

Employer Toolkit



Welcome to RSPH Career Connection powered by 12Twenty!

Rollins School of Public Health 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 Rollins School of Public Health's top talent! The 12Twenty UI is accessible and compatible with any device: phone, tablet, and computer.

Meeting your recruiting needs by promoting your organization to Rollins School of Public Health's candidates seeking part-time jobs, full-time jobs, internships, and more on the new RSPH Career Connection powered by 12Twenty. If you need assistance with 12Twenty, please contact the Office of Career Development at rsphcareerdev@emory.edu or 404-727-9957.

TABLE OF CONTENTS

- ❖ [Welcome! Getting Started...](#)
 - [Sign Up and Login](#)
 - [User Profile Set-Up and Updates](#)
 - [Update your Company Profile](#)
- ❖ [Recruiting Options](#)
 - [Homepage - Dashboard](#)
 - [Post a Job](#)
 - [Review Applicants](#)
 - [Conduct Virtual and On Campus Interviews \(OCI\)](#)
 - [Register for our Interview Programs and Services](#)
 - [Link your Job to the Interview](#)
 - [Review Applicants & Make Interview Selections Interviews](#)
 - [Add your Virtual Interview Details](#)
 - [Review Your Final Schedule](#)
 - [Host an Event](#)
 - [Attend a Career Fair](#)
 - [Proactively Search for Candidates](#)
- ❖ [FAQs](#)
 - [12twenty Academy for Employers](#)
 - [12twenty Network](#)

Welcome! Getting Started

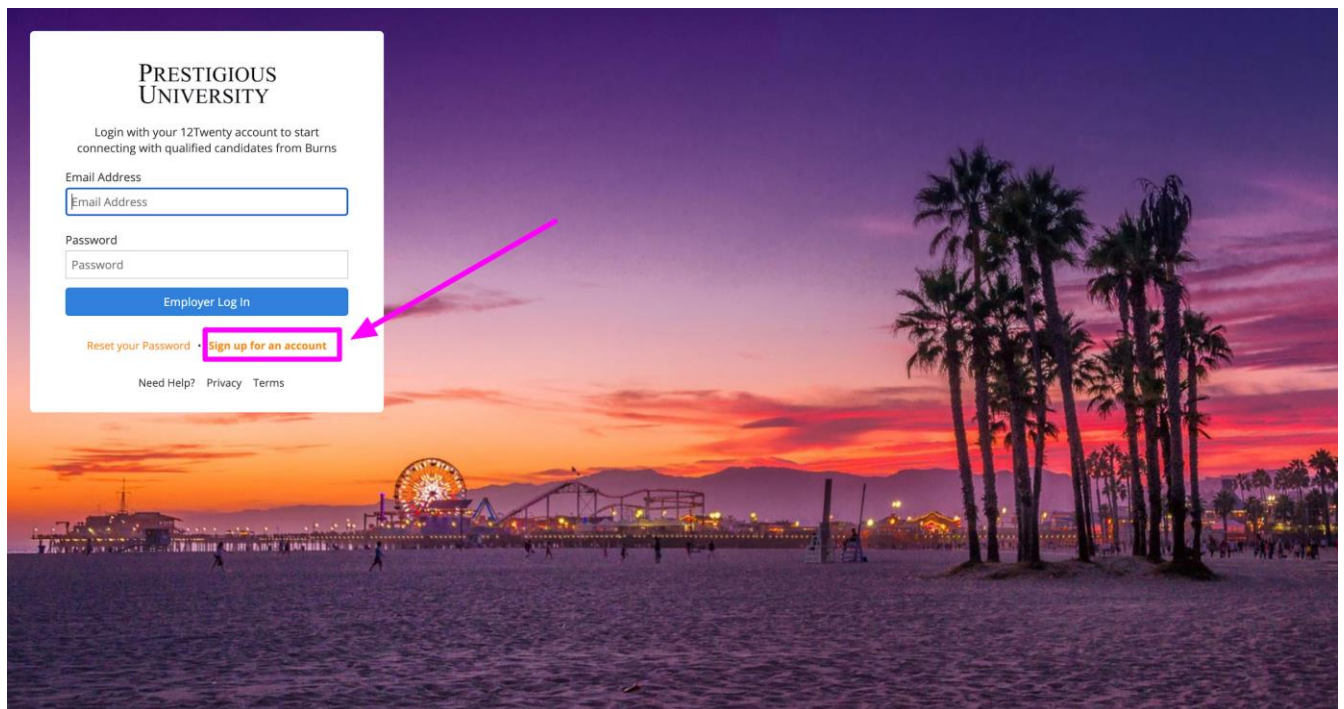
Sign Up and Login

12Twenty, powered by 12twenty, is Rollins School of Public Health's official recruiting system. To get started, simply follow the steps below.

1. Navigate to <https://sph-emory.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="*****"/> Strong <ul style="list-style-type: none">• Minimum 10 characters• An uppercase letter• A lowercase letter• A special character (.,@,#,\$,%^,&,*)• A number• Example: ThisSchool10\$ |
| Confirm Password | <input type="password" value="Confirm Password"/> |
| Employer* | <input type="text" value="Walgreen Co."/> Walgreen Co. Walgreens |
| 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](#). *

- ❖ 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 EARNNS!

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?](#)

Cancel Submit

Country* United States (USA)

