
DOMÉ

How to Navigate DOMÉ for Efficiency and Career Success

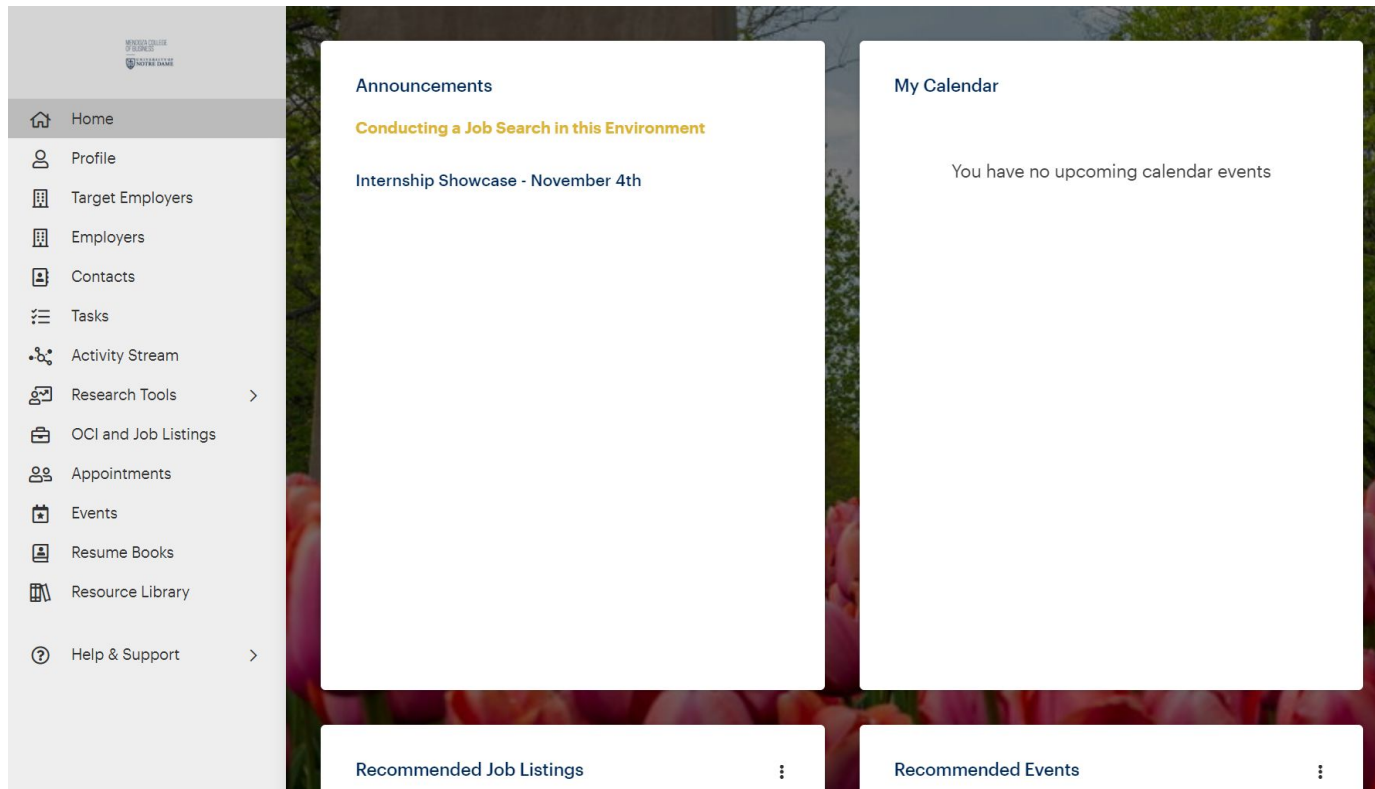
Graduate Business Career Development

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Accessing DOME

You can access DOME directly by clicking on this [link](https://mba-mendoza-notredame.12twenty.com/dashboard) or copy and pasting: <https://mba-mendoza-notredame.12twenty.com/dashboard>

