

MBAFOCUS[®]

**FOR
CANDIDATES**

AT OUR PARTNER SCHOOLS

**HOW TO
REGISTER**

UPLOAD RESUME, SEARCH JOBS,
AND MANAGE CAREER SERVICES



MBAFOCUS[®]

**Last updated:
July 6, 2012**



**For more information
www.mbafocus.com**

@mbafocus

How to Register

MBAFOCUS®

How to register with your career service portal powered by MBA Focus.

This system helps you easily create and manage your online career profile. This information will be available to prospective employers via your school's career services office's partnership with [MBA Focus](#).

To take advantage of this partnership, register for this completely free service. It only takes about 10 minutes to complete the 10 simple registration steps. Once you create an account and/or sign in, you can:

- Get found by recruiters from the world's leading MBA employers.
- Search jobs and filter opportunities to meet your specifications.
- Virtually interview for positions right from your home.
- Receive notifications when your "dream" job is available.
- Manage your career services anywhere, anytime, with the MBA Focus mobile app.

Technical Notes:

This application relies on the usage of internet cookies. Optimal cookie settings will vary depending on your browser, but you must have your browser configured to accept cookies to use this GTS application. Currently, MBA Focus supports Internet Explorer, Mozilla Firefox, and Google Chrome. The mobile app is available for Apple iOS, Blackberry, and Google Android devices. Available features vary based on different levels of school partnerships. Some features may not be available to some audiences.

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www.mbafocus.com

@mbafocus



1: Create Account

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School
Logo



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MBAFOCUS

Sign In

Welcome to your career service portal powered by MBA Focus.

This system helps you easily create and manage your online career profile. This information will be available to prospective employers via your career services office's partnership with [MBA Focus](#).

To take advantage of this partnership, register for this completely free service.

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- Get found by recruiters from the world's leading MBA employers.
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Technical Notes:

This application relies on the usage of internet cookies. Optimal cookie settings will vary depending on your browser, but you must have your browser configured to accept cookies to use this GTS application. Currently, MBA Focus supports Internet Explorer, Mozilla Firefox, and Google Chrome.

Username

Password

[Clear](#)

1st time user? [Create Account](#)

Forgot my Password

If you have forgotten your user name or password, please enter your account email address below to have it sent to you.

Email Address:

[Find my Account](#) »

2: Accept Legal Waiver

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MBAFOCUS

BY PARTICIPATING IN BOSTON RECRUITING EVENT RESUME DATABASE PROGRAM ("THE DATABASE") PROVIDED BY MBA FOCUS, LLC ("MBA FOCUS"), YOU AGREE TO THE FOLLOWING TERMS AND CONDITIONS.

USE OF THE DATABASE

All information provided by you is true and complete. You will promptly update your registration data and resume to keep them true and complete. You authorize Boston Recruiting Event and MBA Focus and their employees and agents to release your resume and any of the information posted by you

Yes, I have read and agree to the terms and conditions of user agreement

Submit

Cancel

3: Create Username

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School
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Create Your Account

Create Your Account

- Create a unique username for your account. To ensure uniqueness, you might want to consider using your email address as your username.
- You must enter your account password twice to ensure accuracy.
- Your account email address must also be unique. It will be utilized by recruiters to send you correspondence about potential employment opportunities.

Username

example

Password

Confirm Password

Email Address

example@email.com

All fields are required

[« Back To Login](#)

[Clear](#)

[Submit](#)

4: Enter Contact Info

MBAFOCUS[®]

Hello, !

System Time: 1:35:59 PM

[Log out](#) | [Dashboard](#) | [? Help](#)

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CANDIDATE REGISTRATION

In order to complete the registration, you must follow the steps listed below. Please note that each step takes only a few minutes of your time and the registration process can be completed quickly.

1

Enter Contact Information

You must enter contact information about yourself into the system.

1 - 3 minutes

[GO](#)

2

You must answer profile questions in order to be found in this system. These profile questions are used by employers to find candidates that meet their specific job opportunities. **The more accurately and completely you fill out these questions, the more likely your profile will be found by employers looking for you!**

5 - 10 minutes

[GO](#)

3

Upload Resume/CV

Upload your prepared resume/CV here.