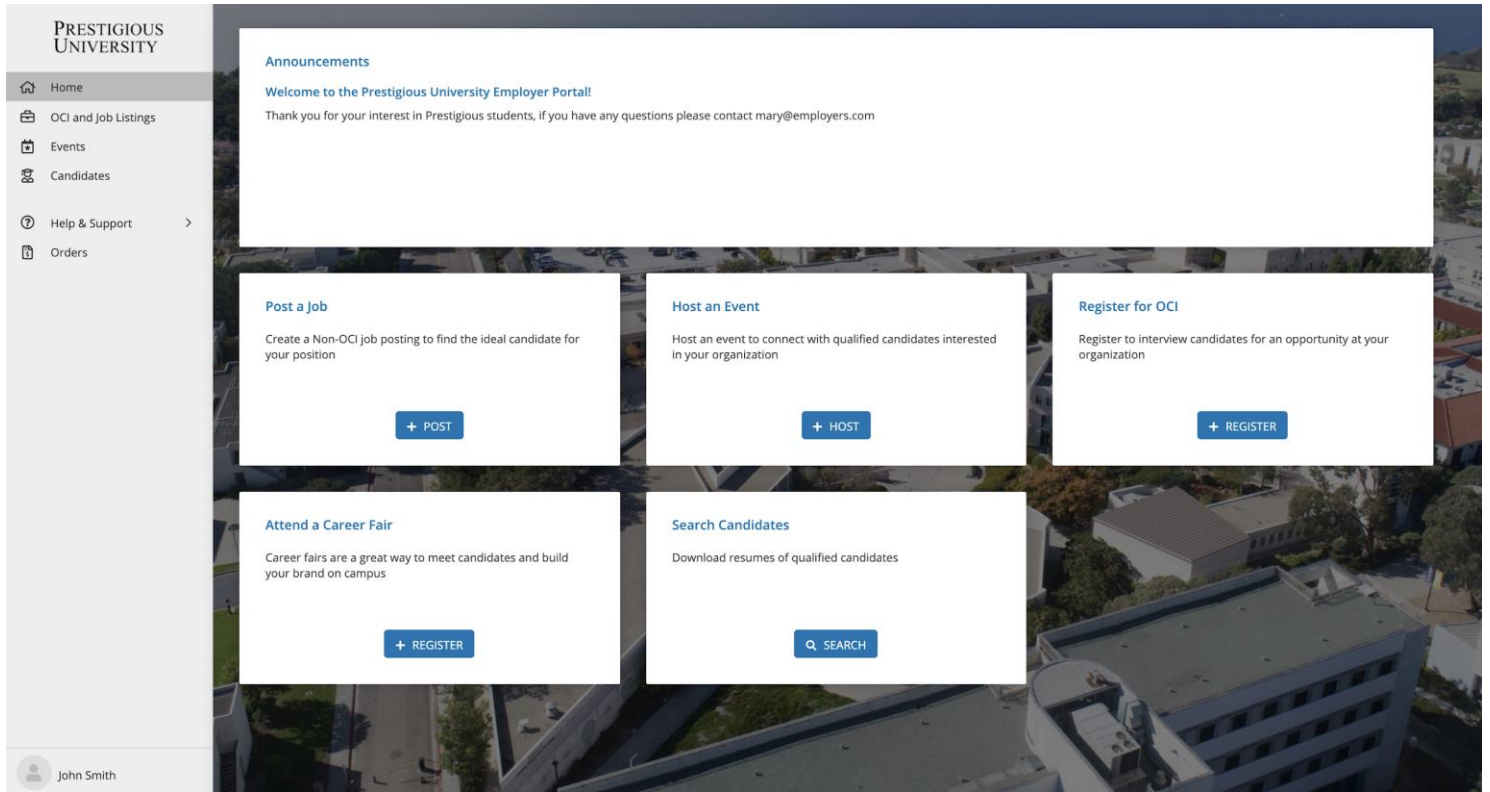
Note: This code is active for 1 hour from the time it hits your inbox. If you do not see the email after 10 minutes, check your spam folder.

Recruiting Options

12Twenty is a quick and efficient way to communicate open job, internship and fellowship opportunities to target Rollins School of Public Health populations and your homepage provides several options for connecting with the right-fit talent for your role.

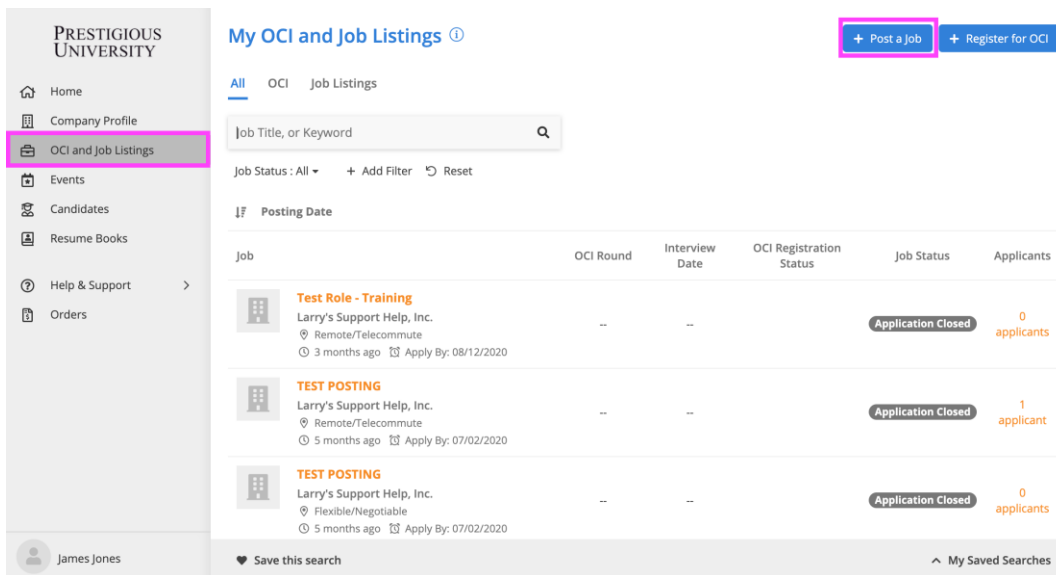
Homepage - Dashboard

- ❖ [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 OCIs and Virtual Interviews](#) - Request to interview students (virtual, phone, on-campus, on site)
- ❖ [Attend a Career Fair](#) - Register to showcase your company at an upcoming career fair or networking event
- ❖ [Search for Candidates](#) - Proactively search resumes for qualified candidates that match your hiring criteria



