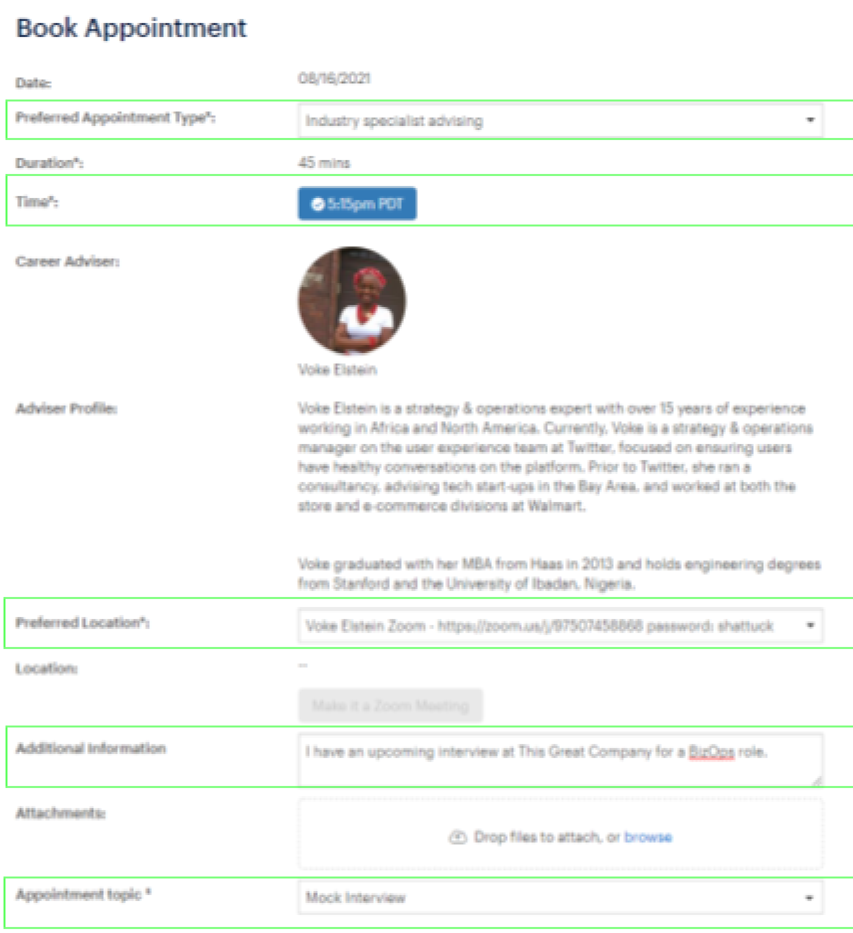
2) Simply click on your preferred appointment block/time and the "Book Appointment" button



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.

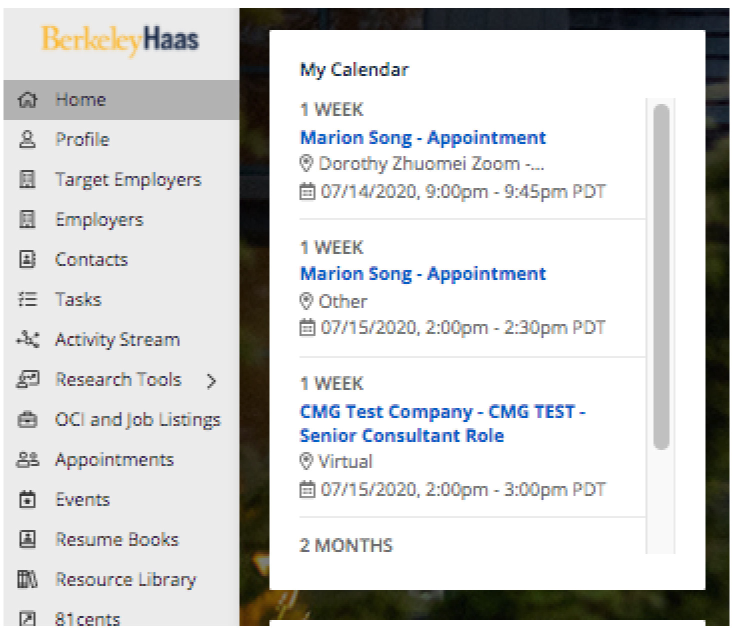


4) Don't forget to add a supporting document as an attachment!

