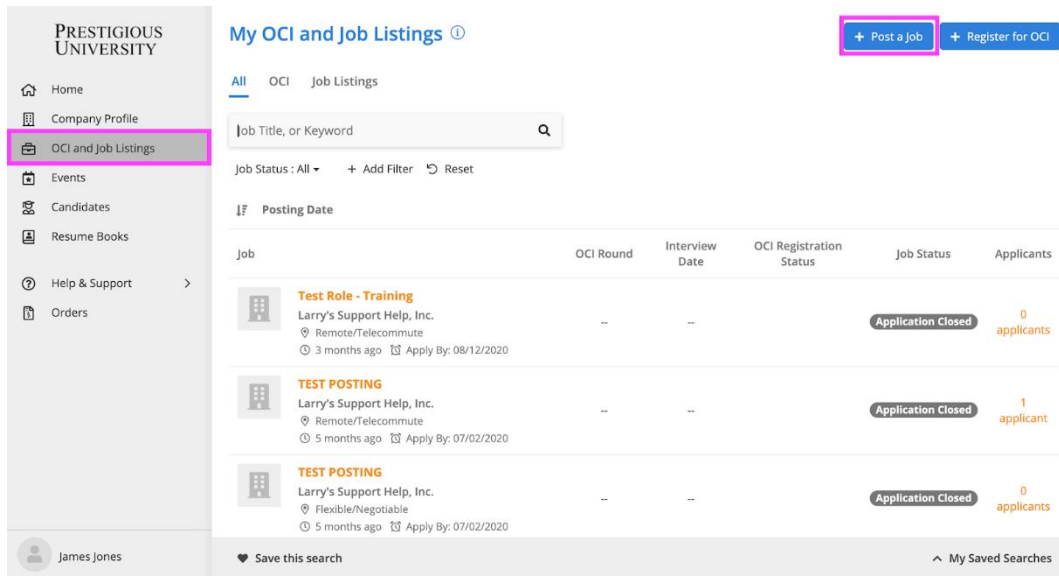# 12twenty

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

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.

- 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.

![12twenty]

- Define your **"Application Document Requirements"**
  - By marking the **checkbox**, you will <u>require</u> 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.

- **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.

![12twenty logo]

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.

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.)

PRESTIGIOUS
UNIVERSITY

- 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   ⋮

⬇ Download All Application Packages

⬇ Export Applicant Data

☐ Applicant	▲	
☐ Arnela 12Twenty Burns Undergrad - Summer 2020,... Permanent Work Authorization	♡	Resume | 📋 11/17/2020, 7:25am PST
☐ Christina Alblas Burns Undergrad - Spring 2021,... Permanent Work Authorization	♡	Resume 07/26/2020, 7:08pm PDT
☐ Yuki Caudell Burns Undergrad - Summer 2022,... Permanent Work Authorization	♡	Resume 09/18/2020, 12:20pm PDT
☐ John Legend Burns Undergrad - Spring 2021,...	♡	Resume 12/08/2020, 6:45pm PST