

# Employer Toolkit





Tuck School of Business students and alumni are hard at work acquiring the knowledge and skills needed to succeed in today's workforce. Our office has also been hard at work helping our employer partners to meet the challenges of digital recruiting with innovative programs and online student engagement tools.

We are excited to offer a set of recruitment tools [powered by 12twenty](#), to make it easy to connect your opportunities and brand with Tuck's' top talent! The 12twenty UI is accessible and compatible with any device: phone, tablet, and computer.

Meet your recruiting needs in the new year by promoting your organization to Tuck School of Business' candidates seeking full-time jobs, internships, and more on Tuck Recruiting.

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## Welcome! Getting Started

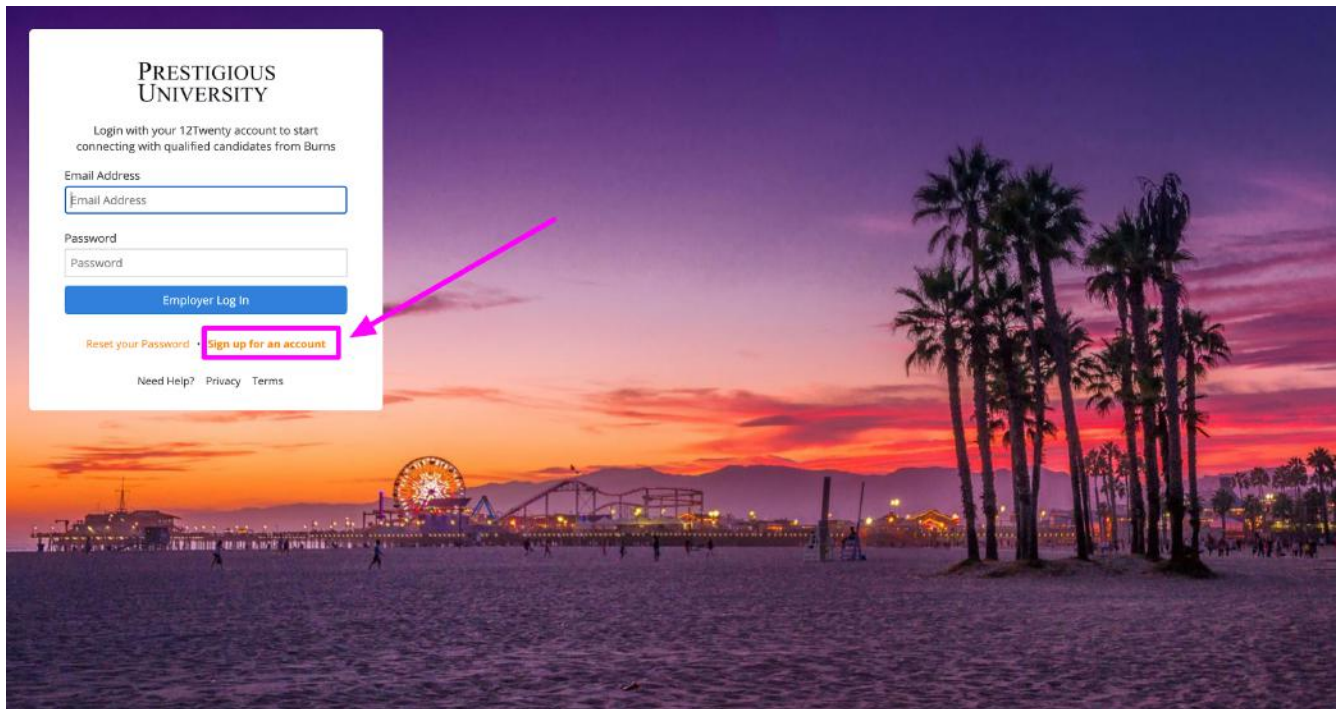
### Sign Up and Login

Tuck Recruiting, powered by 12twenty, is Tuck School of Business' official recruiting system. To get started, simply follow the steps below.

1. Navigate to <https://employer.12twenty.com/hire>

### 2. Returning user? Welcome back!

- If you have previously used a recruiting platform “powered by 12twenty” simply use your existing “**Email Address**” and “**Password**” login combination.
- Clicking the “**Reset your Password**” button will initiate a password reset email and will reset your password across all of your 12twenty recruiting portals.



### 3. First time? Create a 12twenty account by clicking the “**Sign up for an account**” button

- ❖ Fill in the Account Creation form
  - When entering your company name in the “**Employer**” field, suggestions may appear. If your company already exists in our system, select it from the options; otherwise, enter your organization's official name.

## Welcome to EARNs!

We're glad you are joining us! Get started by creating an account.

First Name*	<input type="text" value="Tom"/>
Last Name*	<input type="text" value="Smith"/>
Email Address*	<input type="text" value="tomsmith@walgreens.com"/>
Password	<input type="password" value="*****"/>
	<b>Strong</b> <ul style="list-style-type: none"> <li>• Minimum 10 characters</li> <li>• An uppercase letter</li> <li>• A lowercase letter</li> <li>• A special character (!, @, #, \$, %, ^, &amp;, *)</li> <li>• A number</li> <li>• Example: ThisSchool10\$</li> </ul>
Confirm Password	<input type="password" value="Confirm Password"/>
Employer*	<input type="text" value="Walgreen Co."/>
Address*	<input type="text" value="Walgreen Co."/> <input type="text" value="Walgreens"/>
Country*	<input type="text" value="-- Country --"/>
City*	<input type="text" value="City"/>
Postal Code*	<input type="text" value="Postal Code"/>
Job Title*	<input type="text" value="Job Title"/>
Phone Number*	<input type="text" value="Phone Number"/>

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#). I also agree to abide by the [BURNS Non-Discrimination Policies](#). \*

Create Account

- ❖ Finish entering your data, agree to the "terms," and click the **"Create Account"** button.
- ❖ Once you have created your account, a verification code will be sent to the email address you provided.
- ❖ Input the email verification code into the **"Email Address Verification"** pop up that appears to finalize the account creation process.

## Welcome to EARNs!

Email Address Verification

Verification Code

Missing your email?  
Check your spam folder, then try again by clicking "resend email"

A message with a verification code has been sent to careeradviser123@gmail.com. Please enter the code to continue.

[Resend Email](#)
[Need Help?](#)

Country\*

**Note:** This code is active for 1 hour from the time it hits your inbox. If you do not see the email after 10 minutes, check your spam folder.