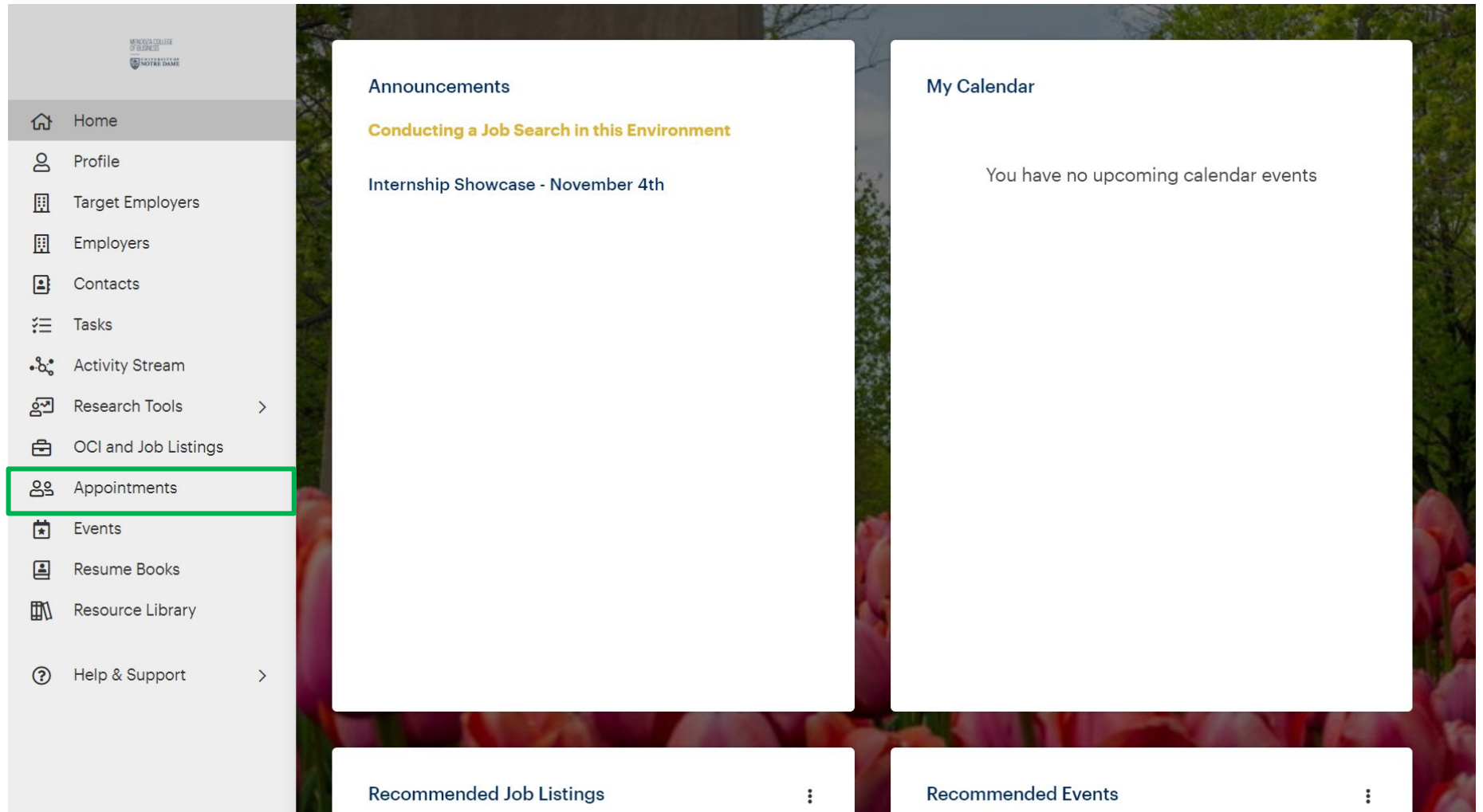


The screenshot displays the DOME dashboard interface. On the left is a vertical navigation menu with the following items: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, Research Tools, OCI and Job Listings, Appointments, Events, Resume Books, Resource Library, and Help & Support. The main content area is divided into several sections. The top-left section is titled 'Announcements' and contains a sub-section 'Conducting a Job Search in this Environment' with a link to 'Internship Showcase - November 4th'. The top-right section is titled 'My Calendar' and states 'You have no upcoming calendar events'. At the bottom, there are two sections: 'Recommended Job Listings' and 'Recommended Events', both with vertical ellipsis icons to their right.

Booking an Appointment


Step 1: Click on *Appointments* from the side navigation panel

NOTE: You can only make appointments through DOME with 8-hours of notice or more.



The screenshot shows the DOME user interface. On the left is a side navigation panel with the following items: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, Research Tools, OCI and Job Listings, **Appointments** (highlighted with a green box), Events, Resume Books, Resource Library, and Help & Support. The main content area is divided into two columns. The left column is titled 'Announcements' and contains a yellow link 'Conducting a Job Search in this Environment' and a section 'Internship Showcase - November 4th'. The right column is titled 'My Calendar' and displays the message 'You have no upcoming calendar events'. At the bottom of the page, there are two sections: 'Recommended Job Listings' and 'Recommended Events', each with a vertical ellipsis menu icon.

Booking an Appointment (continued)



Home
Profile
Target Employers
Employers
Contacts
Tasks
Activity Stream
Research Tools
OCI and Job Listings
Appointments
Events
Resume Books
Resource Library
Help & Support

Appointments




All appointments will be virtual until further notice. Zoom will be default but let your coach know if you need to use another platform.

NOTE there is now only a 8hr buffer on appointments.

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

Today < > May 30 — Jul 3, 2021 (EST)


FRI
04
JUN



Tahra Taylor

○ 2:00pm - 4:00pm EDT

MON
07
JUN



Patrick Farran

○ 4:00pm - 5:30pm EDT

List ▾

You can filter by:
Appointment Type and
Career Advisor

You can also adjust
view types: List and
Calendar View

Booking an Appointment (continued)

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

Virtual options now exist on the appointment form.

Career Adviser : Martin Johnson

Today < > Apr 19 — 25, 2020 (EST)

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

Filter for coaches here



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

Step 3: Find an Appointment Block. Click on the block to open and see details (such as the type of meeting that can be booked).

Inside the block, click the "Book Appointment" button.

Booking an Appointment (continued)

