Career Connections

Posting Jobs for Full-Time MBA, EMBA, MBA@UNC, & Alumni

To help your organization connect with UNC Kenan-Flagler MBA students and alumni, we use an online system called **Career Connections**. This online tool allows employers to directly post positions to the School's internal job board, collect and review candidate resumes in the system and access resume books. You'll also be able to share information about your organization with students, including linking them directly to your website.

Registering and Posting Jobs in Career Connections:

1. Visit https://mba-kenan-flagler-unc.12twenty.com/hire.
2. Select the "Employer Sign Up" option to request system access, provide information about your organization and submit a job posting. If you already have an employer 12Twenty account with another school, please login with those credentials in the area that says "Employer Log In."
3. Within one-two business days (Monday-Friday) your registration will be approved. Once you set up your account you will have the ability to post new opportunities, etc.
4. To add new opportunities in the system, please select "Post" on the main landing page under "Post a Job" and you will be able to create your new job listing.

Accessing Candidate Resumes in Career Connections:

1. To download student resumes, please select "Search Candidates."
2. Once you select "Search Candidates" the Employer Engagement & Recruiting team will be able to approve your request for candidate search access within 1-2 business days. Once approved, you will not have to be reapproved to access candidate search in the future.
3. Once you access is granted you can search candidate resumes based on the following criteria:

- Keyword Search
- Student Group
- Job Phase (Post MBA, Internship, Post-Graduation/Alumni)
- Program
- Graduation Year
- Graduation Term
- Desired Industry
- Desire Function

- Desired City
- Work Experience
- Industry (Pre MBA)*
- Function (Pre MBA)*
- Language Written
- Language Spoken
- Work Authorization

*Should only be used for Full-Time MBA candidates.

4. After selecting your desired filters, select "Get Results" and the candidates will populate in list form below the filters.
5. You can export candidates by selecting "Action" and then selecting all or only manually selected candidates and your preferred file format – PDF or Excel.

Questions? Contact us at career_leadership@kenan-flagler.unc.edu