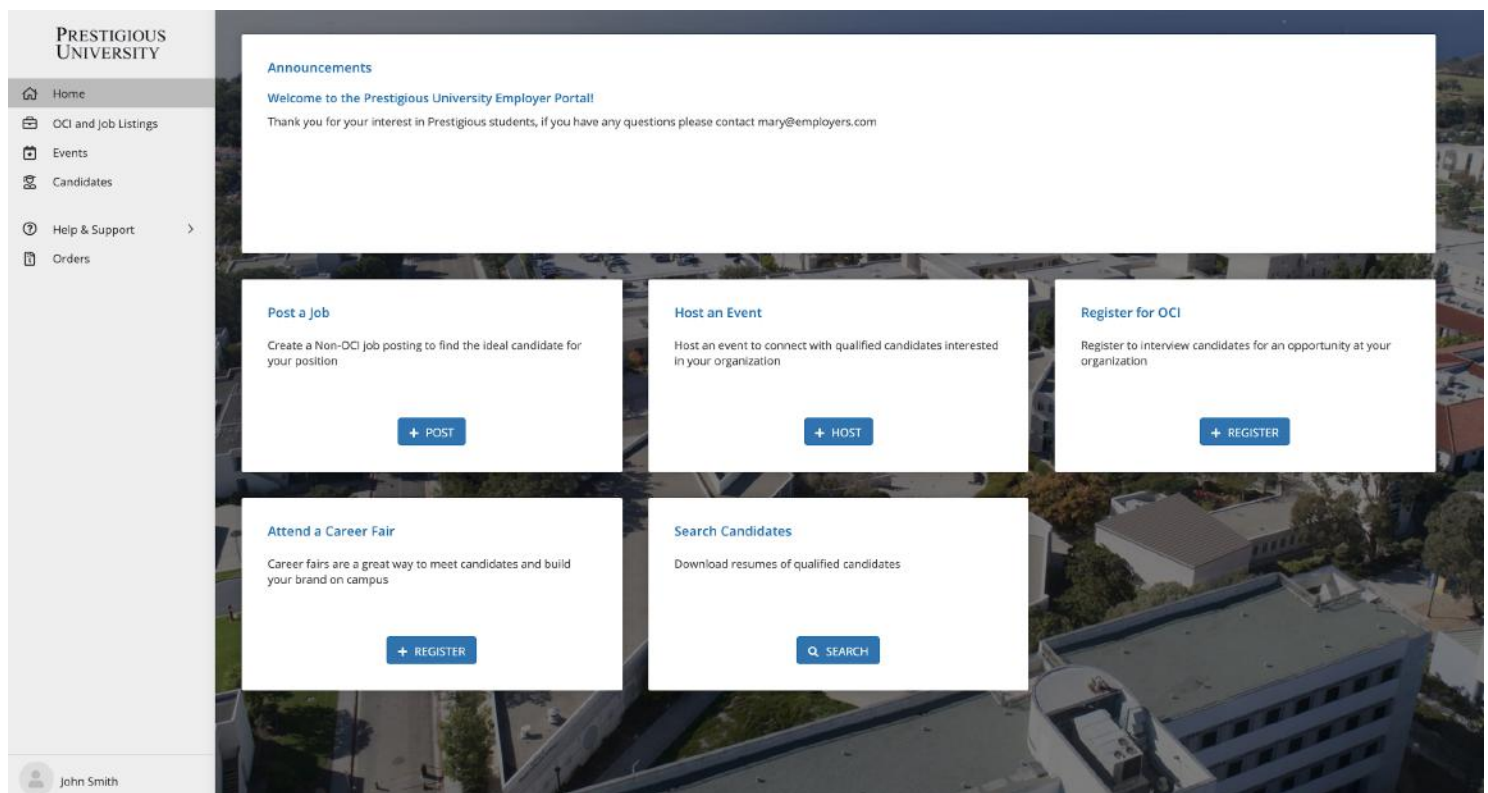


## Recruiting Options

Tuck Recruiting is a quick and efficient way to communicate open job, internship and fellowship opportunities to target Tuck's populations and your homepage provides several options for connecting with the right-fit talent for your role.

### Homepage - Dashboard

- ❖ [Update Company Profile](#) - Build your digital presence and brand to attract top talent
- ❖ [Post a Job](#) - Post and share your open jobs and internships
- ❖ [Host an Event](#) - Request to host and promote your event (virtual, on-campus, on site)
- ❖ [Participate in Tuck Scheduled Interviews](#)- Request to interview students (virtual, phone, on-campus, on site)
- ❖ [Search for Candidates](#) - Proactively search resumes for qualified candidates that match your hiring criteria



### Post a Job

1. From the homepage click on the **“Post a Job”** button OR navigate to the **“Job Listings & Interviews”** on the left-hand menu bar and click on the **“Post a Job”** button in the top right

PRESTIGIOUS UNIVERSITY

- Home
- Company Profile
- OCI and Job Listings**
- Events
- Candidates
- Resume Books
- Help & Support
- Orders

### My OCI and Job Listings

[All](#)
[OCI](#)
[Job Listings](#)

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

Save this search
My Saved Searches

Post a Job
Register for OCI

## 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

### Create Job Posting

Cancel
Save Draft
**Submit**

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\*

12Twenty

☐ Hide Employer Name from Applicants

Job Title\*

Recruiter

Location Type\*

Remote/Telecommute

US Work Auth Requirement\*

-- US Work Auth Requirement --

Type of Job

-- Select a Value --

Industry \*


Human Resources / Recruitment

Job Function \*




Consulting - General



- Select your “**Application Methods**” and define your “Job Description”







**Application Method(s)\*** 

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

<b>Apply via This Site*</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Apply via External Website</b> 	<input type="radio"/> Yes <input type="radio"/> No
<b>Apply via Email</b> 	<input type="radio"/> Yes <input type="radio"/> No
<b>Apply via Fax</b> 	<input type="radio"/> Yes <input type="radio"/> No
<b>Apply via Postal Mail</b> 	<input type="radio"/> Yes <input type="radio"/> No

---

**Job Description\***

B
I







- **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. ***Tuck requires that this option is selected.***
  - **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

## Application Document Requirements

Request or require students to submit below documents when applying to this job:

Document Type	Document Display Name	Is Required?
Resume	Resume	<input checked="" type="checkbox"/>
Cover Letter	Cover Letter	<input type="checkbox"/>
Transcript	Unofficial Law School Trans	<input type="checkbox"/>
Writing Sample	Writing Sample	<input type="checkbox"/>
Recommendation Letter	Recommendation Letter	<input type="checkbox"/>
Transcript	Other Transcript (non-law)	<input type="checkbox"/>
Other	References	<input type="checkbox"/>
Other	Other	<input type="checkbox"/>

+ Add Additional Document Type



- 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.

Primary Job Contact

Use My Information

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 the Tuck School of Business. 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 displays the 'Account Manager' interface for 'Prestigious University'. The left sidebar contains navigation links: Home, OCI and Job Listings (selected), Events, Candidates, Help & Support, and Orders. The main content area shows details for a job posting titled 'Z Lights'. Key information includes: Flexible/Negotiable, Job Analytics, 3 months duration, and an application deadline of 04/08/2021, 5:00am PDT. A green badge indicates 'Job Posting - Application Open'. Below this, tabs for 'Job Posting' and 'Applicants (4)' are visible. A light blue banner states: 'Job Posting Status: Application Open. Any edits will require submission for approval.' At the bottom, there is a 'test' label.

**Prestigious University**

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

## Account Manager

**Z Lights**

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

**Job Posting - Application Open**

Job Posting Applicants (4)