2 - 5 minutes

[UPLOAD](#)



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CONTACT INFORMATION

[← BACK TO CANDIDATE REGISTRATION](#)

Enter your contact information in the fields below.

SAVE

▼ Contact Information

* First Name

Middle Name

* Last Name

Address Line 1

Address Line 2

Address Line 3

City

State

Postal Code

Country

Telephone #1

CONTACT INFORMATION

[← BACK TO CANDIDATE REGISTRATION](#)

Enter your contact information in the fields below.

SAVE

▼ Contact Information

* First Name

Middle Name

* Last Name

Address Line 1

Address Line 2

Address Line 3

City

State

Postal Code

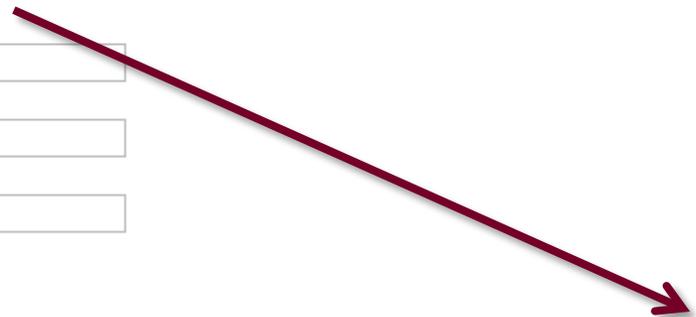
Country

Telephone #1

Telephone #2

Mobile Phone #

SAVE



5: Complete Profile

MBAFOCUS[®]

Hello, !

System Time: 1:38:49 PM

[Log out](#) | [Dashboard](#) | [? Help](#)

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CANDIDATE REGISTRATION

In order to complete the registration, you must follow the steps listed below. Please note that each step takes only a few minutes of your time and the registration process can be completed quickly.

1

Enter Contact Information

You must enter contact information about yourself into the system.

Completed

REVISE

2

You must answer profile questions in order to be found in this system. These profile questions are used by employers to find candidates that meet their specific job opportunities. **The more accurately and completely you fill out these questions, the more likely your profile will be found by employers looking for you!**

5 – 10 minutes

GO

3

Upload Resume/CV

Upload your prepared resume/CV here.

2 – 5 minutes

UPLOAD

OR

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DETAILED PROFILE

[← BACK TO CANDIDATE REGISTRATION](#)

The detailed profile section contains specific questions about your background. Employers will have the ability to search for candidates using these same categories. It is in your best interest to answer these questions as completely as possible.

SAVE

▼ Most Searched by Recruiters

Function – Experience

Select up to 10 functional areas in which you have work experience.

[Clear All](#) | [Select All](#)

<input checked="" type="checkbox"/> Accounting	▲
<input type="checkbox"/> General	☰
<input type="checkbox"/> Advisory	
<input type="checkbox"/> Audit	
<input type="checkbox"/> Tax	▼

Function – Preference

Select up to 10 functional preferences.

[Clear All](#) | [Select All](#)

<input checked="" type="checkbox"/> Accounting	▲
<input type="checkbox"/> General	☰
<input type="checkbox"/> Advisory	
<input type="checkbox"/> Audit	
<input type="checkbox"/> Tax	▼

Geographic – Preference

Select all applicable location preferences. Unlimited selections are permitted.

[Clear All](#) | [Select All](#)

<input checked="" type="checkbox"/> NORTH AMERICA	▲
<input checked="" type="checkbox"/> USA	☰
<input checked="" type="checkbox"/> USA – MIDATLANTIC	
<input type="checkbox"/> Delaware	
<input type="checkbox"/> Maryland	▼

Industry – Preference

Select up to 10 industries in which you are interested.