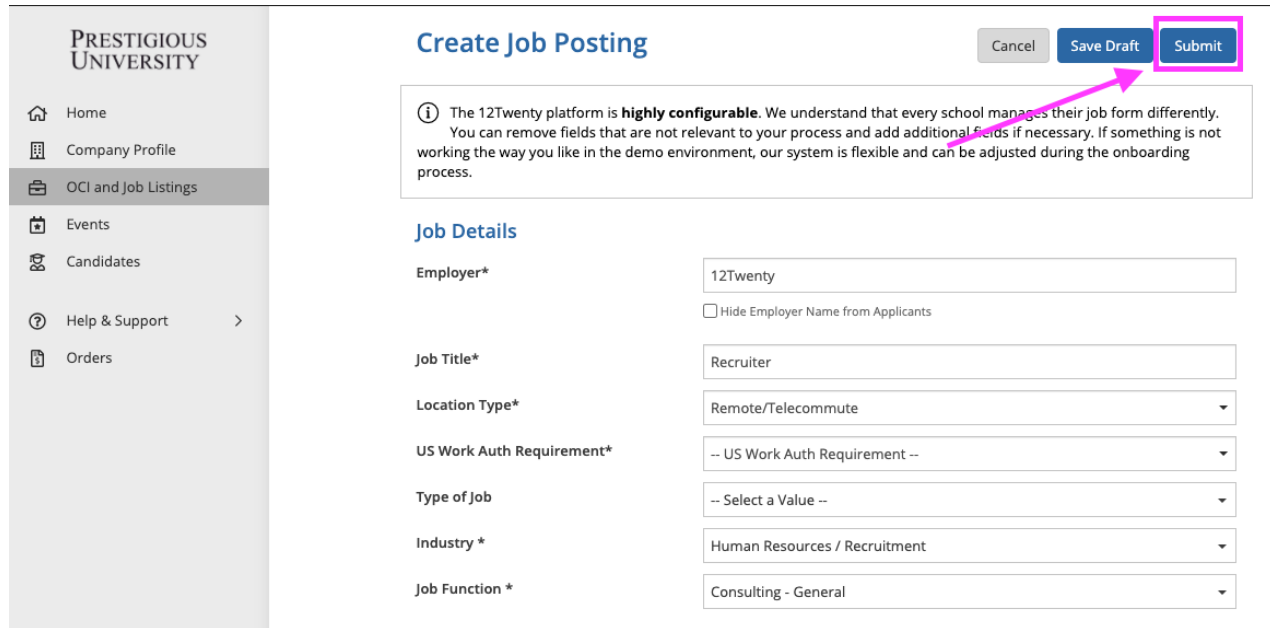
Post a Job

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

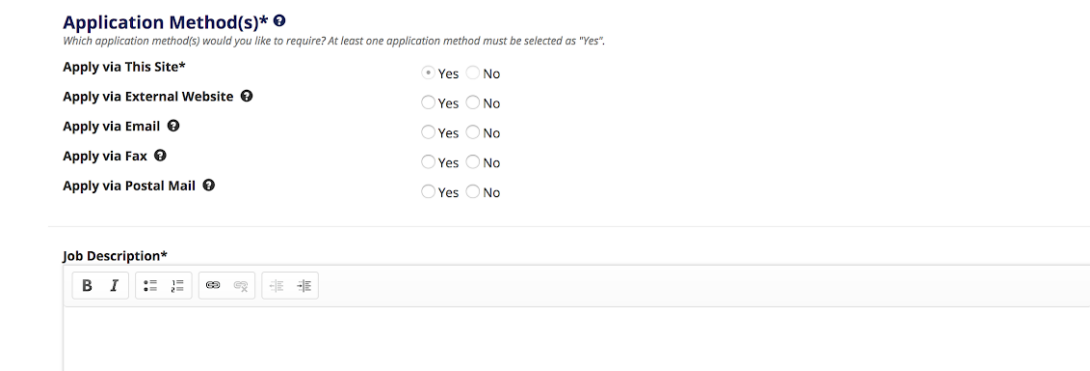


2. Complete the form with all required information about your job opening

- 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.
- 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"/> | X |
| Transcript | Unofficial Law School Tri | <input type="checkbox"/> | X |
| Writing Sample | Writing Sample | <input type="checkbox"/> | X |
| Recommendation Letter | Recommendation Letter | <input type="checkbox"/> | X |
| Transcript | Other Transcript (non-la' | <input type="checkbox"/> | X |
| Other | References | <input type="checkbox"/> | X |
| Other | Other | <input type="checkbox"/> | X |

+ Add Additional Document Type

- 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.

Primary Job Contact

 **Use My Information**

Name*
 Make Visible to Students

Title*
 Make Visible to Students

Email*
 Make Visible to Students

Phone*
 Make Visible to Students

Address*
 Make Visible to Students

Is Alumnus Yes No

Eligibility
 The criteria below determines who can view and apply.

Student Group*

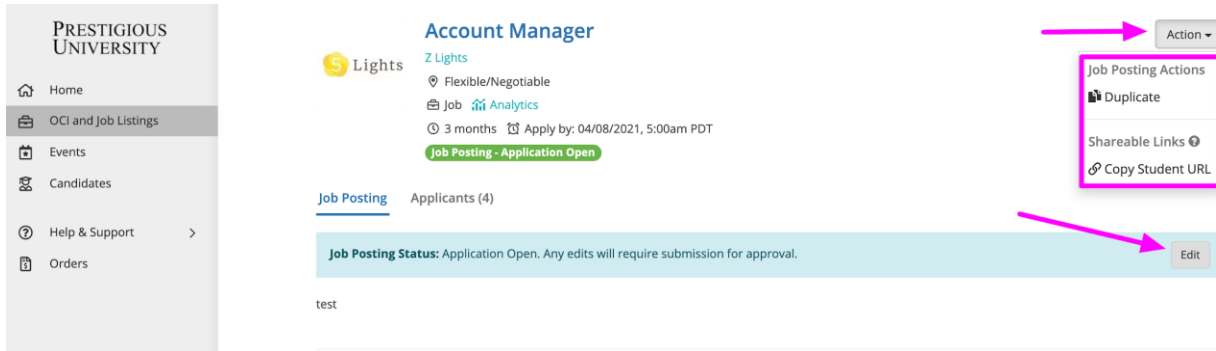
- **Eligibility:** In this section, use the “Student Groups” filter to target the job opportunity to the right-fit candidates.

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 Rollins School of Public Health Community. This will help attract top talent to job opening.

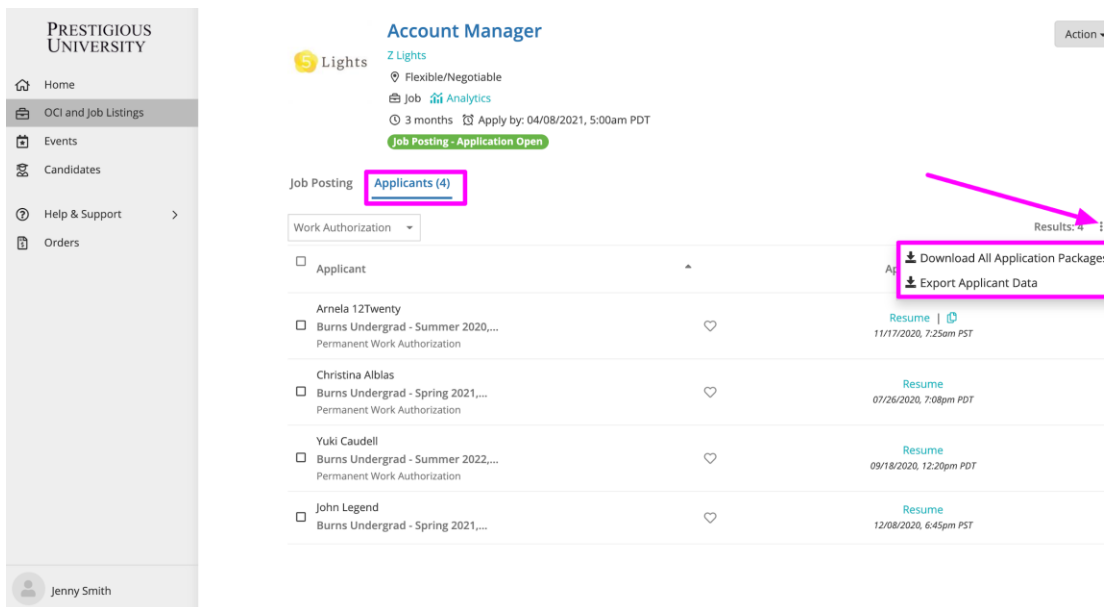
5. If your posting is approved, you will be notified via email. From there, your job will be promoted to qualified candidates and applicants will be directed to submit their application materials according to your “Application Method” instructions.