**Job Posting Status:** Application Open. Any edits will require submission for approval.

test

Action

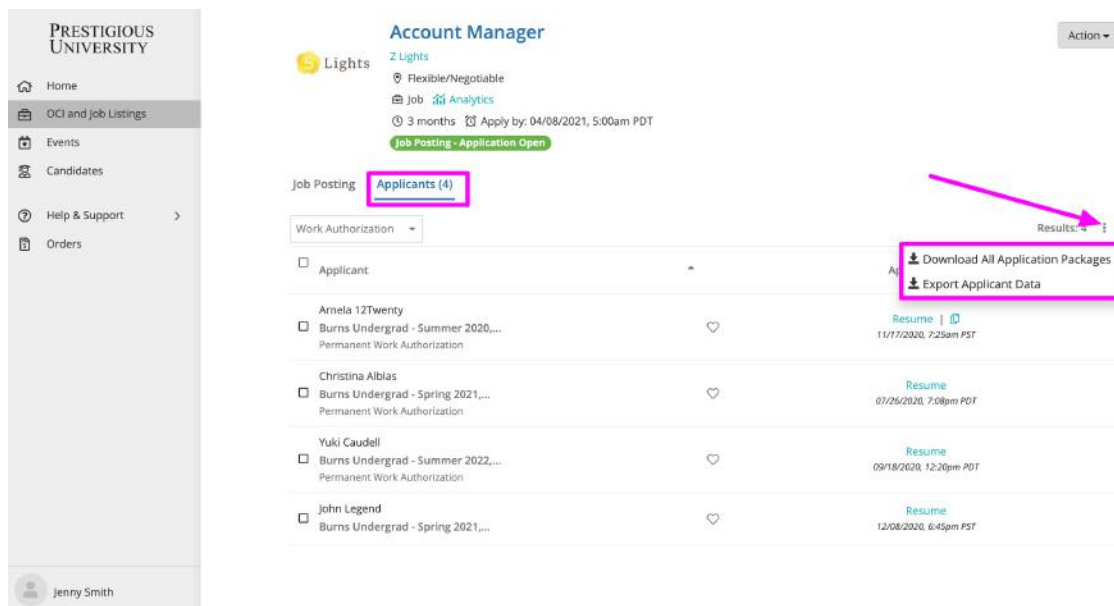
- Job Posting Actions
  - Duplicate
  - Shareable Links
  - Copy Student URL

Edit



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

**Account Manager**

**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

Applicant	Resume	Action
Arnela 12Twenty Burns Undergrad - Summer 2020,... Permanent Work Authorization	Resume   11/17/2020, 7:25am PST	Download All Application Packages Export Applicant Data
Christina Ablas 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, 12:26pm PDT	
John Legend Burns Undergrad - Spring 2021,...	Resume   12/08/2020, 6:45pm PST	

Jenny Smith

8. Share the job with a wider audience [here!](#)

## Conduct Virtual and On Campus Interviews

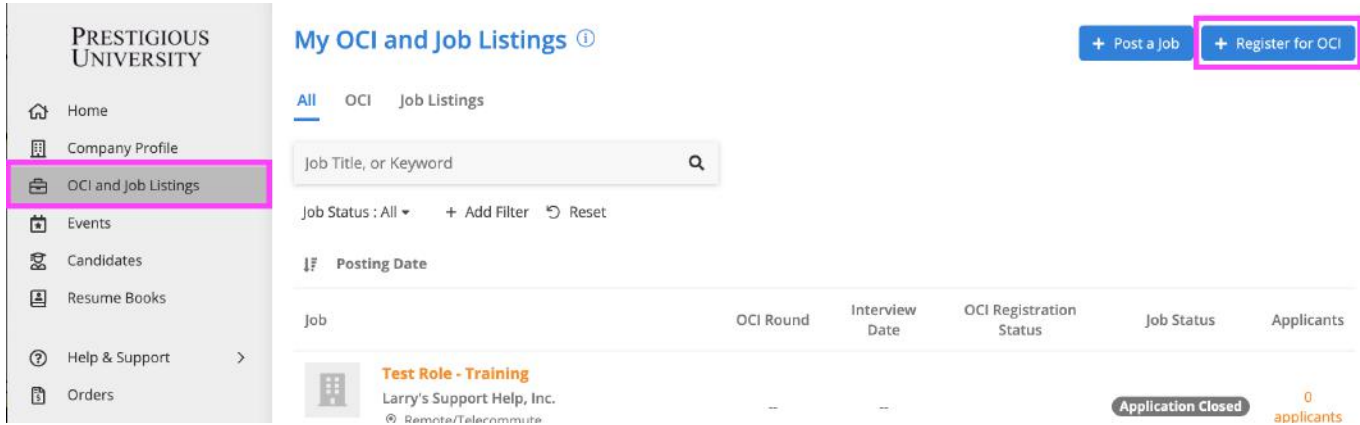
Let us help you coordinate interview schedules with Tuck talent that matches your open position. Join us for virtual or on-campus interviews with our Tuck Scheduled Interview program. Interviews for full-time positions are hosted during our Fall Tuck Scheduled Interview round (from September - November), while internship interviews are hosted during our Intern Tuck Scheduled Interview rounds (January).

If you would like help conducting an interview, please contact Tuck Career Services at [tuck.career.services@tuck.dartmouth.edu](mailto:tuck.career.services@tuck.dartmouth.edu) or request an interview schedule in a self-service way using the steps below.

You can find more information about the rounds by referring to Tuck Recruiting or visiting <https://www.tuck.dartmouth.edu/recruiting/key-dates/>

## Register for our upcoming Interview Programs and Services

- From the homepage click the “**Register for Tuck Scheduled Interviews**” button OR go to the “**Job Listings & Interviews**” module from the left side menu and click the “**Register for Tuck Scheduled Interviews**” button in the top right 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. <small>Remote/Telerecommute</small>	--	--		<b>Application Closed</b>	0 applicants

- Complete the Tuck Scheduled Interview Registration form with all required fields including your “**Interview Scheduling Preferences**” and information for the “**Primary Contact**” we should communicate with during the scheduling process. Please note that the “**Recruiting Year**” runs on Fiscal Year terms.

### Register for OCI

[Cancel](#)
[Save Draft](#)
[Next](#)

**i** The 12Twenty platform is **highly configurable**. We understand that every school manages their OCI 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.

#### OCI Details

Employer\*

OCI Round\*

#### OCI Periods

Period	Start and End Date/Time
Employer Registration Period	11/01/2020, 12:00am - 12/01/2020, 12:00am PST
Student Application Period	12/02/2020, 7:00am - 12/31/2020, 12:00am PST
Employer Decision Period	01/01/2021, 12:00am - 01/10/2021, 12:00am PST
Student Decision w/ Select Slots	01/10/2021, 12:01am - 01/17/2021, 12:00am PST
Automatically add promoted alternates	01/17/2021, 12:01am - 12:00am PST

#### Interview Date Preferences

Preferred Interview Dates cannot be the same.

First Choice \*

Second Choice

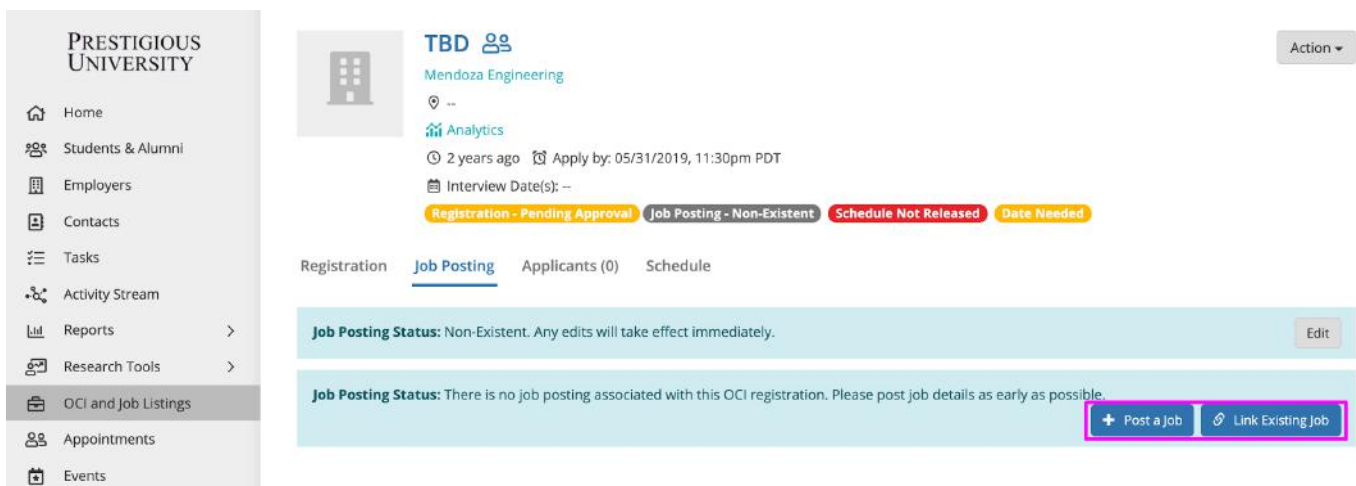
Third Choice

3. After your Tuck Scheduled Interviews Registration Form is submitted for review, you will be notified via email if your request to participate in our Interview Programs was approved.
4. While your registration is in the approval queue, complete your [Company Profile](#) to enhance your digital brand within the Tuck's Community. This will help attract top talent to interview for your opening.