- 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.

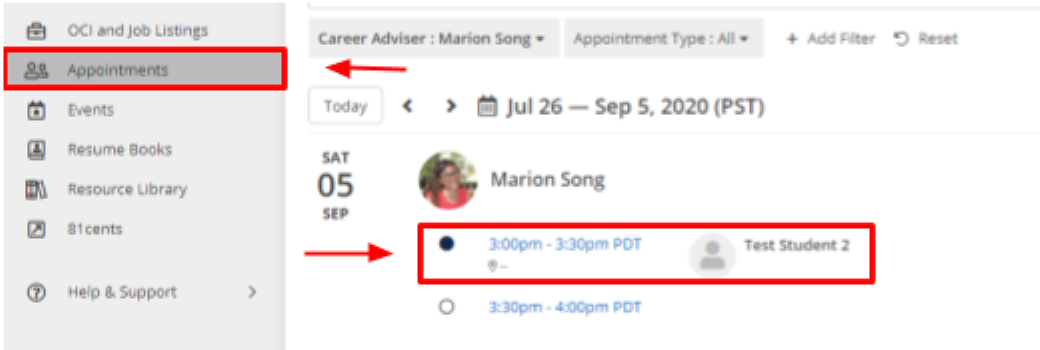
5) Add the appointment to your personal calendar

- 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!