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.)



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

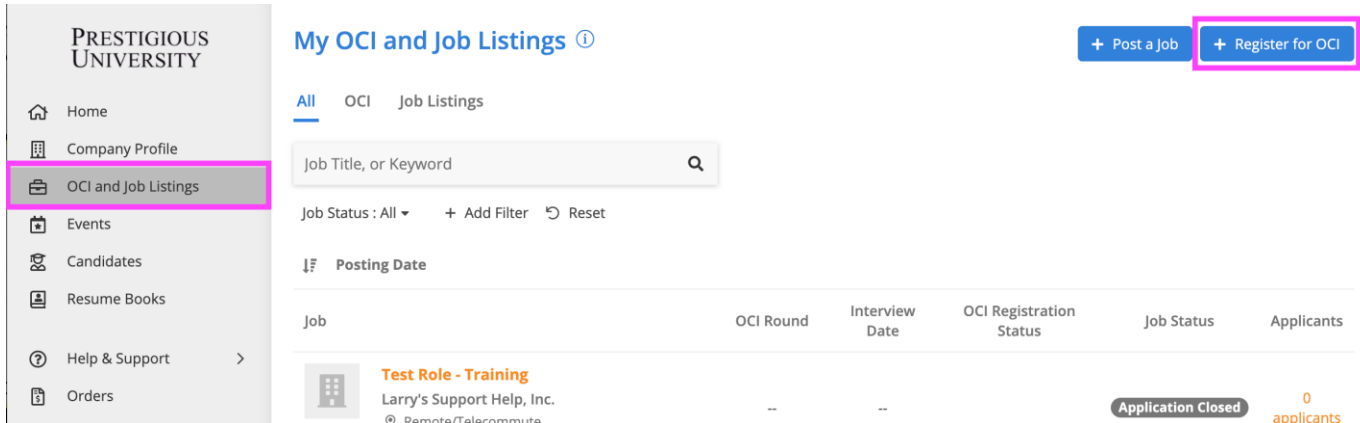
Conduct Virtual and On Campus Interviews

The Office of Career Development at the Rollins School of Public Health is always happy to help employers identify and facilitate the process with interviewing talent that matches your available position(s). If you are interested in conducting virtual and/or on campus interview, please use the self-service feature to complete the form for requesting an OCI.

If you need assistance with the process or have questions, please contact the Office of Career Development at rsphcareerdev@emory.edu.

Register for our upcoming Interview Programs and Services

- From the homepage click the “**Register for OCI**” button OR go to the “**OCI and Job Listing**” module from the left side menu and click the “**Register for OCI**” button in the top right corner.



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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 |
|--|-----------|----------------|-------------------------|--------------------|--------------|
|  Test Role - Training Larry's Support Help, Inc. <small>Remote/Telecommute</small> | -- | -- | | Application Closed | 0 applicants |

- Complete the OCI 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.

Register for OCI

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* **i**:

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

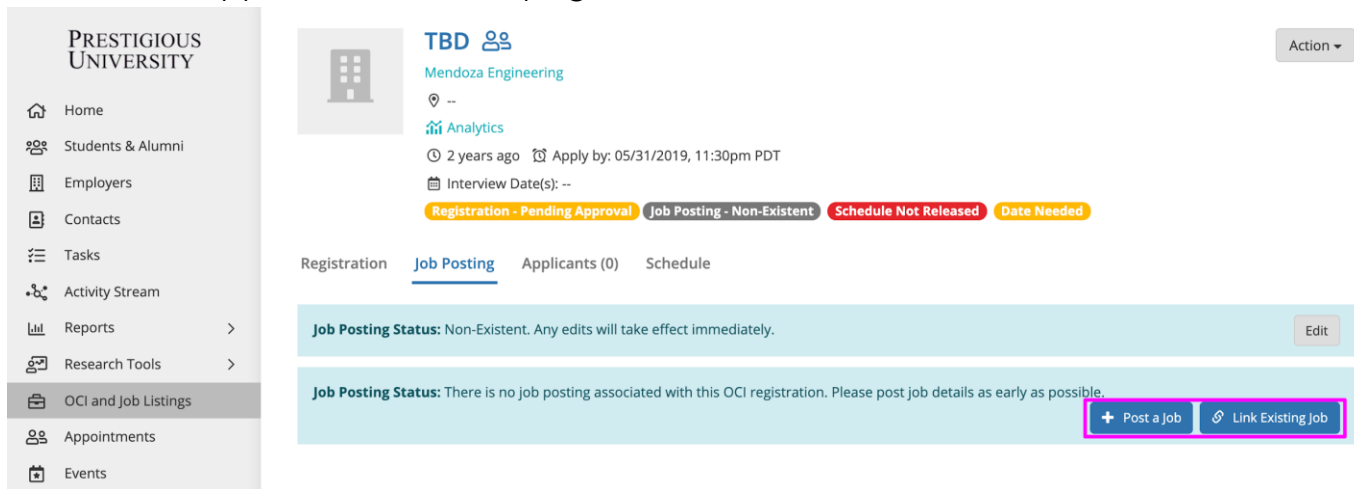
- After your OCI Registration Form is submitted for review, you will be notified via email if your request to participate in our Interview Programs was approved.
- While your registration is in the approval que, complete your [Company Profile](#) to enhance your digital brand within the Rollins School of Public Health Community. This will help attract top talent to interview for your opening.

Linking a Job to the OCI Registration

Once you have submitted the OCI 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.