## Linking a Job to the Tuck Scheduled Interviews Registration

Once you have submitted the Tuck Scheduled Interviews Registration Form, you will need to share details about the job for which you will be interviewing. This is critical to help you attract the ideal candidate for the role. The Job Posting form allows you to communicate your hiring criteria, application requirements, and target the job to the right-fit candidate.

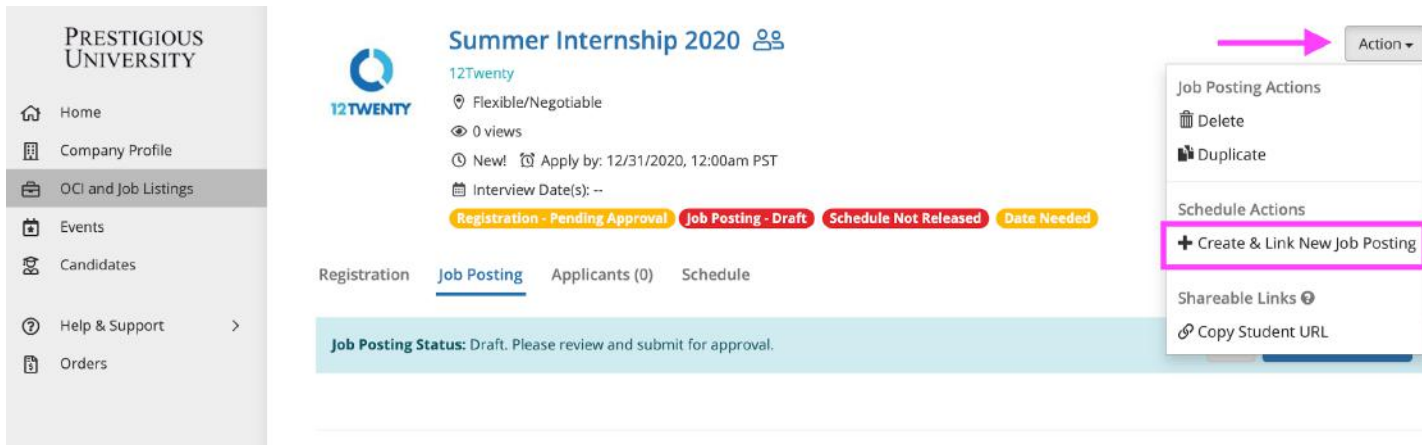
1. From your Tuck Scheduled Interviews Registration, navigate to the **"Job Posting"** tab and click **"[+Post a Job](#)"** button.
  - Share the details of the job you are interviewing candidates for using the form that appears on the next page.



The screenshot displays the user interface for Prestigious University. On the left is a sidebar menu with options: Home, Students & Alumni, Employers, Contacts, Tasks, Activity Stream, Reports, Research Tools, OCI and Job Listings (highlighted), Appointments, and Events. The main content area shows a registration for 'TBD' (Mendoza Engineering) with a status of 'Registration - Pending Approval'. Below this, there are tabs for 'Registration', 'Job Posting' (selected), 'Applicants (0)', and 'Schedule'. The 'Job Posting' tab shows a message: 'Job Posting Status: Non-Existent. Any edits will take effect immediately.' and another message: 'Job Posting Status: There is no job posting associated with this OCI registration. Please post job details as early as possible.' At the bottom right, there are two buttons: '+ Post a Job' and 'Link Existing Job', both of which are highlighted with a red box.

## 2. Link multiple job opportunities to the Interview Registration

- If you are interviewing for more than one position (for example, an internship and a full time role), you can click on the **"Action"** button from the Tuck Scheduled Interviews Registration and select **"Create & Link New Job Posting"** from the menu.



### 3. Convert an existing job posting into an Interview opportunity

- If you would like to interview for one of your open job opportunities, please reach out to our office for help. Contact information can be found on Tuck Recruiting on your homepage announcement or here:  
<https://www.tuck.dartmouth.edu/recruiting/contact-tuck-recruiting/>

If your posting is approved, you will be notified via email. From there, your interview opportunity will be promoted to qualified candidates and applicants will be directed to submit their application materials "Via the Site." After the application deadline has passed, you will be prompted to login to review the candidates and you can extend interviews to students that match your hiring criteria directly through the system following the steps below.

## Generate an Application Packet & Make Interview Selections

Once candidates have applied and the "application deadline" has ended, you will have the opportunity to review applicants, generate a packet with all of the Application Materials submitted, and make interview selections all within our CareerQuest system.

1. Navigate to the **"Job Listings & Interviews"** module and select the Tuck Scheduled Interviews listing you are reviewing applications for.

2. On the **"Applicants"** tab of the Tuck Scheduled Interview, you will see how many applications the Tuck Scheduled Interview posting has received. Click on the **3 dots, ellipsis (Menu)** icon to:

- **"Download All Application Packages"** - Allows you to download a consolidated PDF file of application materials requested for all of the applicants
- **"Export Applicant Data"** - Allows you to download the applicant data into an Excel file



**Director of Marketing**

Google Inc.

Remote/Telecommute

Job 0 views

5 months ago Apply by: 08/27/2020, 3:15pm PDT

Interview Date(s): 03/03/2020, 05/20/2020

Registration - Active Job Posting - Application Open Schedule Not Released Rooms Needed

Registration Job Posting **Applicants (9)** Schedule

Hi! You can leave messages here for Employers

Interview Roster: 2 of 3 Interviews Extended [3 Additional Other Slots] | 0 Alternates

Confirm

Work Authorization Interview Status Student Decision

<input type="checkbox"/> Applicant	Application	Interview Status	
Michael 12Twenty			
<input type="checkbox"/> FT MBA - Spring 2019, FT MBA... Permanent Work Authorization	02/19/2020, 11:53am PST	Extended Interview	Interview Accepted
Matthew 12Twenty			
<input type="checkbox"/> FT MBA - Spring 2021, FT MBA - 2... Permanent Work Authorization	07/27/2020, 11:18am PDT	Pending	--
Abby Abby Abby			
<input type="checkbox"/> FT MBA - Spring 2020 Permanent Work Authorization	02/19/2020, 11:54am PST	Not Selected	--

Results: 9

Download All Application Packages  
Export Applicant Data

3. On the pop-up screen, you can define the **"Packet Details"** by selecting which documents to include and how you would like to generate the packet.

- **Document Packages** - You can download one document at a time or create one, large PDF packet with ALL of the applicant files by checking the box next to the document you would like to include in your packet.
  - Please note that larger packages will take longer to download
- **Share** - You can share the packet with your colleagues by entering their email address in the last field of the pop up window.