[Clear All](#) | [Select All](#)

<input type="checkbox"/> Accounting	▲
<input checked="" type="checkbox"/> Advertising	☰
<input type="checkbox"/> General	
<input type="checkbox"/> Advertising / Marketing Services	
<input type="checkbox"/> Communications / Public Relations	▼

Citizenship Status

-- Select One --

▼ Additional Information

Annual Compensation

-- Select One --

Certifications/Licenses

[Clear All](#) | [Select All](#)

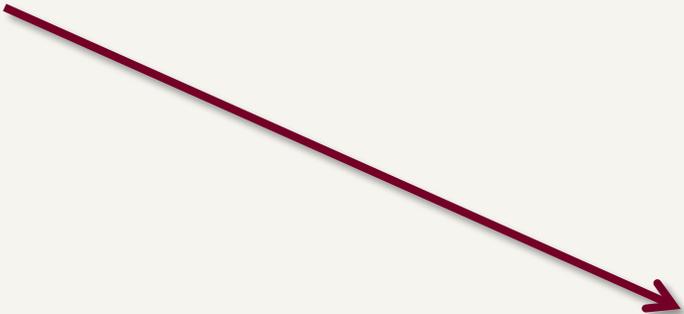
<input type="checkbox"/> Architect License
<input type="checkbox"/> CDP
<input type="checkbox"/> CFA
<input type="checkbox"/> CFP
<input type="checkbox"/> CISA

Willingness to Relocate

-- Select One --

Willingness to Travel

-- Select One --



SAVE

Contact

Graduate Business School Name
Number Street Rd
City, ST ZIP
Phone: 1.555.123.6789
Email: info@school.edu

Resources

[Newsletter](#)
[KnowledgeBase](#)
[Jobs](#)
[University Home](#)
[Privacy Policy](#)

Connect



6: Upload Resume/CV

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Hello, !

System Time: 1:43:06 PM

[Log out](#)[Dashboard](#)[? Help](#)**School
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CANDIDATE REGISTRATION

In order to complete the registration, you must follow the steps listed below. Please note that each step takes only a few minutes of your time and the registration process can be completed quickly.

1

Enter Contact Information

You must enter contact information about yourself into the system.

Completed[REVISE](#)

2

You must answer profile questions in order to be found in this system. These profile questions are used by employers to find candidates that meet their specific job opportunities. **The more accurately and completely you fill out these questions, the more likely your profile will be found by employers looking for you!**

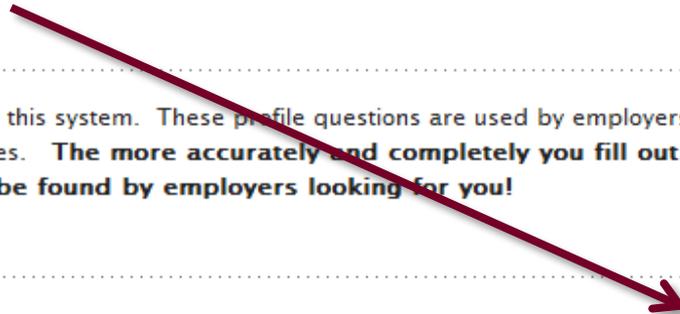
Completed[REVISE](#)

3

Upload Resume/CV

Upload your prepared resume/CV here.

2 – 5 minutes

[UPLOAD](#)

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UPLOAD RESUME

This required step allows you to upload your resume document.

Important

- Upload word processing documents only. Other file types will not convert. If using a document template, save your resume as an actual document (*.doc or *.docx) prior to uploading.
- Remove any passwords prior to uploading your document. Password protected documents will not convert.
- Do not upload documents in HTML format.

After you click "Upload" below, the next page will allow you to see an online image of your uploaded resume. This may appear to be unclear on some computers. *Recruiters will see the same document image that you see when using the online resume database system.* If something does not look as you intended, you are encouraged to modify your document accordingly, and upload again.

To locate your document on your computer, simply click [Browse] below. If you prefer, you may enter the filename (with full path name) of your resume/CV document below.

* **Document Filename:** No file chosen

Enter a document name below. This name is used to identify your document, as you will have the opportunity to store multiple documents.