Book Appointment

Date: 05/05/2020

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

Student*: Please input a student's name

Duration*: 30 mins

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

12:00pm to 2:30pm

Career Adviser: Martin Johnson

Adviser Profile: --

Location: Location

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

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

Eligibility

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

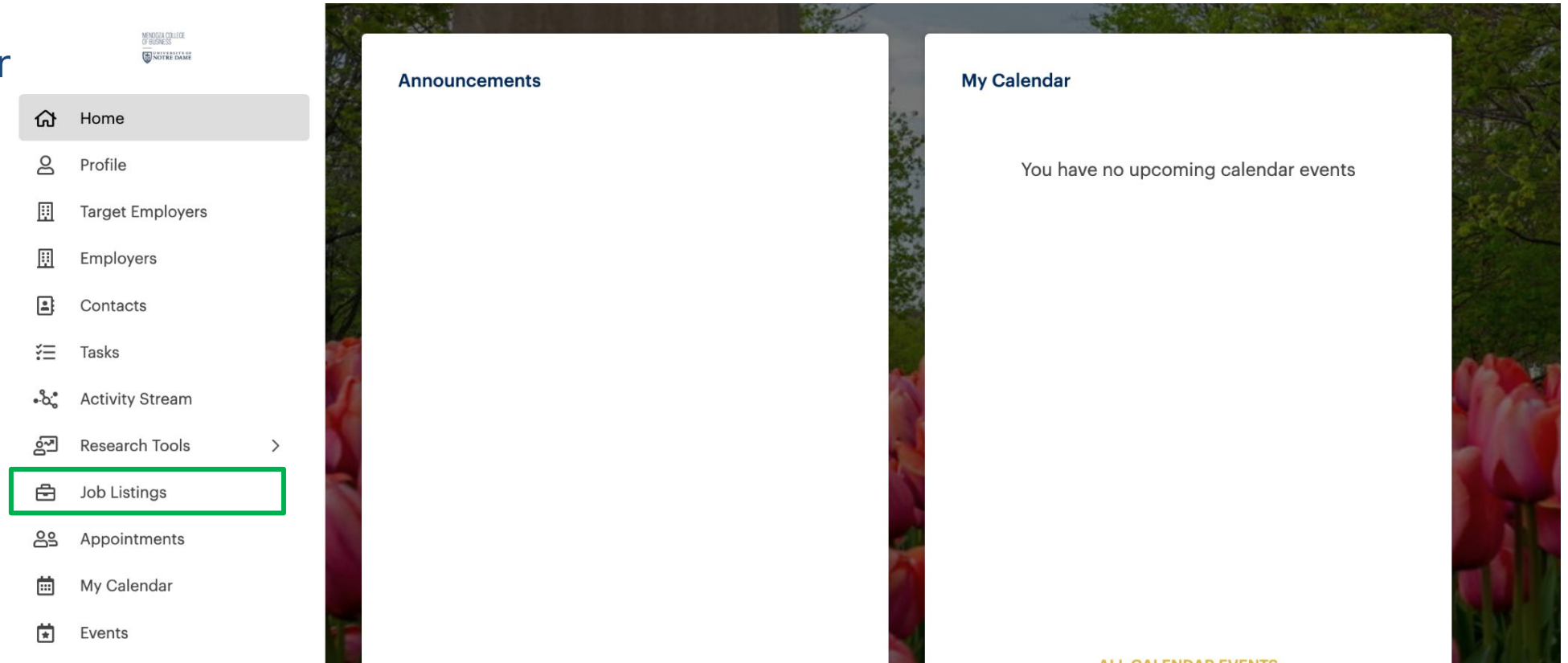
Student Group

Step 4: Here is where you can select the type of appointment, the time, and location. You can also attach files such as a resume or career search marketing plan.

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

Saved Job Searches

To view job listings, click on *Job Listings* from the side navigation panel.



Saved Job Searches (continued)






Job Listings

All Mendoza Facilitated Job Listings 12Twenty Job Listings Applied My Interview Availability

Employer, Job Title, or Keyword

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

Posting Date


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


You can set up saved job searches and job alerts for these listings, including ALL. The actions are the same.


Filters can be adjusted to what you want/need.

Saved Job Searches (continued)


Job

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

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



Click to save the search

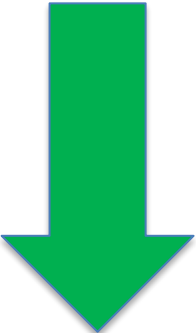
 Turn on email alerts for this search




+ Add Filter

Results: 2

Job Status	Applicants
Application Open	7 applicants
Application Open	3 applicants

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



Saved Search 2020-04-27   

^ My Saved Searches & Alerts

Mendoza Facilitated vs Job Listing vs 12 Twenty Jobs



Job Listings

All Mendoza Facilitated Job Listings 12Twenty Job Listings Applied My Interview Availability

Employer, Job Title, or Keyword



Job Status: Approved, Application Open ▾ + Add Filter ↻ Reset

Here's what you should know:

- **Mendoza Facilitated** – Companies focused on Mendoza students. They work with the Career Development team to establish interview schedule (either on-campus or virtual)
- **Job Listings** – Companies focused on Mendoza students but likely are posting with multiple schools. They set their own interview schedules but can decide not to interview any Mendoza candidates.
- **12Twenty Job Listings** – Companies who may have posted to multiple schools or the posting was aggregated and then posted by 12Twenty. The postings cover a broad range of experience levels, not just roles specifically categorized as MBA roles.

Accepting an Interview Request – Mendoza Facilitated Only

Job Listings

All Mendoza Facilitated Job Listings 12Twenty Job Listings Applied My Interview Availability



Saved Searches & Job Alerts ▾

Search by Employer, Job Title, or Keyword

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

All Mendoza Facilitated Job Listings 12Twenty Job Listings Applied My Interview Availability

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



You received an on-campus interview! Now what?

Step 1: Click on your “Applied” tab.

Step 2: Click the job title to accept or decline the interview. You can also learn if you were extended an interview under “Application Status”.

Make sure to take prompt action! If you do not accept the interview by the stated deadline, you may not be able to interview for that role.

Accepting an Interview Request (continued)



Once inside....

TEST- DO NOT APPLY 👤☆

University of Notre Dame

Post MBA | 3 months ago | Apply by: 3/1/2019, 12:00 AM EST |

Interview Date: 12/19/2018

Application: Congratulations! You received an invitation to interview.

Choose wisely...