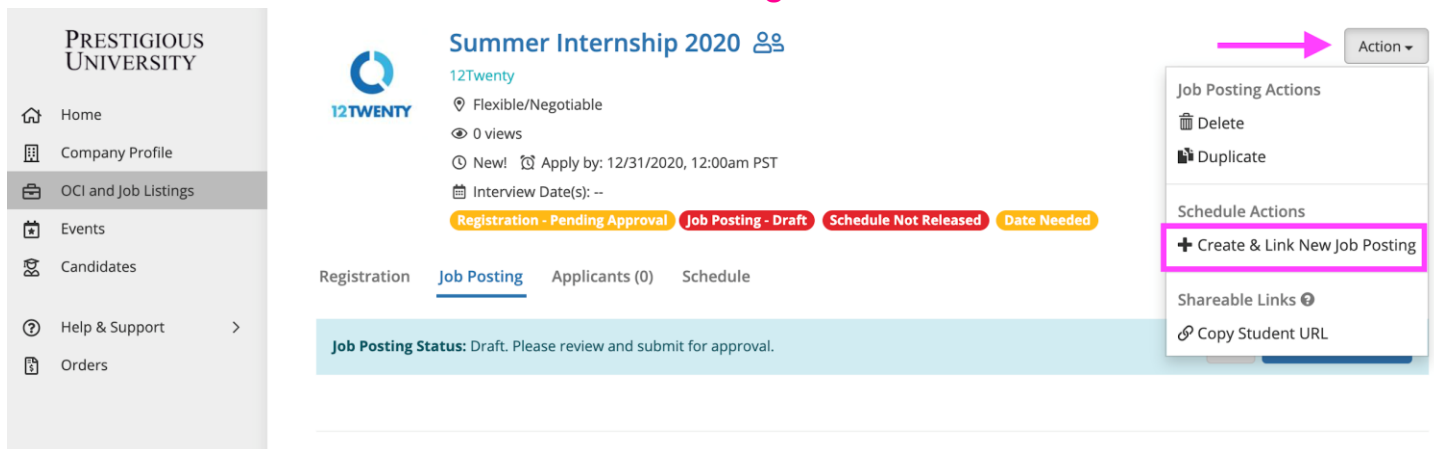
1. From your OCI Registration, navigate to the “Job Posting” tab and click “+Post a Job” button.

- Share the details of the job you are interviewing candidates for using the form that appears on the next page.



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 OCI 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: rsphcareerdev@emory.edu or 404-727-9957.

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.

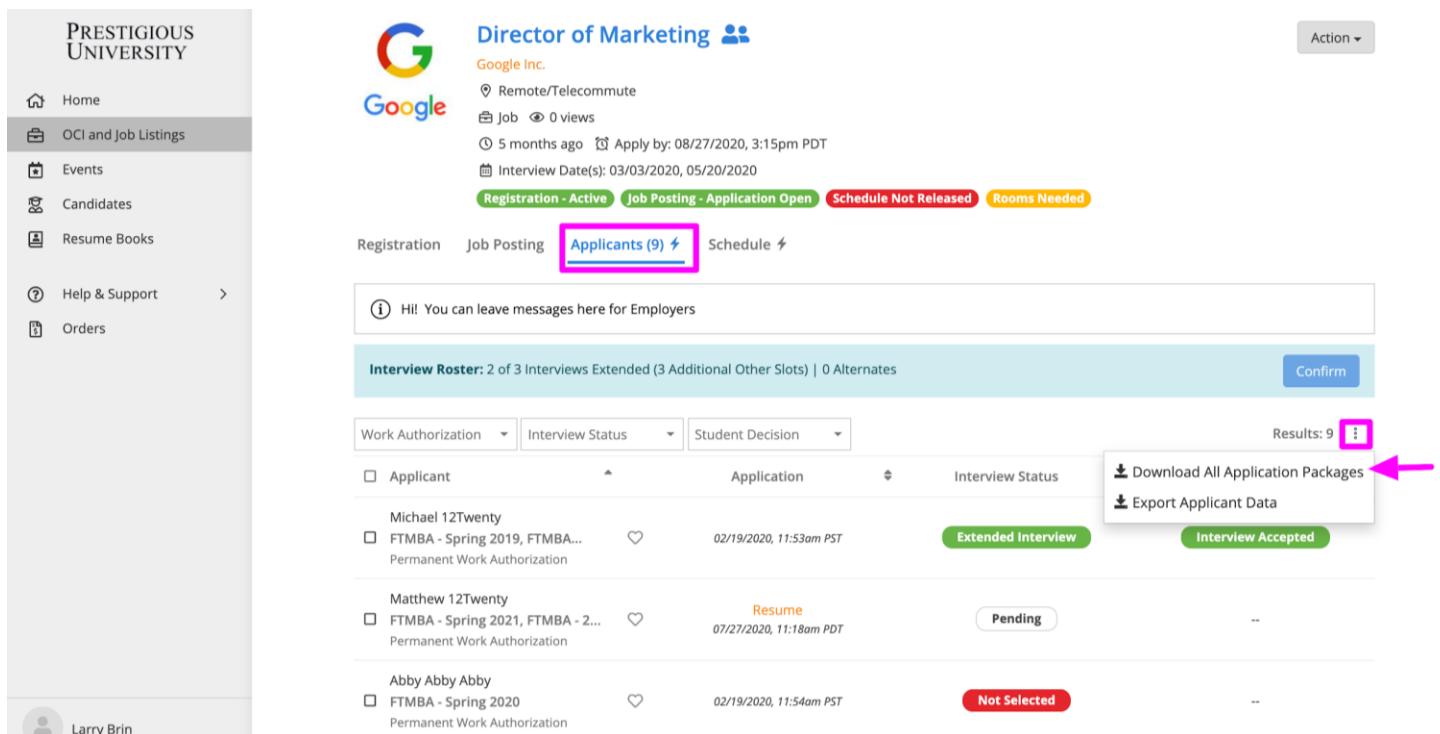
Generate an Application Packet & Make Interview Selections

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 12Twenty system.