* **Document Title:**

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VIEW RESUME

Document View: The view below is a version of your uploaded document. Potential employers will use the PDF document to print from the online database system. The image is how the employers will view the document on screen. The notepad document is used for keyword searching purposes. If something does not look as you intended, you will have the opportunity to upload your document as often as necessary.

[Preview](#) | [PDF](#) | [Text](#)[Continue »](#)

Ryan Pratt

6762 Lake Ridge Rd. Columbus, NY 58920
123-555-9002 | ryan.pratt@university.edu

EDUCATION

University of Columbus – Samuel Graduate School of Business

Columbus, NY, USA

Bachelor of Arts in Business

Expected [Graduation Date]

- **GPA:** 3.68 / 4.0; SAT: 1440
- **Honors:** National Honors Scholars Society
- **Relevant Coursework:** Economics, Accounting, Finance, & Marketing

WORK & LEADERSHIP EXPERIENCE

Pratt Brothers Corp.

NYC, NY, USA

Invest Banking Associate

6/1/2008 – 12/31/2010

- Summary sentence stating what you did and the overall results of your work
- Selected Client / Project / Transaction Experience:
 - Investment Project

7: Continue

CANDIDATE REGISTRATION

In order to complete the registration, you must follow the steps listed below. Please note that each step takes only a few minutes of your time and the registration process can be completed quickly.

1

Enter Contact Information

You must enter contact information about yourself into the system.

Completed [REVISE](#)

2

You must answer profile questions to find candidates that meet their specifications. **the more likely you** questions, the more likely you

by employers to
fill out these

Completed [REVISE](#)

3

Upload Resume/CV

Upload your prepared resume/CV

Completed [MANAGE](#)

- OR -

Create Professional Summary

If you do not have a resume/CV available and would still like to be included in this system, simply click [Create] and you will be prompted to enter some basic information about your educational background and your employment history.

Registration Complete

You have completed all 3 steps of the registration process!

Please review your information, edit where necessary and submit for approval.

[Continue](#)

8: Review

Hello, !

System Time: 1:48:25 PM

[Log out](#) | [Dashboard](#) | [? Help](#)

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Alumni

RYAN PRATT

You may edit the information listed below by clicking on the edit icon to the right of each section.

Continue

▶ **Contact Information**

[edit](#)

▼ **Resume Manager**

[manage](#)

Only one resume/CV can be active in the resume database. Your active document will appear at the top of the document list and will be indicated by **Status: Active** underneath the document name.

- To upload additional documents – click on the [Upload New].
- To edit a current document in the system click on the Download Resume icon, make your edits to the document, and upload again.
- To replace the current document – click on the Replace icon and upload your replacement document.

Action

[Print Summary](#)

▼ **Account Information** [edit](#)

User Name: rsptest123

Email: rsptest123@mbafocus.com

▼ **Account Status**

You may edit the information listed below by clicking on the edit icon to the right of each section.

Continue

▶ Contact Information  [edit](#)

▼ Resume Manager  [manage](#)

Only one resume/CV can be active in the resume database. Your active document will appear at the top of the document list and will be indicated by **Status: Active** underneath the document name.

- To upload additional documents – click on the [Upload New].
- To edit a current document in the system click on the Download Resume icon, make your edits to the document, and upload again.
- To replace the current document – click on the Replace icon and upload your replacement document.

Alumni-only feature

Document Name	View Docs	Date	Actions
My Resume	  	7/6/2012	 

saved to system: 1

▼ Detailed Profile  [edit](#)

▼ Most Searched by Recruiters

Function – Experience [\(edit\)](#)

Accounting – Audit

Function – Preference [\(edit\)](#)

Accounting – Audit

Geographic – Preference [\(edit\)](#)

USA – MID ATLANTIC – M... / ...