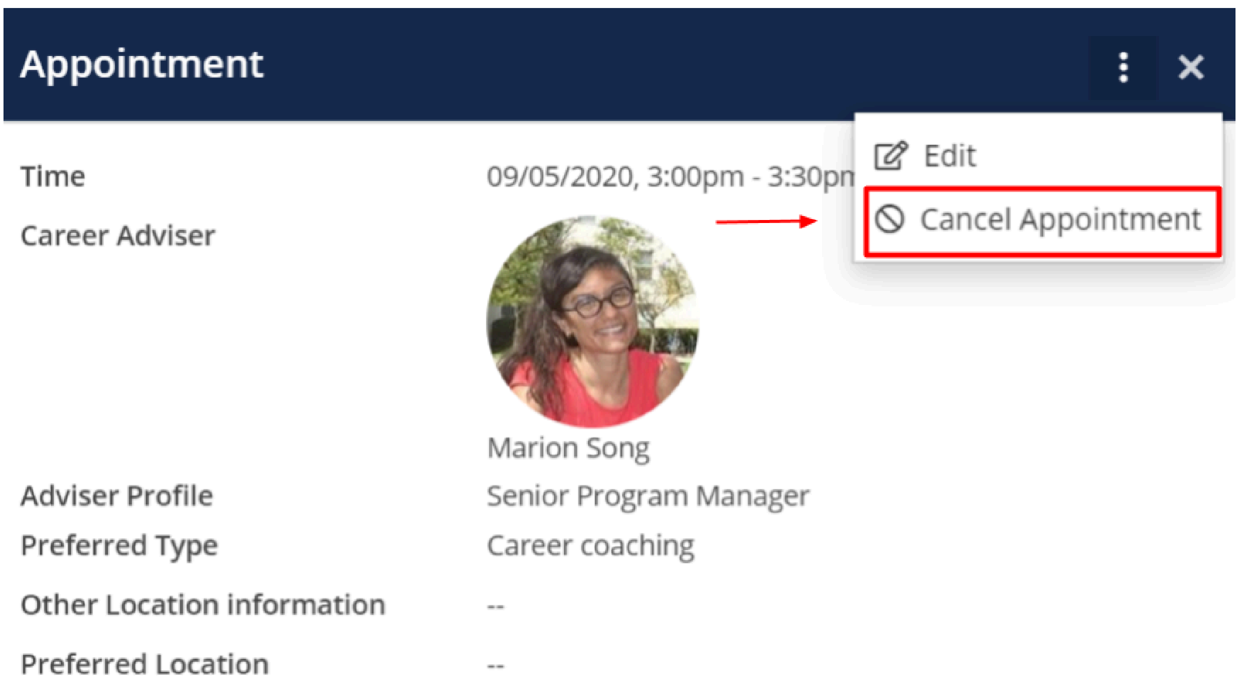


6) Cancel the appointment

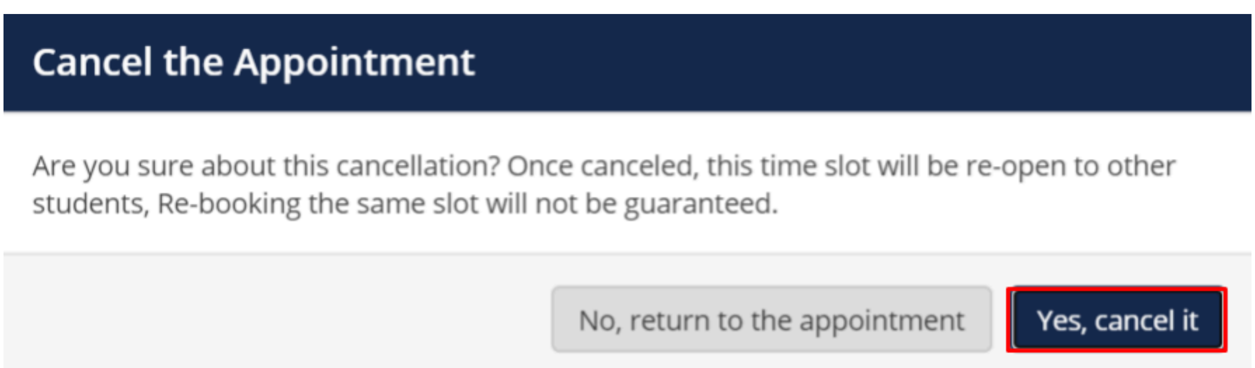
- Navigate to the **Appointments** page from the left navigation panel and select the appointment that you would like to cancel.



- 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.