**Packet Details**

**Cover Page**

☒ Include Cover Page

☐ Packet Title

**Documents Included in the Packet**  
At least one document must be included in the packet.

☒ Table of Contents ☒ Resume

☐ Cover Letter

**Delivery Options**  
At least one delivery option must be selected

☒ Generate Now ☐ Email Me a Sharable Link

**Share this Packet**  
Use a comma to separate email addresses:

Cancel OK

4. To make an interview decision, click on the **"pencil icon"** to the right of Candidate's **"Pending"** bubble in the Interview Decision column.

5. On the **"Manage Interview Decision"** pop-up screen, click to extend an interview, select an alternate, or not select a candidate for the interview using the "Decision" drop down menu.



This can be done on a student-by-student basis or in bulk by multi-selecting candidates and using the **“ellipsis” Action** button to extend/not select multiple students.

6. When selecting multiple **alternates**, you will need to assign a rank for each alternate to determine the order in which candidates are placed on the waitlist.

7. When you are done making interview decisions, you will need to click the **“Confirm”** button in the blue bar to lock in and finalize your decisions.

**Sample Job** Action ▾

Good Test Company  
Post MBA | Application Deadline: 5/5/2017, 12:30 AM  
Interview Date: 5/1/2017

1 REGISTRATION  
Active
2 JOB POSTING  
Application Open
3 APPLICANTS (1)
4 SCHEDULE  
Not Released

Review job applicants in the list below. You may extend interview invitations, confirm interview decisions, and notify applicants.

Interview Roster: 1 of 5 Interview Slots Filled | 0 Alternates Confirm

Applicant Work Authorization: All Action ▾

Applicant	Contact	Application	Interview Decision	Student Decision
<input type="checkbox"/> Student One Spring 2017 Permanent Work Authorization	studentone@gmail.c...	Resume 4/25/2017, 8:34 PM	Extended Interview ✓	--

## Add Your Virtual Interview Details

Once our office has assigned a date and room to your interview schedule, you may add in your preferred virtual meeting links. Our CareerQuest supports all web conferencing tools (Zoom, Webex, GoToMeeting, Skype, Hangouts, Microsoft Teams, etc) so that you are empowered to connect with our students using your preferred virtual interview tool.

1. Navigate to the **“Job Listings & Interviews”** module and select the Tuck Scheduled Interviews listing you are interviewing for.
2. On the **“Schedule”** tab of the Tuck Scheduled Interview posting, you will see a blue banner above each **“Room”** on the schedule.
  - If you would like to invite another colleague to join you in having access to the Interview Schedule directly in Tuck Recruiting please reach out to your primary Employer relations contact.

3. From the blue banner, click on the **3 dots, ellipsis icon** next to the **“Please add your virtual meeting information”** and choose to **“Make it a Zoom Meeting”** or click on the **“+Add Meeting URL”** button to select an alternate web conferencing technology.

Schedule 6 Slot(s), 1 Room(s)

Schedule Actions ▾

🔊 Interview starts in 22 hours 6 minutes 27 seconds

Please add your virtual meeting information

Room #1: 12/01/2020, 5:00pm - 7:00pm PST , 6 Slot(s)  
Virtual

🎥 Make it a Zoom Meeting  
+ Add Meeting URL

☐ Interview Time      Interviewer Name      Slot Notes      Applicant

4. If you select the **“+ Add Meeting URL”** button, you will see a **“Virtual Meeting Info”** pop-up window that allows you to share any additional instructions such as meeting passwords.

Law Clerk 🗒

Action ▾

⚖️ ↑

Registration

The Employer

Interview Date Preferences  
1. 01/21/2021

Interview Preferences

Visit Details  
No Details

Students Pending Assignment

Applicant

Cancel Save

+ Add Schedule(s) Notify Employer

g URL Missing

Web Meeting URL\*


http://www.teams.com/123

Additional Instructions

Password: Legal

✕


5. Once you have added your virtual meeting link to the room, the blue banner will turn green and showcase the appropriate web conferencing icon for candidates.



## Law Clerk

Access to Justice Law Firm

Los Angeles - CA (United States)

Attorney  Analytics

4 weeks ago Apply by: 01/15/2021, 3:20pm PST

Interview Date(s): 01/21/2021, 01/25/2021

Registration - Active
Job Posting - Application Open
Schedule Released
Virtual Meeting URL Missing

Action ▾

Registration Job Posting Applicants (9) Schedule

The Employer has not been notified of the interview date

Add Schedule(s)
Notify Employer

Interview Date Preferences 1. 01/21/2021	Interview Preferences	Visit Details No Details
---	-----------------------	-----------------------------

Students Pending Assignment

Actions ▾
Auto Assign Slots

☐ Applicant

There are no students currently pending assignment

Schedule 15 Slot(s), 2 Room(s)

Schedule Actions ▾

Interview starts in 27 days 4 hours 17 minutes 10 seconds

Zoom Meeting ⋮

Room #1: 01/25/2021, 5:00pm - 6:45pm PST, 5 Slot(s)  
Virtual

Room Actions ▾

<input type="checkbox"/>	Interview Time	Interviewer Name	Slot Notes	Applicant	Notification Status
<input type="checkbox"/>	5:00pm - 5:30pm PST	Jonathan Torres		David Carter	<span>UNASSIGNED</span>

7. Each room on your schedule can have a unique **Virtual Meeting URL** to accommodate the interviewer's needs, you can follow the steps above for each room and interviewer.

## Review Your Final Schedule

- Once the schedule is finalized by our office, we will email the **"Primary Contact"** on file with a direct link to see and download the schedule in the employer portal.

PRESTIGIOUS UNIVERSITY

- Home
- Students & Alumni
- Employers
- Contacts
- Tasks
- Activity Stream
- Reports
- Research Tools
- OCI and Job Listings
- Appointments
- Events
- Candidate Search
- Resume Books
- Resource Library
- Report a Bug <sup>TF</sup>

Larry Brin

Basics

Emails

Date: MM/DD/YYYY

Subject

Interview Schedule Released

From: notifications@mba-burns.12twenty.com

To: Larry Brin

Subject: Interview Schedule Released

PRESTIGIOUS UNIVERSITY

Interview Schedule Released

Dear Larry Brin,

The interview schedule for your on campus interviews is ready for review.

Director of Marketing

Please access EARNs for further details. Please note that the schedule might still be changed by the career center.

Send Email Action ▾

Clear Filters Get Results

Results: 6

Order	Date
notifications@mba-burns.12twenty.com	07/27/2020, 2:49pm PDT
notifications@mba-burns.12twenty.com	05/27/2020, 3:42pm PDT

- On the **"Schedule"** tab of your Tuck Scheduled Interview posting, click on the **"Schedule Actions"** button to:

- **“Download Application Packet”** - Allows you to download a consolidated PDF file of application materials requested for all of the applicants
- **“Export Schedule”** - Allows you to download the schedule in a PDF file.
- **“Export Applicant Data”** - Allows you to download the applicant data into an Excel file

PRESTIGIOUS UNIVERSITY

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

Arnela Sulovic

Product Manager
12Twenty
Santa Monica - CA (United States)
Job Analytics
1 year ago
Apply by: 10/05/2020, 3:53pm PDT
Interview Date(s): 08/01/2020
Registration - Active
Job Posting - Application Closed
Schedule Released

Registration
Job Posting
Applicants (2)
Schedule

<b>Interview Date Preferences</b> 1. 07/18/2019 2. 07/19/2019 3. 07/20/2019	<b>Interview Preferences</b> # of Total Interview Slots: 10 # of Interview Rooms Requested: 2 Rotating Schedule: No Length of Interview: 30	<b>Visit Details</b> No Details
--	---	------------------------------------