1. Navigate to the **“OCI and Job Listings”** module and select the OCI listing you are reviewing applications for.


2. On the **“Applicants”** tab of the OCI, you will see how many applications the OCI 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



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Home
OCI and Job Listings
Events
Candidates
Resume Books
Help & Support
Orders

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 Results: 9

Download All Application Packages
Export Applicant Data

| Applicant | Application | Interview Status |
|---|-----------------------------------|--|
| Michael 12Twenty FTMBA - Spring 2019, FTMBA... Permanent Work Authorization | 02/19/2020, 11:53am PST | Extended Interview Interview Accepted |
| Matthew 12Twenty FTMBA - Spring 2021, FTMBA - 2... Permanent Work Authorization | Resume 07/27/2020, 11:18am PDT | Pending |
| Abby Abby Abby FTMBA - Spring 2020 Permanent Work Authorization | 02/19/2020, 11:54am PST | Not Selected |

Larry Brin

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

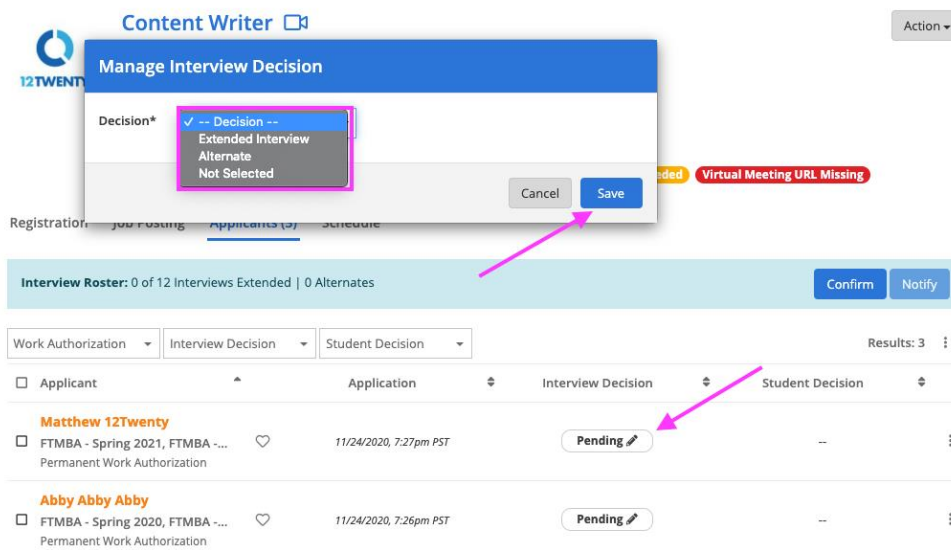
Delivery Options
At least one delivery option must be selected

Generate Now Email Me a Sharable Link

Share this Packet
Use a comma to separate email addresses

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 12Twenty platform 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 **“OCI and Job Listings”** module and select the OCI listing you are interviewing for.
2. On the **“Schedule”** tab of the OCI, 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 12Twenty please reach out to the Office of Career Development at rsphcareerdev@emory.edu.
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

| <input type="checkbox"/> 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 ▾

Edit Virtual Meeting Info ✕

Web Meeting URL*

Additional Instructions

Password: Legal 

Missing URL

Cancel
Save

+ 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

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 - 6:45pm PST | Jonathan Tague | | David Carter | APPROVED |

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

1. Once the schedule is finalized by our office, we will email the “**Primary OCI 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 ^{TT}

Larry Brin

Send Email
Action ▾

✉ Interview Schedule Released
✕

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

To: Larry Brin

Subject: Interview Schedule Released

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.

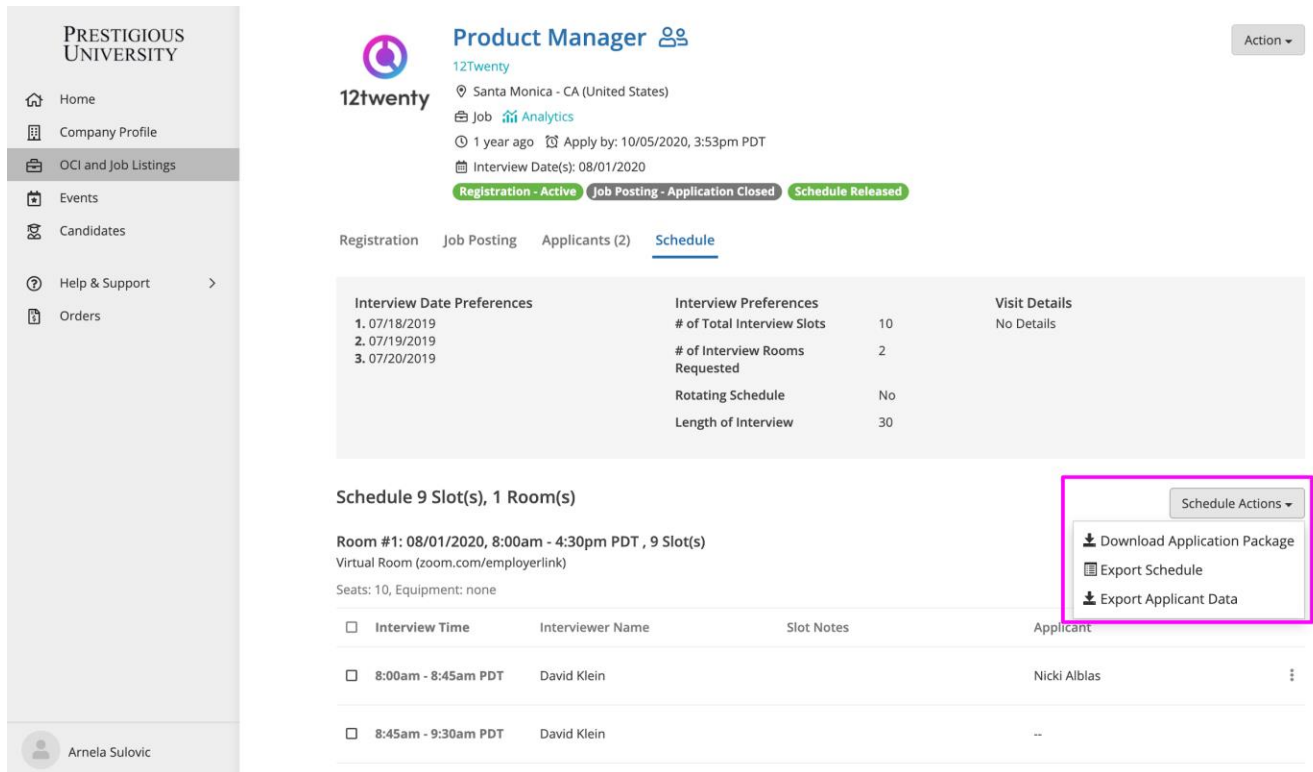
✕ Clear Filters
Get Results

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 |


2. On the **“Schedule”** tab of the OCI, 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

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**

| Interview Date Preferences | Interview Preferences | Visit Details |
|----------------------------|--------------------------------|---------------|
| 1. 07/18/2019 | # of Total Interview Slots | No Details |
| 2. 07/19/2019 | # of Interview Rooms Requested | |
| 3. 07/20/2019 | Rotating Schedule | |
| | Length of Interview | |