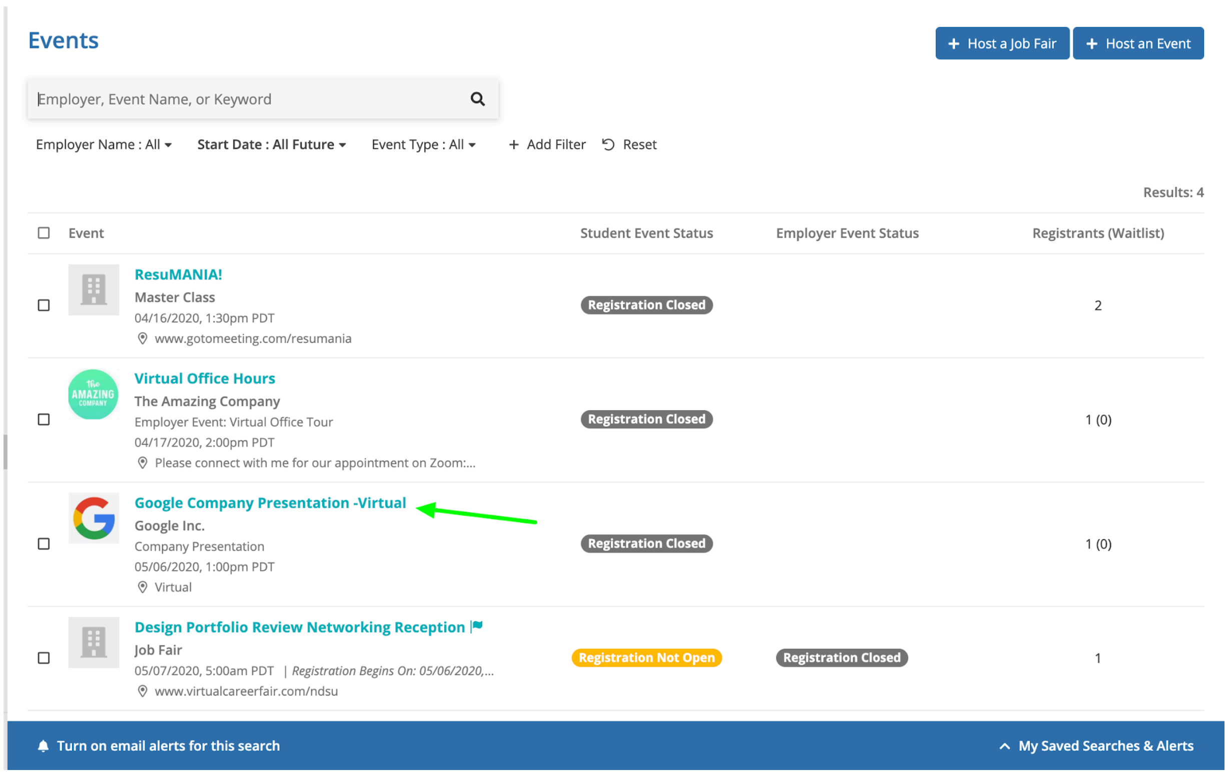


Events

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

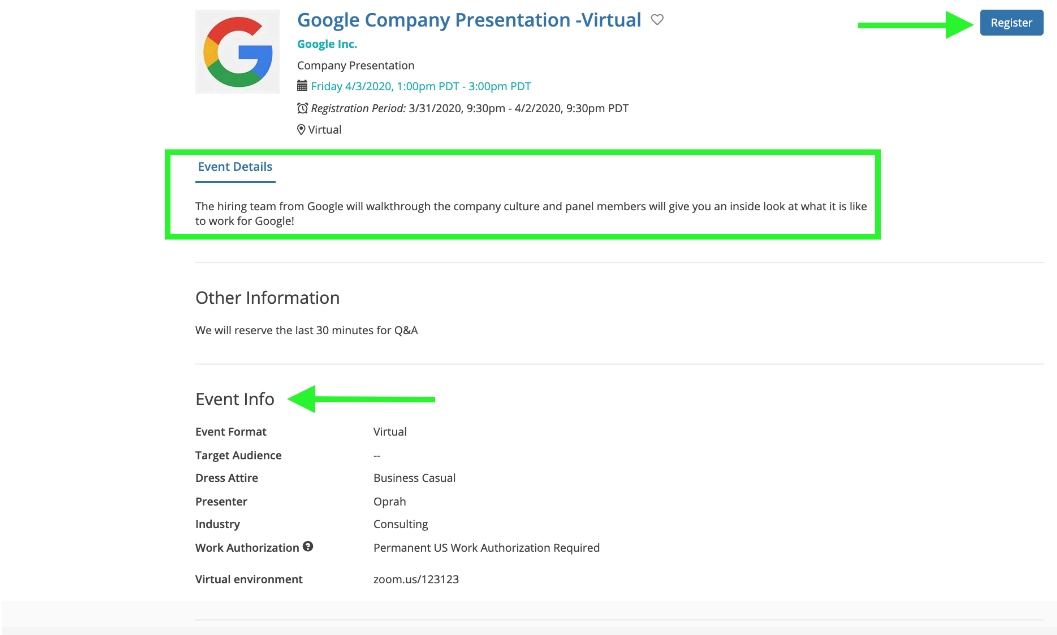
1) Let's head over to the Events module from the your side nav bar to see all of the upcoming events (On Campus, Off Campus, and Virtual)

- 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.