Decline Interview Accept Interview Withdraw from Application Edit Application

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

Accepting an Interview Request (continued)

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

Click into the job description and scroll down all the way. There, you'll find Mendoza Facilitated Interview Periods! Dates are typically different for every week of interviews and depending on the company; **always check!**

OCI Periods

Round Timeline

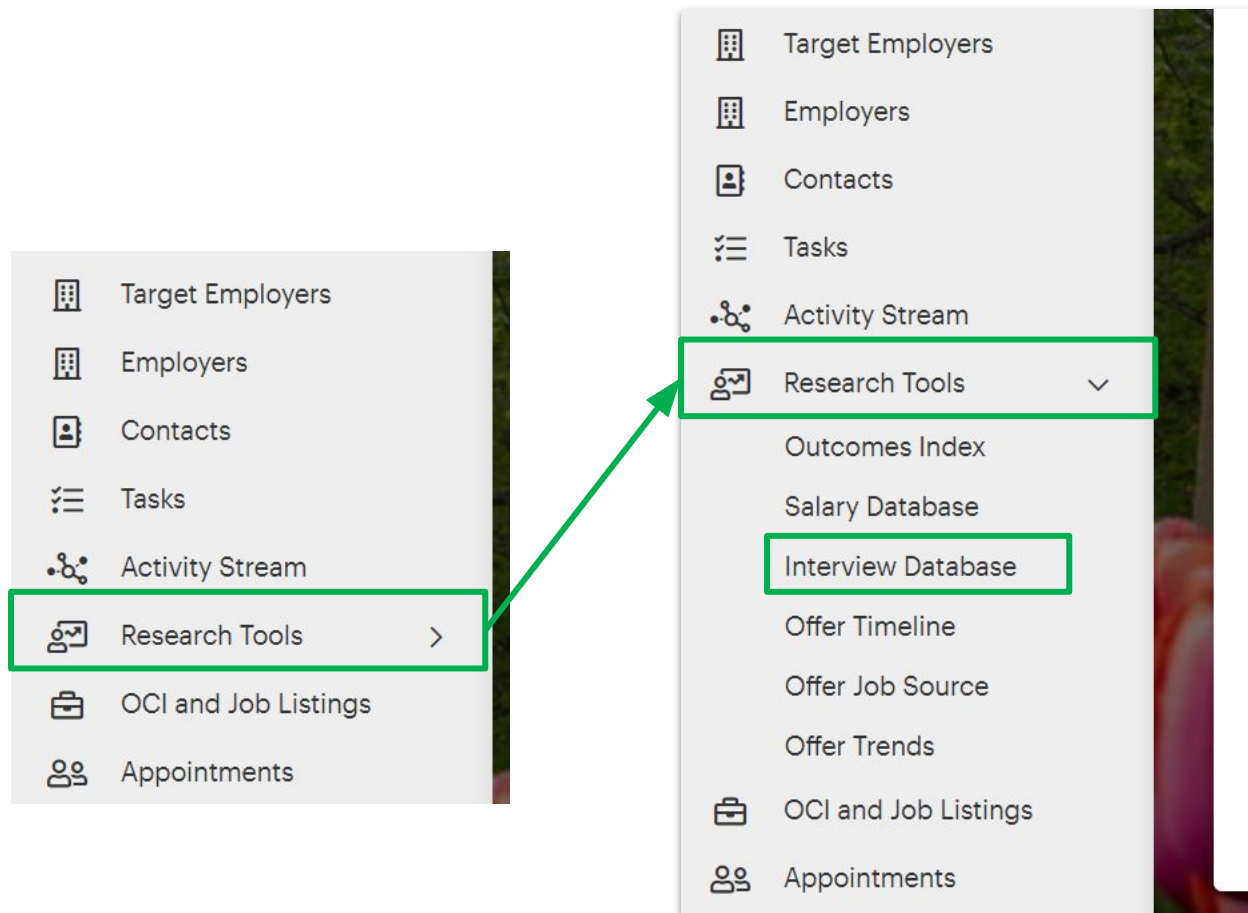
Spring 2019 Week 1 (Jan 15-18)

**SAMPLE
DEADLINES**



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

Interview Questions



Step 1: To find the Interview Database from the DOME home page, navigate to *Research Tools* in the left menu box.

Click the drop down menu to expand *Research Tools*.

Step 2: Next click *Interview Database*.

Interview Questions (continued)

Interview Database

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

Industry ⊗

Financial Services ▼

Recommended Attributes ⊗ +

Employer
Industry | Detailed Industry
Function | Detailed Function
Metro Area

[View Complete List](#)

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

All ▼ Post MBA ▼ All ▼ All ▼ All ▼ All ▼ All ▼ Yes ▼

Step 2: Select Primary Attributes after those below. [View Complete List](#)

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

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

Interviews

Interview Questions

Interview Insight

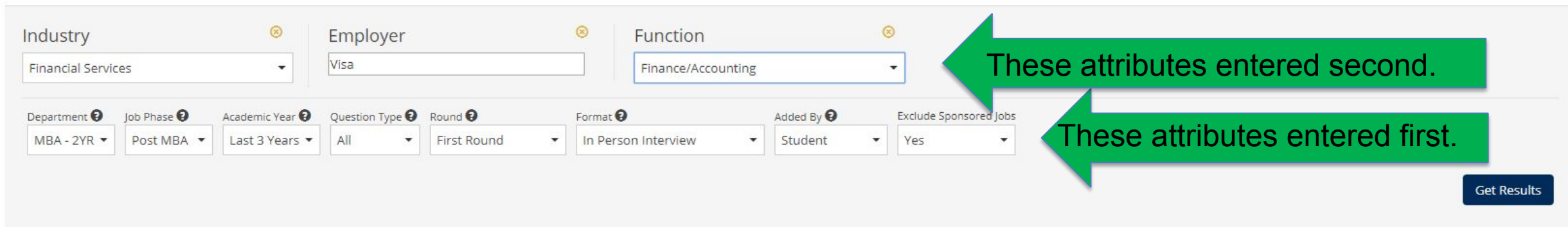
Interview Database (continued)

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

Interview Database

View as Student

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



The screenshot shows a filter interface with the following elements:

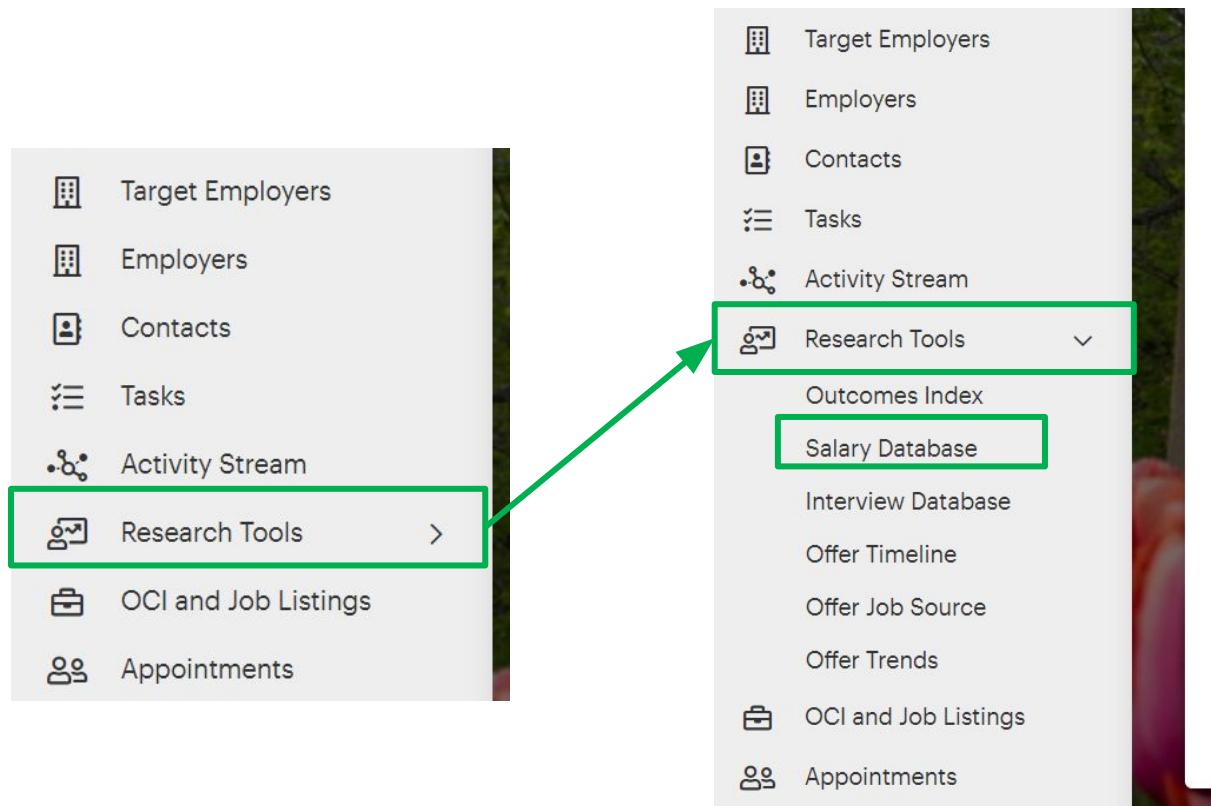
- Industry:** Financial Services
- Employer:** Visa
- Function:** Finance/Accounting
- Department:** MBA - 2YR
- Job Phase:** Post MBA
- Academic Year:** Last 3 Years
- Question Type:** All
- Round:** First Round
- Format:** In Person Interview
- Added By:** Student
- Exclude Sponsored Jobs:** Yes

Annotations with green arrows point to the Function, Department, Job Phase, Academic Year, Question Type, Round, Format, Added By, and Exclude Sponsored Jobs filters, stating: "These attributes entered second." and "These attributes entered first." A "Get Results" button is located at the bottom right of the filter area.

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

Salary Database

Salary Database is also under *Research Tools* in the left navigation panel



Step 1: To find the Interview Database from the DOME home page, navigate to *Research Tools* in the left menu box.

Click the dropdown menu to expand *Research Tools*.

Step 2: Click *Salary Database*.

Salary Database (continued)

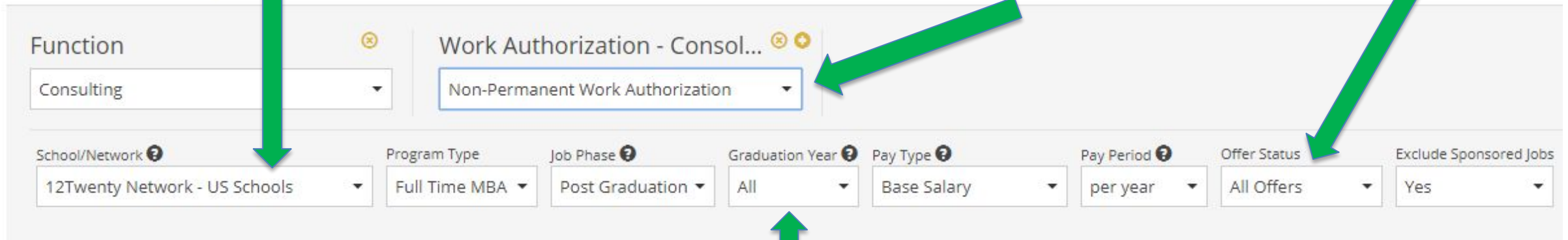
Choose the **12Twenty Network – US Schools** filter rather than Mendoza only (Mendoza is default).

Note: We have approximately 150 students per year, while other programs have upwards of 500, that's over 3x of data – leverage it!

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

Salary Database

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



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

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

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

Try a subset of Graduation Years

Salary Database (continued)

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

Industry: Financial Services

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

Metro Area: -- Please make a selection

School/Network: Mendoza College of Business

Department: All

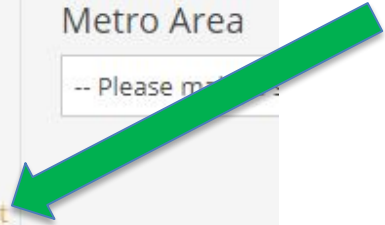
Job Phase: Post MBA

Graduation Year: All


Pay Type: Base Salary

or [See Complete List](#)

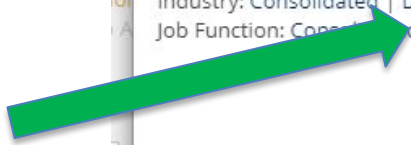
When you click on this you get more than just salary data



You get these additional filters!