Industry – Preference [\(edit\)](#)

Accounting

Action

 [Print Summary](#)

▼ Account Information  [edit](#)

User Name: rsptest123

Email: rsptest123@mbafocus.com

▶ Account Status

▼ Confidentiality

Confidential

Not Confidential

If you choose to make your account confidential, your name, contact information and resume/CV will not be visible to potential employers. Only your detailed profile will be visible to employers if you match their search. This feature can protect your identity but dramatically reduce the number of contacts that you will receive from potential employers. Click on the appropriate radio button to change your confidentiality status.

9: View JobMatch Results MBAFOCUS[®]

Citizenship Status

US Citizen

▼ Additional Information

Annual Compensation

\$100k - \$150k

Certifications/Licenses

[Clear All](#) | [Select All](#)

- Architect License
- CDP
- CFA
- CFP
- CISA

Willingness to Relocate

Yes, no restrictions

Willingness to Travel

No, I am not willing to travel

We have compared your profile interests to our job postings, and have found 24 jobs that appear to be a match to your profile.

If you would like to see the job postings now, click the "Show Me Jobs" button below. The system will also setup a search agent for you.

If you would like like the agent created but do not wish to see the jobs right now, click "Notify Me".

Don't show me this message again

Show Me Jobs

Notify Me

10: Your Dashboard

Hello, !

System Time: 1:49:49 PM

[Log out](#)

[Dashboard](#)

[? Help](#)



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[My Profile](#)

[Job Search](#)

Name

Ryan Pratt [Logout](#)

Resumes

Resume(s): [Manage My Resume\(s\)](#)

[My Resume *](#)

Job Opportunities

[Search Now](#)

New Job Postings:

[Today \(0\)](#)

[Last 7 Days \(0\)](#)

[Last 30 Days \(0\)](#)

Important Messages

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce rhoncus ante et mi vehicula semper. Donec hendrerit gravida pede. Nullam imper diet metus et orci.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce rhoncus ante et mi vehicula semper. Donec hendrerit gravida pede. Nullam imper diet metus et orci.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce rhoncus ante et mi vehicula semper. Donec hendrerit gravida pede. Nullam imper diet metus et orci.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce rhoncus ante et mi vehicula semper. Donec

Fill out your profile and...



...get hired by the world's leading employers!

Job Opportunities

Search Now

New Job Postings:

[Today \(0\)](#)

[Last 7 Days \(0\)](#)

[Last 30 Days \(0\)](#)

My Saved Searches:

Mobile App

Click below to enable your mobile device.

Create Mobile Account

The MBA Focus app is available for iOS version 4 and higher devices on the App Store and for Android version 2.3 and higher devices on GooglePlay.

Android is a trademark of Google Inc. App Store is a service mark of Apple Inc.

Contact

Graduate Business School Name
Number Street Rd
City, ST ZIP
Phone: 1.555.123.6789
Email: info@school.edu

Fill out your profile and...

...get hired by the world's leading employers!



About MBA Focus

[insert school name] has partnered with MBA Focus, **the world's most comprehensive network of top MBA talent and leading MBA employers**, to give you an opportunity to market yourself to thousands of global employers.

By registering for this [Insert School Name] **resume database** you've put your full resume and a streamlined profile online in front of more than 2,500 top recruiters at over 70 multinational corporations, as well as hundreds of other firms that acquire [Insert School Name] online resume books through MBAFocus.com.

When employers find your profile, they can now **email** you or request to **virtually interview** you directly through the system. Virtual interview requests can be for live interviews or recorded screening interviews.

Or you can search the **job board** for your dream job. Once you've selected the criteria of the opportunity you're looking for, save your search and set up email notifications to alert you of new postings that match your search.

[Learn more about MBA Focus](#)

Resources

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How to Search for Jobs

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Hello, !

