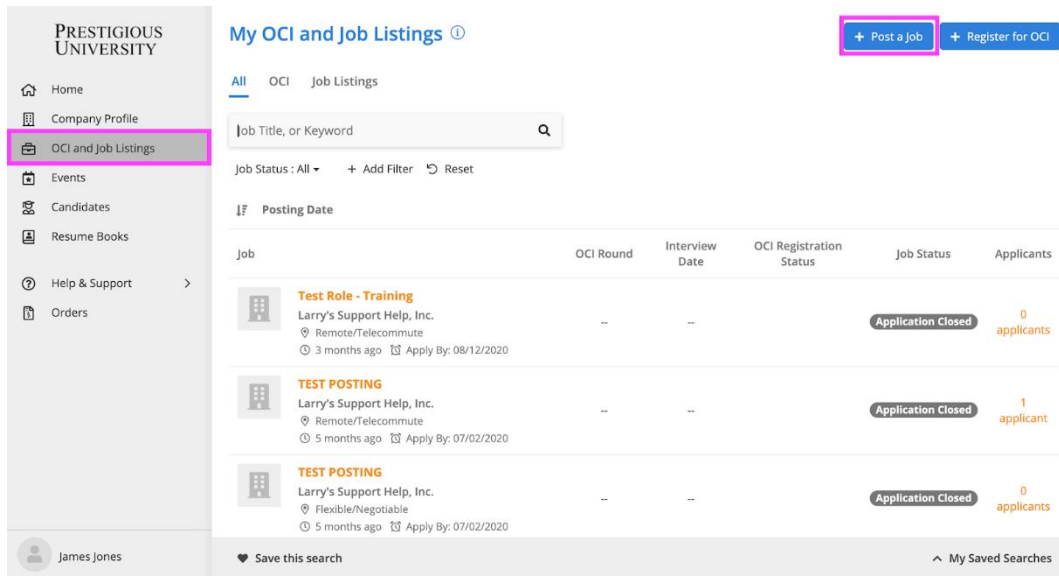


## Post a Job

1. From the homepage click on the “Post a Job” button OR navigate to the “OCI and Job Listing” on the left-hand menu bar and click on the “Post a Job” button in the top right hand corner



PRESTIGIOUS UNIVERSITY

My OCI and Job Listings ⓘ

+ Post a Job + Register for OCI

All OCI Job Listings

Job Title, or Keyword 🔍

Job Status: All ▾ + Add Filter 🔄 Reset

📅 Posting Date

Job	OCI Round	Interview Date	OCI Registration Status	Job Status	Applicants
<b>Test Role - Training</b> Larry's Support Help, Inc. 📍 Remote/Telecommute 🕒 3 months ago 📅 Apply By: 08/12/2020	--	--		Application Closed	0 applicants
<b>TEST POSTING</b> Larry's Support Help, Inc. 📍 Remote/Telecommute 🕒 5 months ago 📅 Apply By: 07/02/2020	--	--		Application Closed	1 applicant
<b>TEST POSTING</b> Larry's Support Help, Inc. 📍 Flexible/Negotiable 🕒 5 months ago 📅 Apply By: 07/02/2020	--	--		Application Closed	0 applicants


James Jones Save this search My Saved Searches

## 2. Complete the form with all required information about your job opening

- Enter as much information about your open opportunity as possible to ensure it is promoted to the right-fit talent.
- Candidates often set up “job email alerts” based on their target industry, function, practice area, and location preferences. If your opportunity matches their preferences, it will be featured and promoted in the email alert.

**PRESTIGIOUS UNIVERSITY**

- Home
- Company Profile
- OCI and Job Listings
- Events
- Candidates
- Help & Support >
- Orders

 Arnela Sulovic

## Create Job Posting

Cancel Save Draft Submit

**i** The 12Twenty platform is **highly configurable**. We understand that every school manages their job form differently. You can remove fields that are not relevant to your process and add additional fields if necessary. If something is not working the way you like in the demo environment, our system is flexible and can be adjusted during the onboarding process.