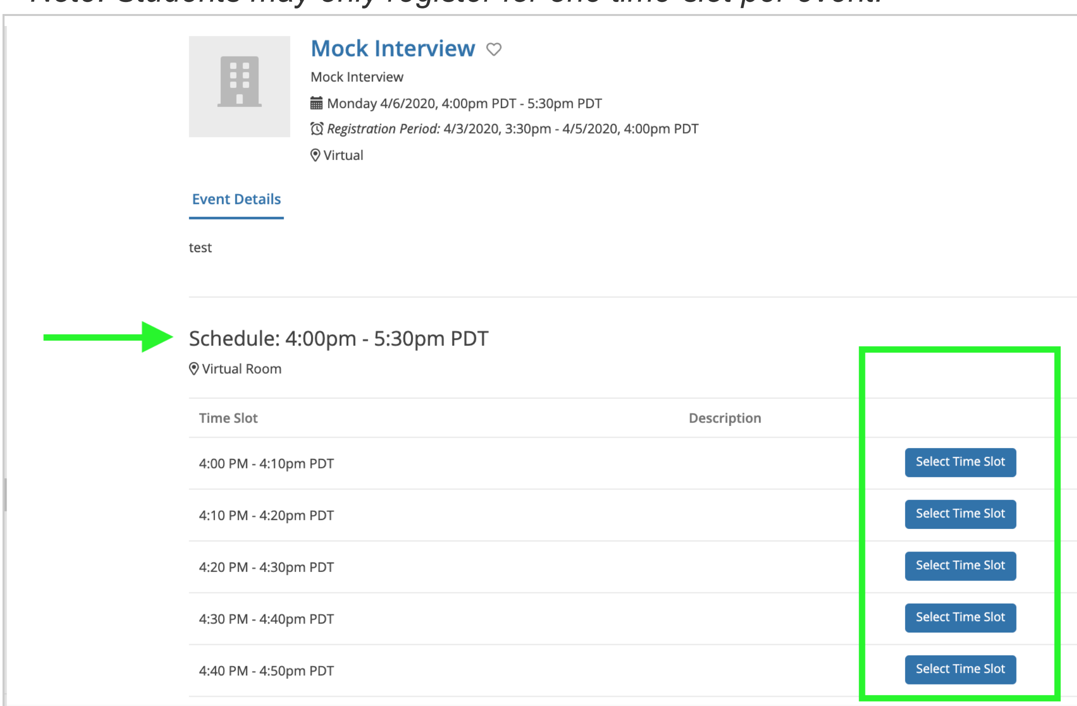


2) Clicking on the name of the event, opens the event details page.

- From here, you can click the **"Register"** button in the top right hand corner to RSVP

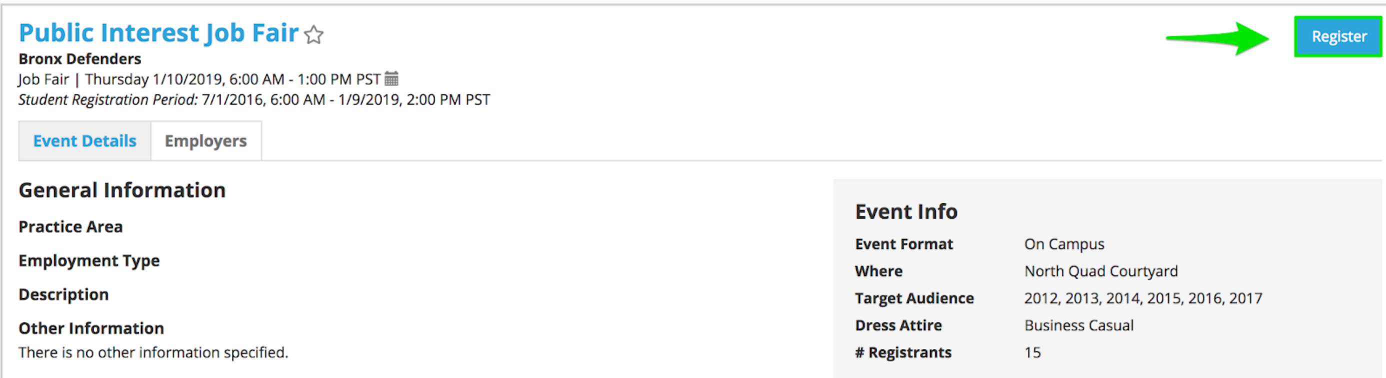


- Some events are "time-slotted" like Company Chats or small group practice so you'll be able to register for a specific time instead
    - On the Event Details tab of a "time-slotted" event, you will click **"Select Time-Slot"** button to select your time
    - *Note: Students may only register for one time-slot per event.*



- 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



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

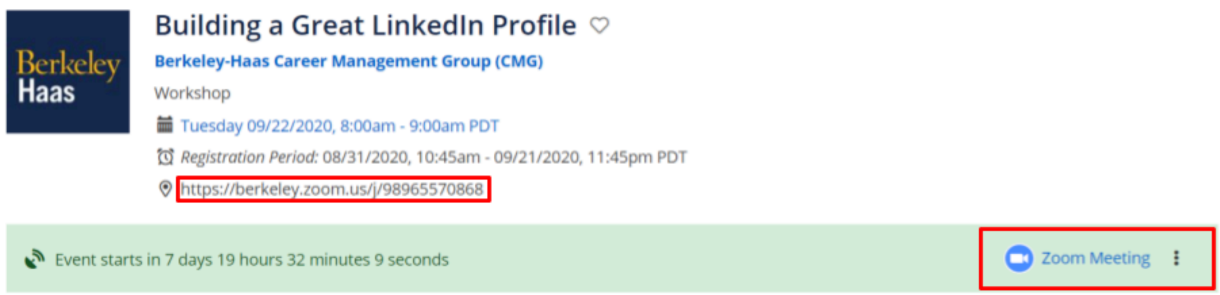
While we are completely virtual, below outlines how we are managing where you find virtual links that come from internal (CMG workshops, appts, events) and external (company presentations and events) sources in CMG BEARS.