**Schedule 9 Slot(s), 1 Room(s)**  
Room #1: 08/01/2020, 8:00am - 4:30pm PDT , 9 Slot(s)  
Virtual Room (zoom.com/employerlink)  
Seats: 10, Equipment: none

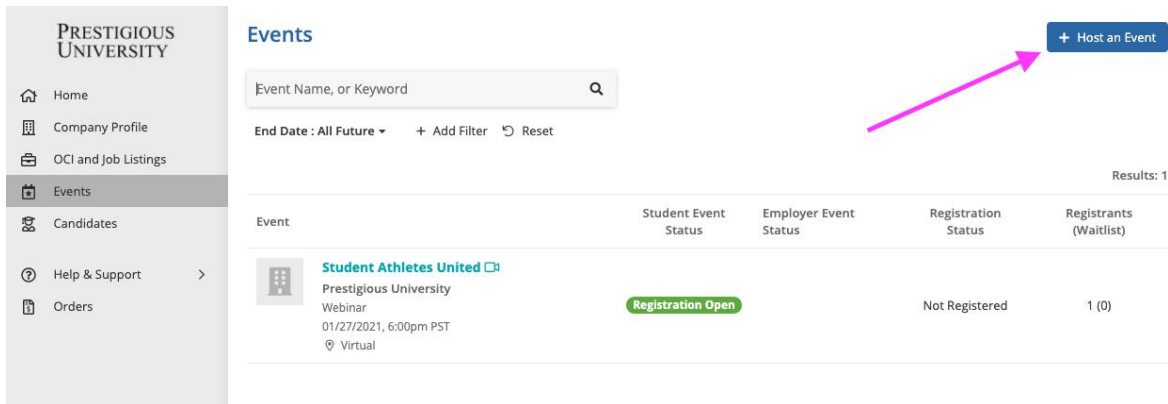
Schedule Actions
Download Application Package
Export Schedule
Export Applicant Data

Interview Time	Interviewer Name	Slot Notes	Applicant
<input type="checkbox"/> 8:00am - 8:45am PDT	David Klein		Nicki Alblas
<input type="checkbox"/> 8:45am - 9:30am PDT	David Klein		--

## Host an Event

Enhance your recruiting strategy by hosting events: from employer presentations, workshops, career fair booths, to scheduling 1:1 meetings with top talent both virtually and in person. Our team can support you with robust event options and we can help promote the events to your target candidate pool. This is a great first step in getting to know candidates from our community, to highlight the unique aspects of your organization, and to pique the interest of diverse talent in applying to your jobs and internships.

1. Click the **"Host an Event"** button on your homepage OR navigate to the "Events" page from the left hand menu and click **"Host an Event"** button in the upper right-hand corner.




**PRESTIGIOUS UNIVERSITY**

Events

Event Name, or Keyword

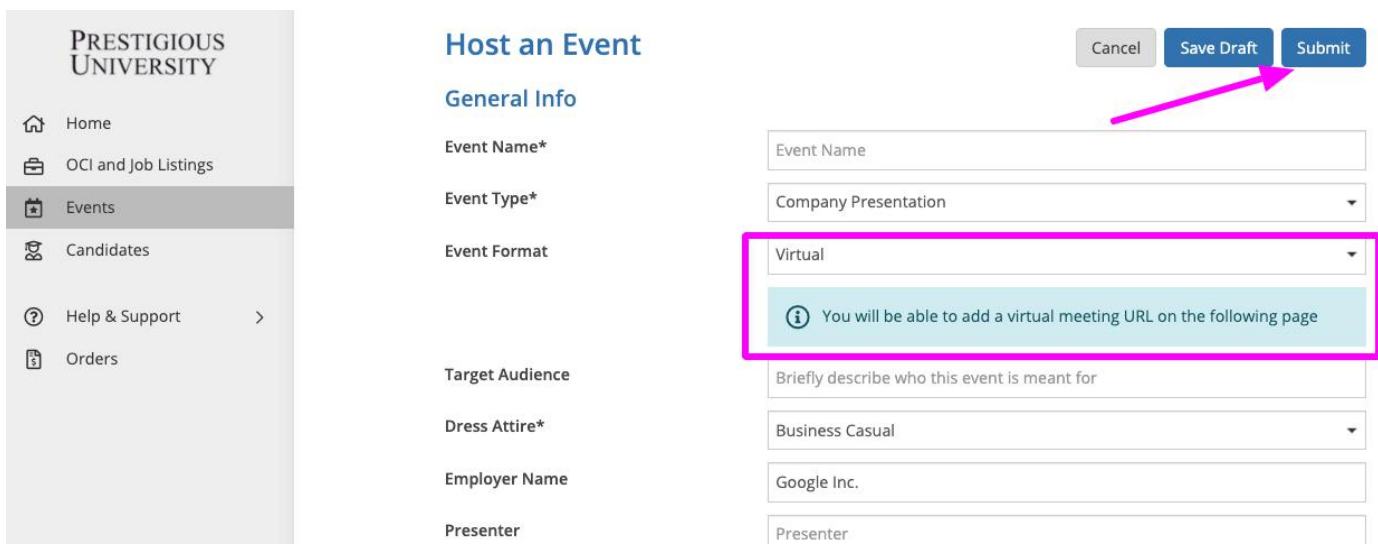
End Date : All Future + Add Filter Reset

Results: 1

Event	Student Event Status	Employer Event Status	Registration Status	Registrants (Waitlist)
 <b>Student Athletes United</b> Prestigious University Webinar 01/27/2021, 6:00pm PST Virtual			Not Registered	1 (0)

2. Complete the form with all required information about your upcoming event

- Enter as much information about your event to ensure it is promoted to the right-fit talent.
- Students often set up "event email alerts" based on their target industry, function, practice area, and location preferences. If your event matches their preferences, it will be featured and promoted in the email alert.
- **Eligibility:** Use the "Student Groups" filter to target the event to the right-fit candidates.
- If you are hosting a virtual event, select the **"Event Format"** to be **"Virtual"**