### Job Details

Employer*	<input type="text" value="12Twenty"/>
	<input type="checkbox"/> Hide Employer Name from Applicants
Job Title*	<input type="text" value="Recruiter"/>
Location Type*	<input type="text" value="Remote/Telecommute"/>
US Work Auth Requirement*	<input type="text" value="-- US Work Auth Requirement --"/>
Type of Job	<input type="text" value="-- Select a Value --"/>
Industry *	<input type="text" value="Human Resources / Recruitment"/>
Job Function *	<input type="text" value="Consulting - General"/>

### Application Method(s)\* i

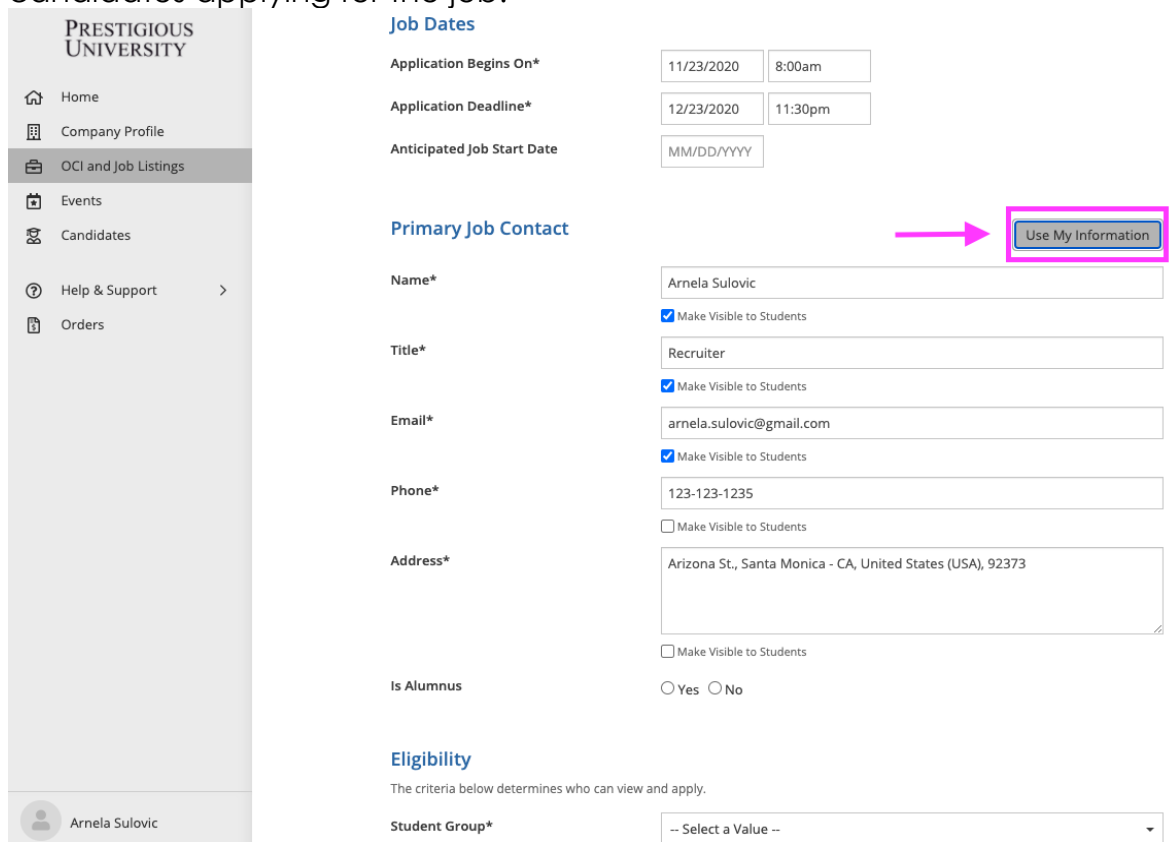
Which application method(s) would you like to require? At least one application method must be selected as "Yes".

Apply via This Site (CAMP)*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Apply via External Link <small>i</small>	<input type="radio"/> Yes <input type="radio"/> No
Apply via Email <small>i</small>	<input type="radio"/> Yes <input type="radio"/> No

### Job Description

- Select your **“Application Methods”** and define your “Job Description”
  - **Apply via This Site** - If this is set to **Yes** candidates will submit their applications through the platform. This allows you to login to the platform at the end of the application deadline to create a PDF packet of all the application documents collected through the system.
  - **Apply via External Website** - If this is set to **Yes** candidates will be able to apply via the website you desire. You can also provide an external URL and Job ID.
  - **Apply via Email** - If this is set to **Yes** candidates will be prompted to send their application materials directly to the email address you provide.
  - **Apply via Fax / Postal Mail** - If this is set to **Yes** students will be able to send their application materials directly to a fax or Postal Address you provide.