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



Choose an Attribute

Job Phase: Post MBA

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

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

Reporting an Outcome – We want to know it all!



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

Jobs and Job Offers Application Materials Interviews Background Admin More ▾

Post MBA

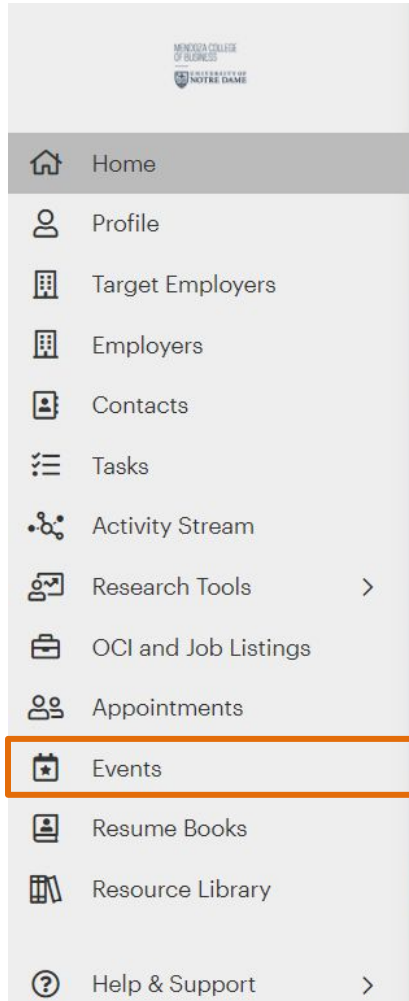
+ Admin: Add Rumor ⓘ

+ Admin: Unreported

Please tell us about your post graduation plans

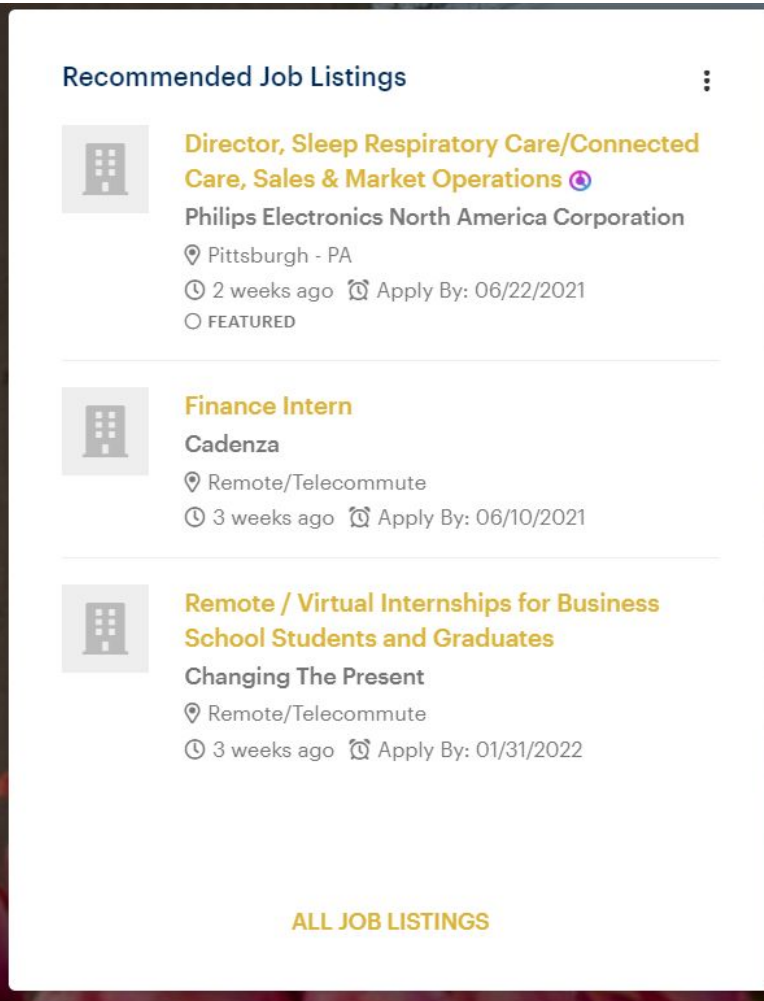
+ Report Status

The data you provide helps your classmates as it becomes a part of the data that populates the salary database. It's also used to meet various internal and external reporting requirements.