**PRESTIGIOUS UNIVERSITY**

Host an Event

General Info

Event Name\*

Event Type\*

Event Format

Target Audience

Dress Attire\*

Employer Name

Presenter

Cancel Save Draft Submit

Event Name

Company Presentation

Virtual

You will be able to add a virtual meeting URL on the following page

Briefly describe who this event is meant for

Business Casual

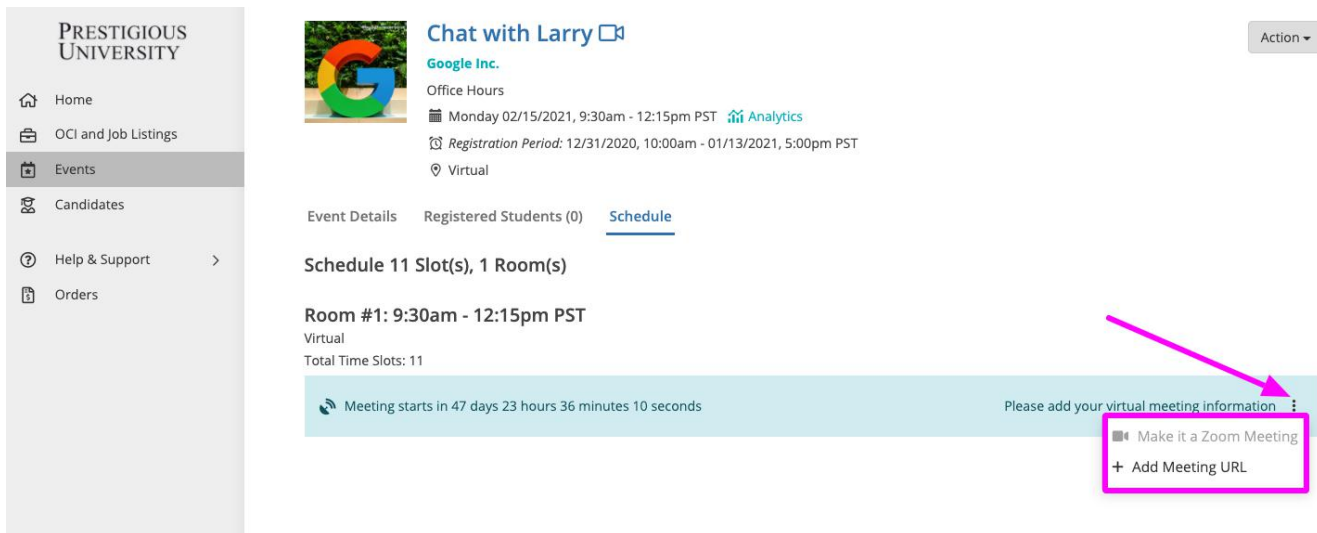
Google Inc.

Presenter

3. If your event is **"Virtual"**, you will be able to add in your Virtual Meeting URL details by clicking on the **three dots (ellipses menu)** within the blue meeting information bar and adding your preferred meeting technology.



- **Note:** The 12twenty platform supports all web conferencing tools including Zoom, Microsoft Teams, Google Meet, WebEx, GoToMeeting or other URL.
- Once added, each of these tools will reveal their corresponding logo.
- You can “Make it a Zoom Meeting” by authorizing your Zoom account.

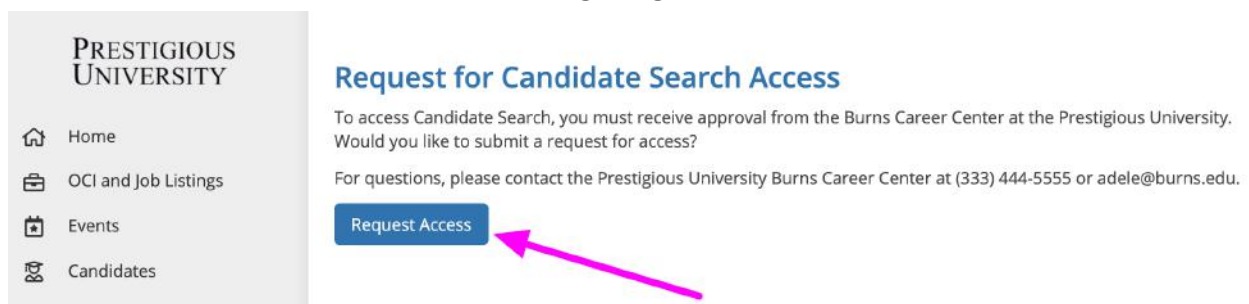


4. Submit your Event request for approval.
5. If your Event is approved, you will be notified via email. From there, your Event will be promoted to qualified candidates.

## Dynamically Search for Candidates

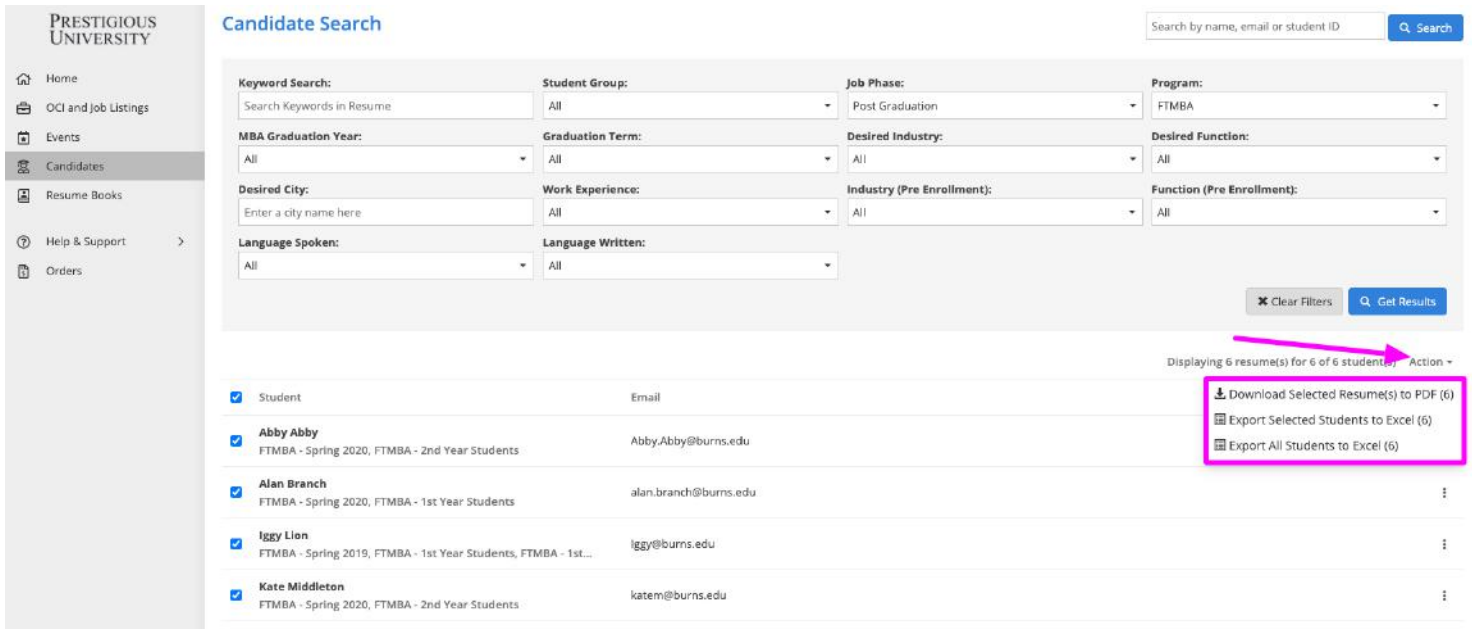
You can request access to use the Candidate Search tool to proactively search for **SCHOOL NAME'S** talent that matches your hiring criteria. Once you have been granted access, you will be able to search through our database of available candidates based on their Profile and Primary Resume.

1. First time user? From the homepage click on the “Candidate Search” button and “Request Access” on the following page.



2. Once your request is approved, you will receive an email confirming your access to the Candidate Search Database
3. Use the **drop-down filters** at the top of the Candidate Search tool to define your target candidate pool

- Use the **“keyword search”** to pull all resumes that feature your desired words.
- Click the **“Action button”** to **“Download the Resumes”** or to **“Export”** the list of candidates into an Excel document.