- Define your **“Application Document Requirements”**
  - By marking the **checkbox**, you will require the document to be submitted.
  - Click the **X** to remove a document from being requested
- Save time by clicking the **“Use my Information”** button in the “Primary Job Contact” box (if you are the main point of contact for the job opportunity.)
  - You can also make selected contact information **“visible to students.”** This isn’t required but can be valuable information for candidates applying for the job.



**Job Dates**

Application Begins On\* 11/23/2020 8:00am

Application Deadline\* 12/23/2020 11:30pm

Anticipated Job Start Date MM/DD/YYYY

**Primary Job Contact**

Name\* Arnela Sulovic

Make Visible to Students

Title\* Recruiter

Make Visible to Students

Email\* arnela.sulovic@gmail.com

Make Visible to Students

Phone\* 123-123-1235

Make Visible to Students

Address\* Arizona St., Santa Monica - CA, United States (USA), 92373

Make Visible to Students

Is Alumnus  Yes  No

**Eligibility**

The criteria below determines who can view and apply.

Student Group\* -- Select a Value --

- **Eligibility:** In this section, use the “Student Groups” filter to target the job opportunity to the right-fit candidates.

**3. Once you “Submit” the job posting it will be sent to our administrative team for review and approval.**



4. While your job is in the approval que, complete your [Company Profile](#) to enhance your digital brand within this Southern Oregon University platform. This will help attract top talent to job opening.

5. If your posting is approved, you will be notified via email. From there, your job will be promoted to qualified candidates and applicants will be directed to submit their application materials according to your **“Application Method”** instructions.

6. Your job is stored in our database, so you may edit the posting or repost an expired posting by clicking the **“Action”** button to **“Duplicate”** the job.

The screenshot shows the 'Account Manager' interface for 'Z Lights'. The job posting is titled 'Job Posting' and has 4 applicants. The status is 'Application Open'. The 'Action' dropdown menu is open, showing options: 'Duplicate', 'Shareable Links', and 'Copy Student URL'. The 'Edit' button is also visible. The interface includes a sidebar with navigation options like 'Home', 'OCI and Job Listings', 'Events', 'Candidates', 'Help & Support', and 'Orders'. The user is identified as 'Jenny Smith'.

7. If your Application Method was **“Apply via This Site,”** you can login to the system to review application documents by clicking on the **“Applicants”** tab of your job posting.

- Click to see each candidate's resume OR **“Download All Application Packages”** by clicking on the 3 dots (ellipses action menu.)

- Home
- OCI and Job Listings**
- Events
- Candidates
- Help & Support >
- Orders

Jenny Smith

### Account Manager

Action ▾

**5** Lights

**Z Lights**

- Flexible/Negotiable
- Job Analytics
- 3 months Apply by: 04/08/2021, 5:00am PDT

**Job Posting - Application Open**

Job Posting

**Applicants (4)**

Work Authorization ▾

Results: 4

<input type="checkbox"/> Applicant			
<input type="checkbox"/> Arnela 12Twenty			
<input type="checkbox"/> Burns Undergrad - Summer 2020,...	Permanent Work Authorization	Resume	11/17/2020, 7:25am PST
<input type="checkbox"/> Christina Alblas		Resume	07/26/2020, 7:08pm PDT
<input type="checkbox"/> Burns Undergrad - Spring 2021,...	Permanent Work Authorization	Resume	09/18/2020, 12:20pm PDT
<input type="checkbox"/> Yuki Caudell		Resume	12/08/2020, 6:45pm PST
<input type="checkbox"/> Burns Undergrad - Summer 2022,...	Permanent Work Authorization	Resume	
<input type="checkbox"/> John Legend		Resume	
<input type="checkbox"/> Burns Undergrad - Spring 2021,...			

**Download All Application Packages**

**Export Applicant Data**