MINNESOTA COLLEGE
OF BUSINESS
UNIVERSITY OF NOTRE DAME

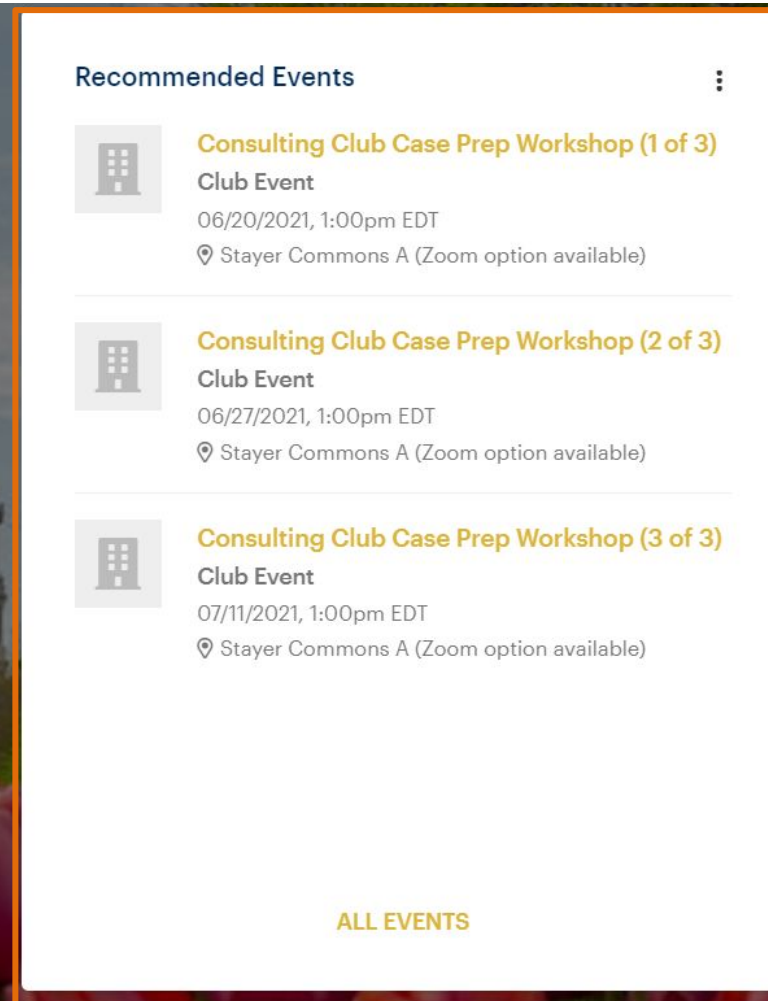
- Home
- Profile
- Target Employers
- Employers
- Contacts
- Tasks
- Activity Stream
- Research Tools >
- OCI and Job Listings
- Appointments
- Events**
- Resume Books
- Resource Library
- Help & Support >






Recommended Job Listings

-  **Director, Sleep Respiratory Care/Connected Care, Sales & Market Operations** 
Philips Electronics North America Corporation
Pittsburgh - PA
2 weeks ago Apply By: 06/22/2021
FEATURED
-  **Finance Intern**
Cadenza
Remote/Telecommute
3 weeks ago Apply By: 06/10/2021
-  **Remote / Virtual Internships for Business School Students and Graduates**
Changing The Present
Remote/Telecommute
3 weeks ago Apply By: 01/31/2022

[ALL JOB LISTINGS](#)



Recommended Events

-  **Consulting Club Case Prep Workshop (1 of 3)**
Club Event
06/20/2021, 1:00pm EDT
Stayer Commons A (Zoom option available)
-  **Consulting Club Case Prep Workshop (2 of 3)**
Club Event
06/27/2021, 1:00pm EDT
Stayer Commons A (Zoom option available)
-  **Consulting Club Case Prep Workshop (3 of 3)**
Club Event
07/11/2021, 1:00pm EDT
Stayer Commons A (Zoom option available)

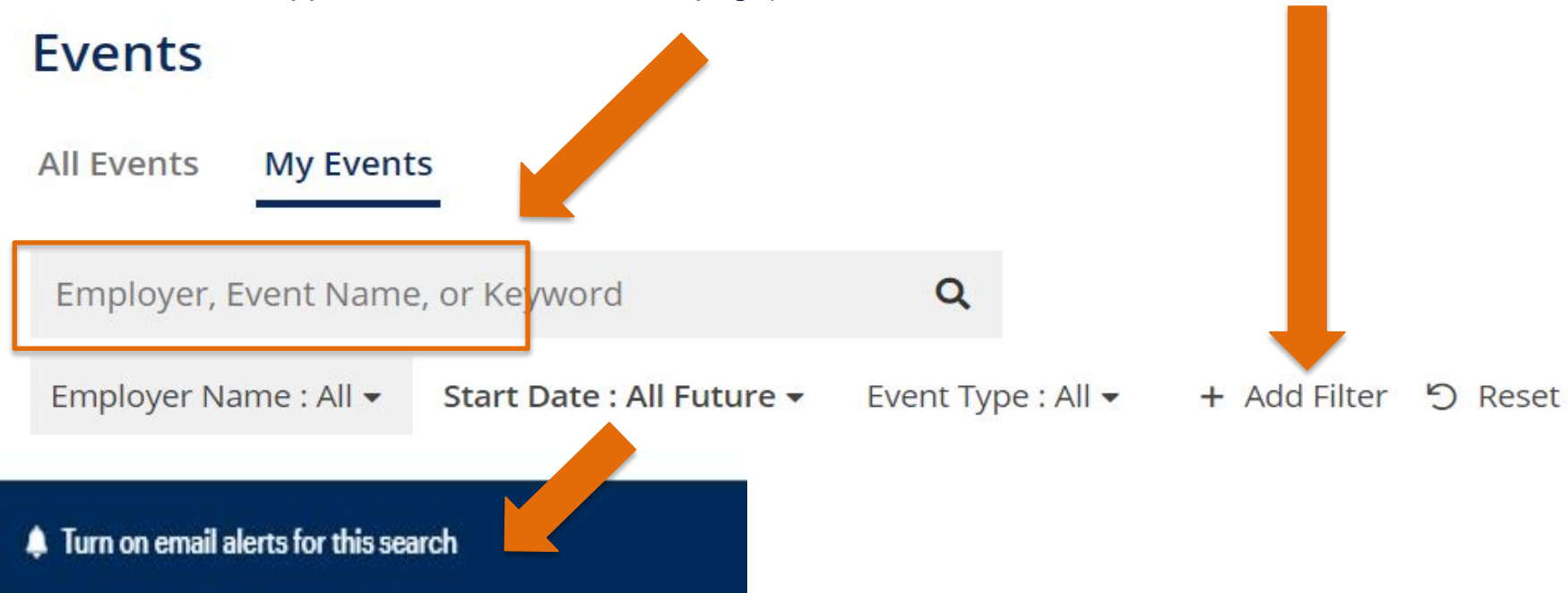
[ALL EVENTS](#)

You can review, signup, and stay up-to-date with the latest events through DOME.

Step 1: Navigate to Events from the DOME Home page by clicking *Events* in the left navigation panel.