**PRESTIGIOUS UNIVERSITY**

**Candidate Search**

Search by name, email or student ID

**Keyword Search:**

**Student Group:**

**Job Phase:**

**Program:**

**MBA Graduation Year:**

**Graduation Term:**

**Desired Industry:**

**Desired Function:**

**Desired City:**

**Work Experience:**

**Industry (Pre Enrollment):**

**Function (Pre Enrollment):**

**Language Spoken:**

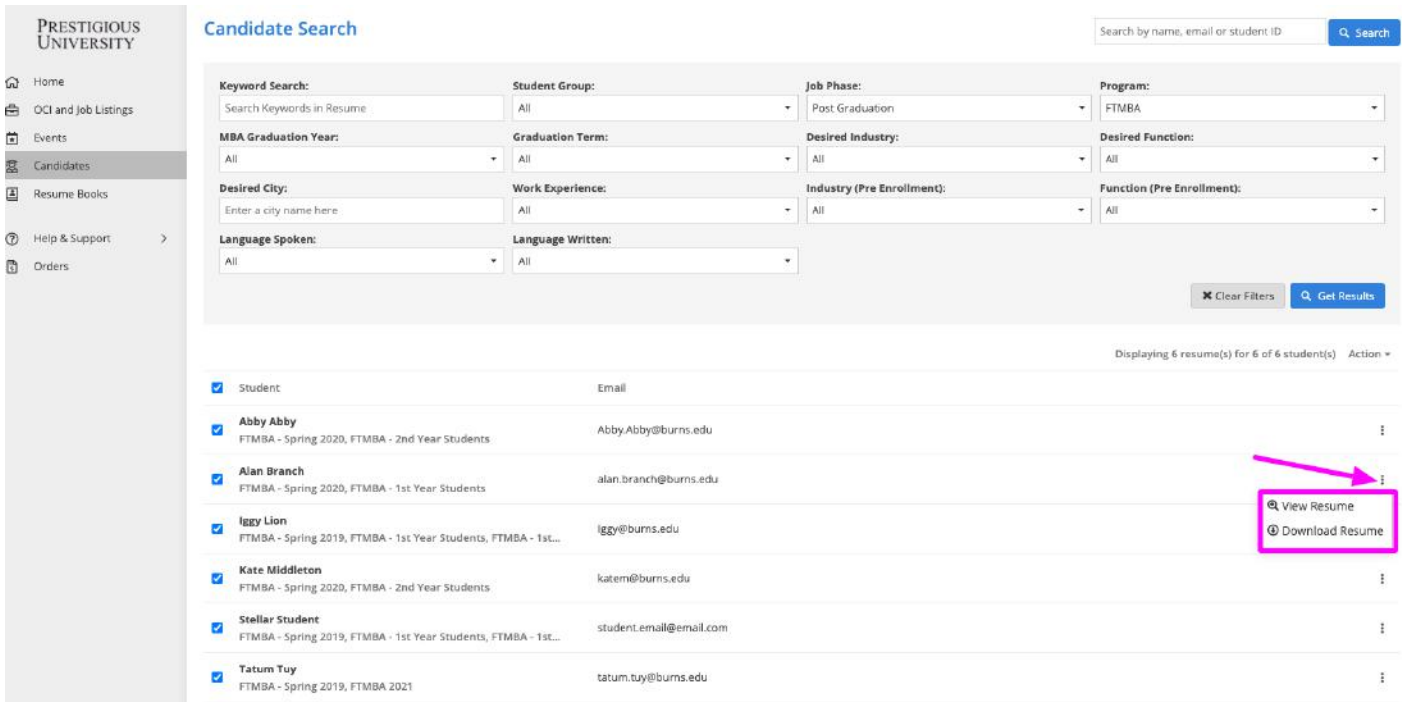
**Language Written:**

Displaying 6 resume(s) for 6 of 6 student(s) Action ▾

<input checked="" type="checkbox"/>	Student	Email	
<input checked="" type="checkbox"/>	<b>Abby Abby</b> FTMBA - Spring 2020, FTMBA - 2nd Year Students	Abby.Abbby@burns.edu	
<input checked="" type="checkbox"/>	<b>Alan Branch</b> FTMBA - Spring 2020, FTMBA - 1st Year Students	alan.branch@burns.edu	
<input checked="" type="checkbox"/>	<b>Iggy Lion</b> FTMBA - Spring 2019, FTMBA - 1st Year Students, FTMBA - 1st...	iggy@burns.edu	
<input checked="" type="checkbox"/>	<b>Kate Middleton</b> FTMBA - Spring 2020, FTMBA - 2nd Year Students	katem@burns.edu	

Download Selected Resume(s) to PDF (6)  
Export Selected Students to Excel (6)  
Export All Students to Excel (6)

- From the list: You can also review individual resumes by clicking the three dots in the same column as the candidate’s name and selecting **“View Resume”** or **“Download Resume”**



**PRESTIGIOUS UNIVERSITY**

**Candidate Search**

Search by name, email or student ID

**Keyword Search:**

**Student Group:**

**Job Phase:**

**Program:**

**MBA Graduation Year:**

**Graduation Term:**

**Desired Industry:**

**Desired Function:**

**Desired City:**

**Work Experience:**

**Industry (Pre Enrollment):**

**Function (Pre Enrollment):**

**Language Spoken:**

**Language Written:**

Displaying 6 resume(s) for 6 of 6 student(s) Action ▾

<input checked="" type="checkbox"/>	Student	Email	
<input checked="" type="checkbox"/>	<b>Abby Abby</b> FTMBA - Spring 2020, FTMBA - 2nd Year Students	Abby.Abbby@burns.edu	
<input checked="" type="checkbox"/>	<b>Alan Branch</b> FTMBA - Spring 2020, FTMBA - 1st Year Students	alan.branch@burns.edu	
<input checked="" type="checkbox"/>	<b>Iggy Lion</b> FTMBA - Spring 2019, FTMBA - 1st Year Students, FTMBA - 1st...	iggy@burns.edu	
<input checked="" type="checkbox"/>	<b>Kate Middleton</b> FTMBA - Spring 2020, FTMBA - 2nd Year Students	katem@burns.edu	
<input checked="" type="checkbox"/>	<b>Stellar Student</b> FTMBA - Spring 2019, FTMBA - 1st Year Students, FTMBA - 1st...	student.email@email.com	
<input checked="" type="checkbox"/>	<b>Tatum Tuy</b> FTMBA - Spring 2019, FTMBA 2021	tatum.tuy@burns.edu	

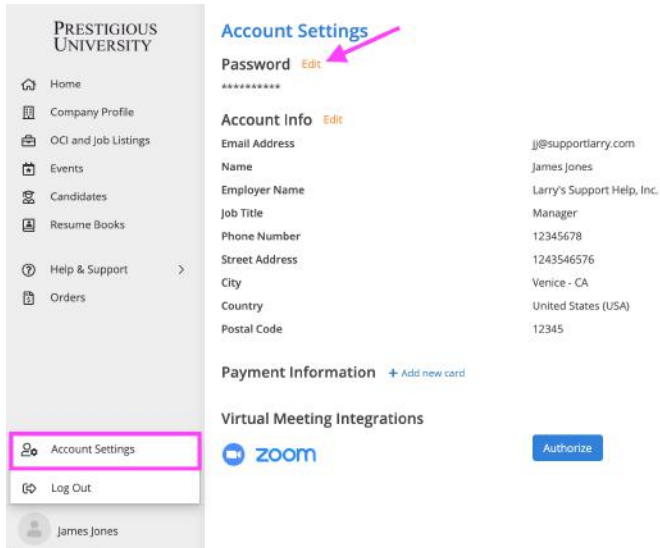
View Resume  
Download Resume

- Search for Talent Across the Global 12twenty Network [here!](#)**

## User Profile Set-Up and Updates

Keeping your account information updated is easy and allows us to better support you with your hiring needs.

1. Once logged in, click on your name located at the bottom left corner and from the pop up menu select **“Account Settings”**



2. Click **“Edit”** next to the section you want to manage and update

- Password
- Account Info
- Payment Information
- Zoom Integration

3. Update your Company Profile [here](#)

## FAQs

- You can find answers to the 12twenty FAQs [here](#)