System Time: 1:49:49 PM

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[Dashboard](#)

[? Help](#)



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[My Profile](#)

[Job Search](#)



Name

Ryan Pratt [Logout](#)

Resumes

Resume(s): [Manage My Resume\(s\)](#)
[My Resume *](#)

Job Opportunities

[Search Now](#)

New Job Postings:

[Today \(0\)](#)

[Last 7 Days \(0\)](#)

[Last 30 Days \(0\)](#)

Important Messages

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce rhoncus ante et mi vehicula semper. Donec hendrerit gravida pede. Nullam imper diet metus et orci.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce rhoncus ante et mi vehicula semper. Donec hendrerit gravida pede. Nullam imper diet metus et orci.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce rhoncus ante et mi vehicula semper. Donec hendrerit gravida pede. Nullam imper diet metus et orci.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce rhoncus ante et mi vehicula semper. Donec

Fill out your profile and...



GENERAL MILLS



© Johnson & Johnson

amazon.com

Bank of America



accenture

NECHS

CREDIT SUISSE

Booz | Allen | Hamilton

1: Basic Job Search

Hello, !

System Time: 2:07:05 PM

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[? Help](#)



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[My Profile](#)

[Job Search](#)



[ADVANCED SEARCH >](#)

JOB SEARCH

Keyword(s)

Job Location

Job Function

Job Industry

[Clear Search](#)

[Save Search](#)

[Search](#)

Current Search Criteria:

No search criteria has been input. Please click on the "Create Search" button to specify your criteria.

[All \(0\)](#)

[Hotlist \(0\)](#)

[My Applications \(0\)](#)

[Show >>](#)

[Next Actions >>](#)

No matches found – please modify your search criteria

2: Advanced Job Search MBAFOCUS[®]

Hello, !

System Time: 2:08:51 PM

[Log out](#) | [Dashboard](#) | [? Help](#)



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[My Profile](#)

[Job Search](#)

ADVANCED SEARCH

[Clear Search](#)

[Save Search](#)

[RESULTS »](#)

Selected Criteria

 *Indicates All Must Match*

Matched
0

[Remove Selected](#)

You have no search criteria selected. Expand the search categories on the right to build your search.

Search Criteria [Hide All](#)

▼ Search Categories

▶ **Keyword(s)**

▶ **Work Authorization**

▶ **Job Type**

▼ **Job Location**

All Must Match

[+ Add](#)

- NORTH AMERICA
- NORTH AMERICA (Non-US States)
- AFRICA
- ASIA

3: Save Search

Hello, !

System Time: 2:10:48 PM

[Log out](#)

[Dashboard](#)

[? Help](#)

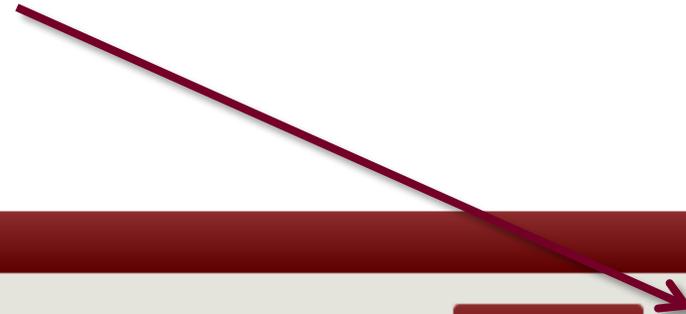


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[My Profile](#)

[Job Search](#)



Clear Search

Save Search

RESULTS »

ADVANCED SEARCH

Selected Criteria



Indicates All Must Match

Matched
0

Remove Selected

SEARCH CATEGORIES

- Work Authorization**
- US Work Authorization Required
- Job Type**
- Full-Time
- Job Location**
- New York - NYC Metro
- Job Function**
- Accounting

Search Criteria

Hide All

Search Categories

- ▶ **Keyword(s)**
- ▶ **Work Authorization**
- ▶ **Job Type**
- ▶ **Job Location**
- ▶ **Job Function**
- ▶ **Job Industry**
- ▶ **Job Start Date**
- ▶ **Application Deadline**

4: Create Search Agent

MBAFOCUS[®]

My Profile

Job Search

ADVANCED SEARCH

Clear Search

Save Search

RESULTS »

Selected Criteria



Search Criteria

Hide All

Indicates All Must Match

Matched

▼ Search Categories

Remove Selected

▼ SEARCH CATEGORIES

- Work Authorization
 - US Work Authorization Required
- Job Type
 - Full-Time
- Job Location
 - New York - NYC Metro
- Job Function
 - Accounting
- Job Industry
 - Accounting
- Job Start Date
 - From 7/6/2012 Through 7/31/2012

Save Search



Enter the name of your search in the box below, or if you wish to override a current search, select the search name from the pick list below.