Events (continued)

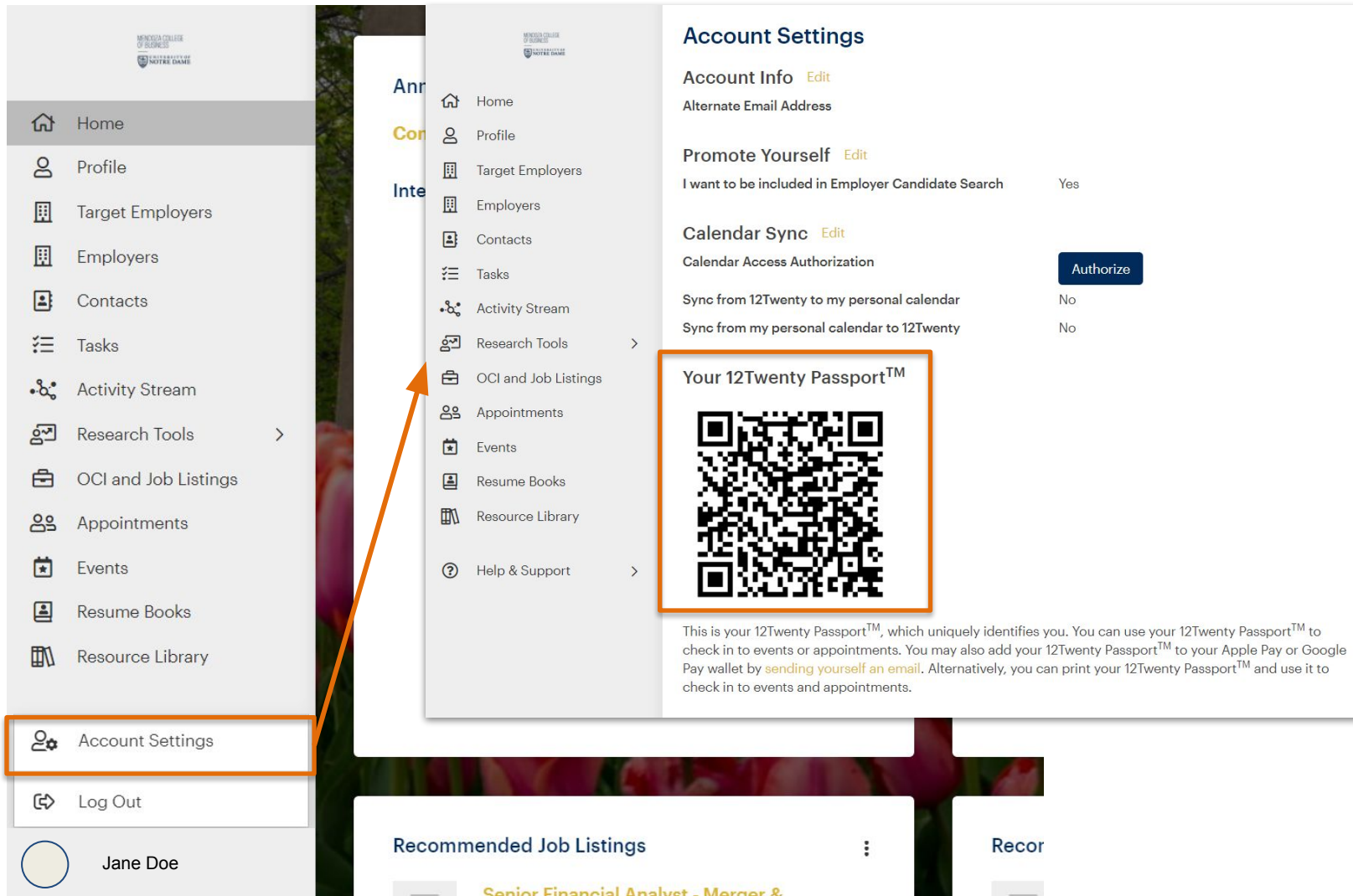
Once you are inside the *Events* page you can filter by All Events, My Events, and other filters as shown below, and also turn on alerts (see icon shown below that appears at bottom of events page).



The screenshot shows the 'Events' page interface. At the top, there are two tabs: 'All Events' and 'My Events', with 'My Events' being the active tab. Below the tabs is a search bar with the placeholder text 'Employer, Event Name, or Keyword' and a magnifying glass icon. Underneath the search bar are three filter dropdowns: 'Employer Name : All', 'Start Date : All Future', and 'Event Type : All'. To the right of these filters are two buttons: '+ Add Filter' and 'Reset'. At the bottom of the interface, there is a dark blue button with a bell icon and the text 'Turn on email alerts for this search'. Three orange arrows point to specific elements: one points to the 'My Events' tab, one points to the search bar, and one points to the 'Turn on email alerts for this search' button.

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

Events (continued)



The screenshot displays the 12Twenty mobile application interface. On the left, a navigation menu lists various options, with 'Account Settings' highlighted by an orange box. An orange arrow points from this menu item to the 'Account Settings' page shown in the main content area. The 'Account Settings' page includes sections for 'Account Info', 'Promote Yourself', 'Calendar Sync', and 'Your 12Twenty Passport™'. The 'Your 12Twenty Passport™' section features a QR code, which is also highlighted by an orange box. Below the QR code, there is explanatory text about the passport's use for event check-ins.

Account Settings


Account Info [Edit](#)
Alternate Email Address

Promote Yourself [Edit](#)
I want to be included in Employer Candidate Search Yes

Calendar Sync [Edit](#)
Calendar Access Authorization [Authorize](#)

Sync from 12Twenty to my personal calendar No
Sync from my personal calendar to 12Twenty No

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.

To easily check in to events, download the QR code associated with your DOME profile.

Step 1: Click on your name on the bottom left corner of the screen.

A window will pop up; select *Account Settings*.

Step 2: When you scroll down, your 12Twenty Passport QR Code will be there. You may print, download the QR code to your email, and save to Apple Pay or Google Pay.