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

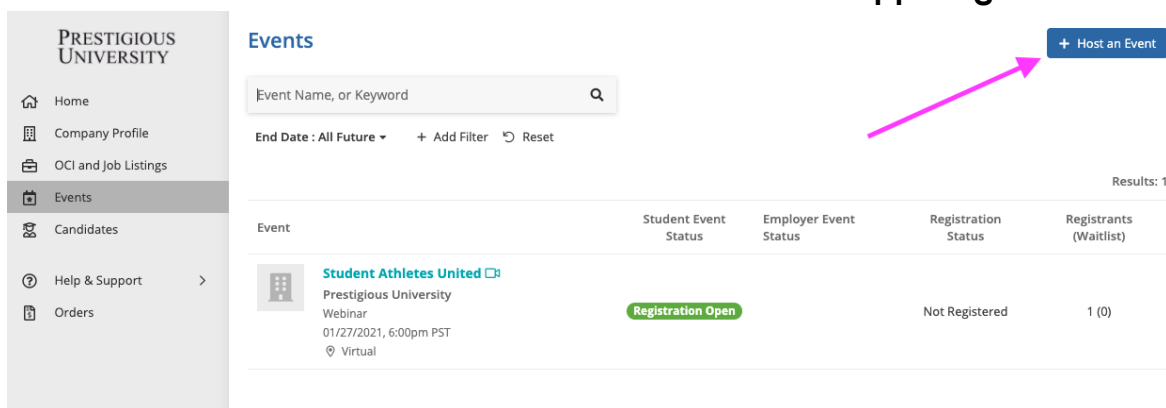
| Interview Time | Interviewer Name | Slot Notes | Applicant |
|--|------------------|------------|--------------|
| <input type="checkbox"/> 8:00am - 8:45am PDT | David Klein | | Nicki Alblas |
| <input type="checkbox"/> 8:45am - 9:30am PDT | David Klein | | -- |

Arnela Sulovic

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

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

Events

Event Name, or Keyword

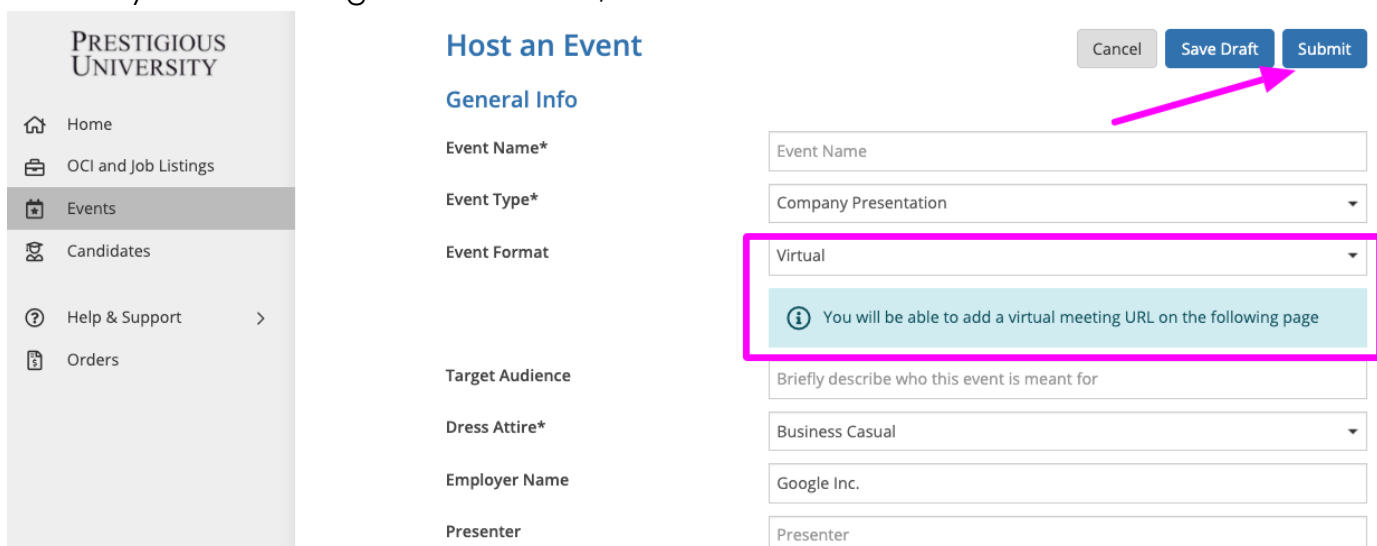
End Date: All Future + Add Filter Reset

Results: 1

| Event | Student Event Status | Employer Event Status | Registration Status | Registrants (Waitlist) |
|--|----------------------|-----------------------|---------------------|------------------------|
| Student Athletes United 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

Home
OCI and Job Listings
Events
Candidates
Help & Support
Orders

Host an Event

Cancel Save Draft Submit

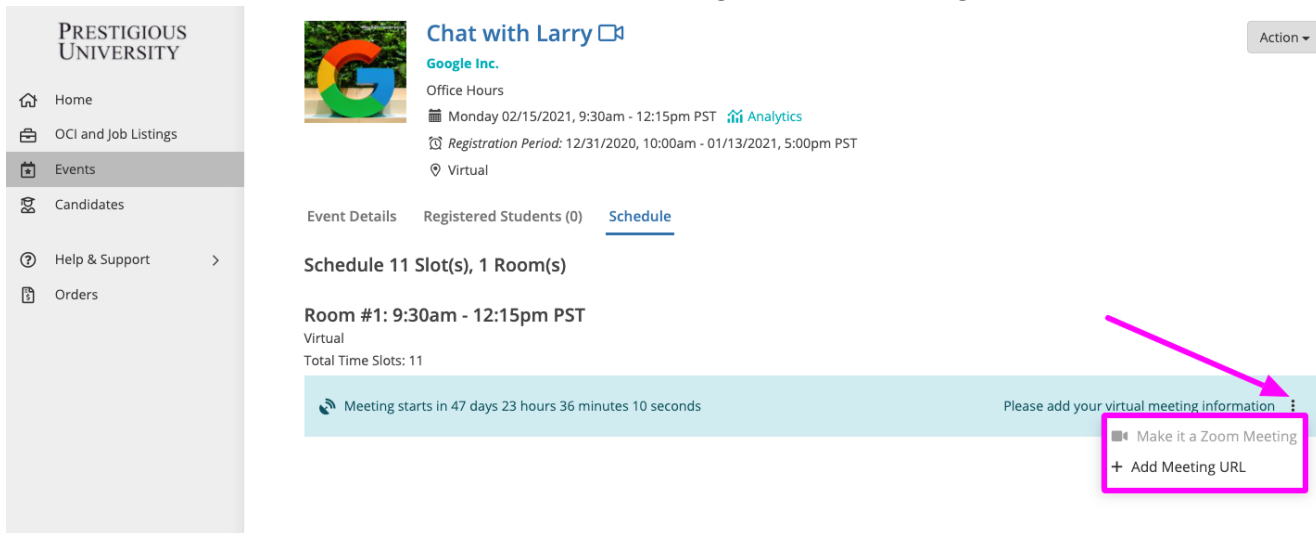
General Info

Event Name*
Event Type*
Event Format
Target Audience
Dress Attire*
Employer Name
Presenter

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.

