Employer Registration Instructions

This event, hosted by the Parker Career Management Center, is designed to bring together employers who are interested in connecting with current UCLA Anderson MBA, MSBA, and MFE students to meet your JUST-IN-TIME full-time, summer internship or project-based hiring needs. **There are NO FEES for participating at this event.**

For more information about this event, please click [HERE](#) or contact the Parker CMC at (310) 825-3325 or parker.cmc.recruiting@anderson.ucla.edu.

Please see below for instructions on how to register for this event.

1. Log in to UCLA Anderson’s myCareer Recruiting System: [https://anderson-ucla.12twenty.com/hire](https://anderson-ucla.12twenty.com/hire)
   - If you already have an account with us or 12Twenty’s recruiting platform, log-in using your 12Twenty username and password.
   - If you do not have an account, please click on Employer Sign Up button to create your account with us.
2. From the **Welcome** page, click on **Attend a Career Fair** button at the bottom of the page OR click on **Events** on the left menu column.

3. Click on “2018 MBA Spring Career Fair” to see the details of the event.

4. After reviewing the event details, click on the **Register** button on the top right of the page.
5. Please complete all the fields and click on the **Register** button at the bottom of the page to complete your registration.

- There are NO FEES for employers to participate in our event.
- You can click on which parts of your contact information you would like to be visible to students.
- If you’ve logged in using a generic or another recruiter’s account and would like to add your contact information to the registration (or add additional career fair attendees), you can do so by clicking on **+Add Additional Contact** or **Create New Contact** links.

*Once your registration is submitted, a Parker CMC Account Manager will follow up with you to confirm your participation and provide additional details regarding the event.*