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.

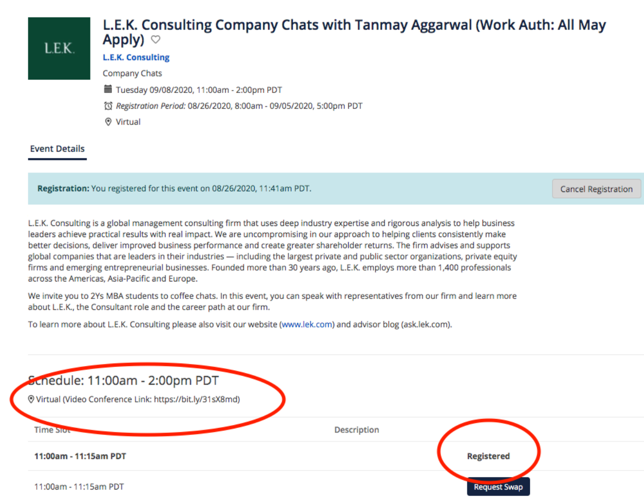
Small Groups, Workshops, & Company Presentations: Links will be placed in the "Location" field of the event, which will appear in your reminder emails and calendar if you have enabled calendar sync.

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.



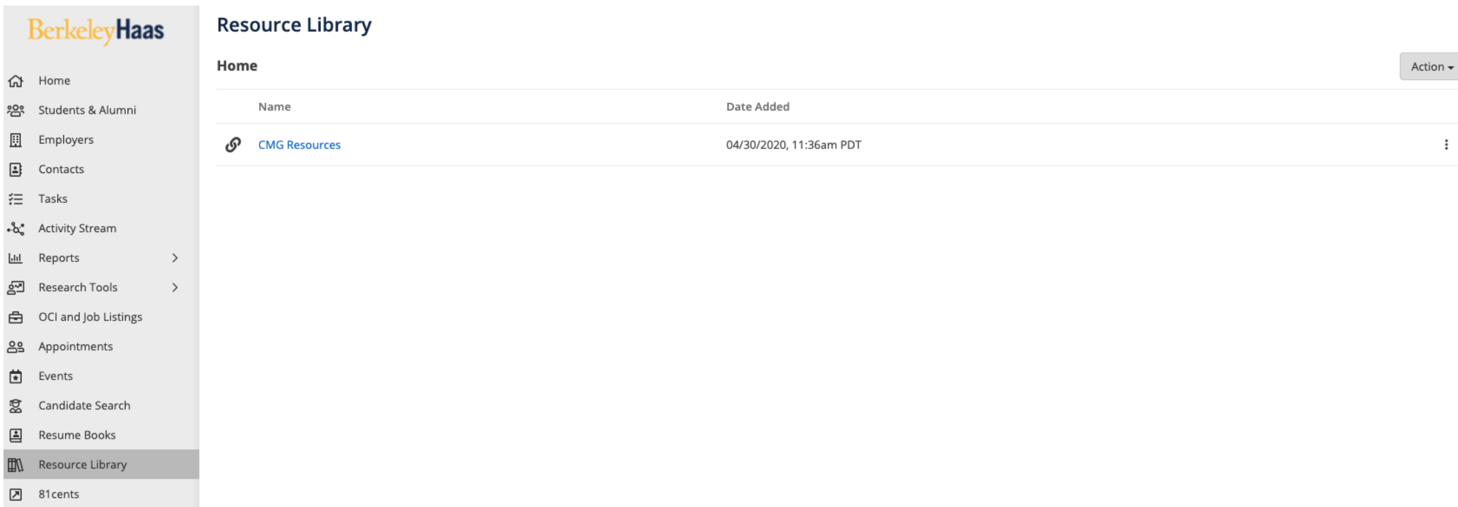
Networking Events: These will depend on the virtual event platform used (Zoom vs. Hopin).
Final logistics emails for larger virtual networking events will contain the correct link.
In most cases, the link will also appear in the Location field of the event in CMG BEARS, just like workshops and presentations.

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.



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