Save to Existing Search:

Select one... ▼

- or -

Save as New:

 Save as Agent

Save

5: Manage Search Agent MBAFOCUS[®]

Hello, !

System Time: 2:12:36 PM

[Log out](#) | [Dashboard](#) | [? Help](#)

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My Profile

Job Search

SAVED SEARCHES & AGENTS

Saved Searches

Email Agents

Delete	View Search Criteria	Last Revised	View Matching	Use As Agent?	Frequency	Last Agent Emailed
	Accounting NYC 2012	7/6/2012		<input checked="" type="radio"/> Yes <input type="radio"/> No	Weekly - Monday	

Contact

Graduate Business School Name
 Number Street Rd
 City, ST ZIP
 Phone: 1.555.123.6789
 Email: info@school.edu

Resources

[Newsletter](#)
[KnowledgeBase](#)
[Jobs](#)
[University Home](#)
[Privacy Policy](#)

Connect



Create Mobile Account

MBAFOCUS[®]

New Job Postings:

[Today \(0\)](#)

[Last 7 Days \(0\)](#)

[Last 30 Days \(0\)](#)

My Saved Searches:

Mobile App

Click below to enable your mobile device.

[Create Mobile Account](#)

The MBA Focus app is available for iOS version 4 and higher devices on the App Store and for Android version 2.3 and higher devices on GooglePlay.

Android is a trademark of Google Inc. App Store is a service mark of Apple Inc.



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Johnson & Johnson

amazon.com

Bank of America



Walmart

accenture

Nestlé.



pwc



CREDIT SUISSE

BCG

The Boston Consulting Group

Booz | Allen | Hamilton

adidas

GROUP

KAPLAN

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About MBA Focus

[insert school name] has partnered with MBA Focus, **the world's most comprehensive network of top MBA talent and leading MBA employers**, to give you an opportunity to market yourself to thousands of global employers.

By registering for this [Insert School Name] **resume database** you've put your full resume and a streamlined profile online in front of more than 2,500 top recruiters at over 70 multinational corporations, as well as hundreds of other firms that acquire [Insert School Name] online resume books through [MBAFocus.com](#).

When employers find your profile, they can now **email** you or request to **virtually interview** you directly through the system. Virtual interview requests can be for live interviews or recorded screening interviews.

Or you can search the **job board** for your dream job. Once you've selected the criteria of the opportunity you're looking for, save your search and set up email notifications to alert you of new postings that match your search.

[Learn more about MBA Focus](#)

Contact

Graduate Business School Name

Number Street Rd

City, ST ZIP

Phone: 1.555.123.6789

Email: info@school.edu

Resources

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[KnowledgeBase](#)

[Jobs](#)

[University Home](#)

[Privacy Policy](#)

Connect



1: Enable Mobile Device

MBAFOCUS[®]

Hello, !

System Time: 2:13:42 PM

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[My Profile](#) [Job Search](#)

MANAGE YOUR MOBILE ACCOUNT

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Setup Mobile Account

- Enable My Mobile Device to Access the GTS Application**
- Use My Existing Login account**

User Name:

Password:

Confirm Password:



Thanks for registering

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Thank you for registering for your career service portal powered by MBA Focus.

If you have any questions or need support, please contact your school's career service office. MBA Focus does not work directly with candidates.

Log in often to update your profile and upload new resumes. New jobs are being posted every day. And by keeping your profile up-to-date and as complete as possible you improve your chances of being found by employers seeking candidates just like you.

For more information about MBA Focus and the world's most exclusive network of top MBA talent and leading MBA employers please visit <https://www.mbafocus.com/Markets/MBAs.aspx>.

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