Attend a Career Fair

Career Fairs uniquely allow you to maintain a strong presence and brand within the Rollins School of Public Health community while meeting outstanding Rollins School of Public Health students and alumni. This event option is a wonderful opportunity to engage with a targeted population of students and meet qualified candidates for internships and job openings. Our students are talented, driven and highly diverse, making Rollins School of Public Health a premier resource for recruiting talent.

If you are participating in a Virtual Career Fair, you can choose to connect with students for 1:1 chats, in a group session, or a combination of both. Our office is here to help ensure your organization is set up for success.

To participate in our Career Fairs:

Click the **“Attend a Career Fair”** button on your homepage OR navigate to the **“Events”** page from the left hand menu.

1. **Selecting the event you would like to register for from the Event landing page.**
2. **You’ll land on the Career Fair detail page, where you will be able to view critical event information.**
3. **Click the **“Register”** button in the top right-hand corner.**



The screenshot shows the 'PRESTIGIOUS UNIVERSITY' navigation menu on the left with 'Events' selected. The main content area displays the 'Fall - Finance Career Fair' event details, including the date 'Wednesday 02/10/2021, 7:30am - 11:30am PST', registration periods for students and employers, and a 'Virtual' tag. A pink arrow points to the 'Register' button in the top right corner of the event card.

4. **Fill out the key details on the **Employer Registration** form.**
 - Before registering for a career fair, students are searching through attending organizations by major, subject of interest, job openings, and other key details to find companies of interest.
 - Think of this as your digital “Booth” and company “Banner.” Use this as an opportunity to make select information visible to students, add additional teammates by using the “Additional Contacts” functionality, and promote critical information about your brand and open opportunities.

PRESTIGIOUS UNIVERSITY

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

Fall - Finance Career Fair - Employer Registration

| | |
|-----------------------|---|
| Full Name | Brianna Masciel <input checked="" type="checkbox"/> Make Name Visible to Students |
| Title | CSM <input checked="" type="checkbox"/> Make Title Visible to Students |
| Email | brianna.masciel@12twenty.com <input checked="" type="checkbox"/> Make Email Visible to Students |
| Phone | 7146122162 <input type="checkbox"/> Make Phone Visible to Students |
| Additional Contacts | <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Johnny R. ✕ </div> <div style="font-size: 8px; margin-top: 5px;"><input checked="" type="checkbox"/> Make Visible to Students</div> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Bailey Stump ✕ </div> <div style="font-size: 8px; margin-top: 5px;"><input type="checkbox"/> Make Visible to Students</div> </div> |
| Company Description * | Making it hassle-free for career centers and alumni relations offices to do their job. |
| Company Website * | www.12twenty.com |

5. Once you have submitted the completed **Registration Form**, you will see a **“Pending Approval”** confirmation screen.

- Here you can click the **“Action”** button from the top right hand corner to **“Edit”** your registration.

Employer Registration Pending Approval

Your registration status is **Pending Approval**. You will be notified when this request has been approved.

← Back to Event

Action ▾

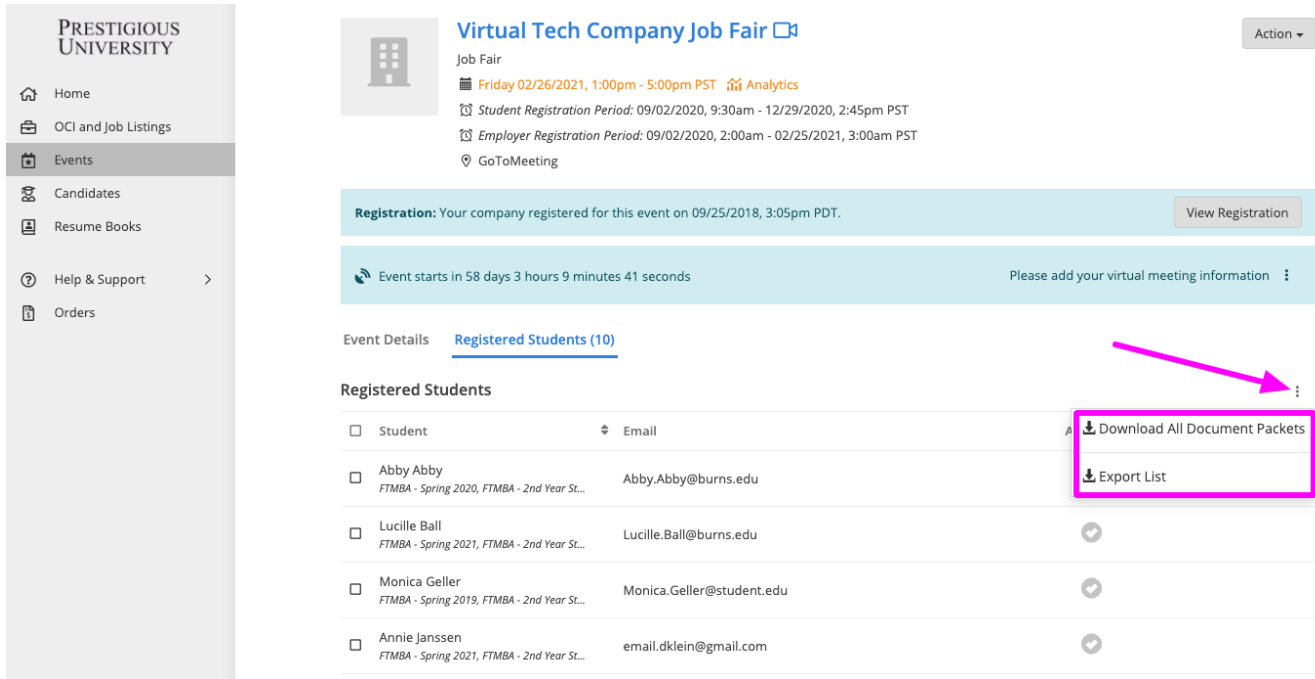
- ✎ Edit
- ✕ Cancel Registration

| | |
|---------------------|--|
| Employer | 12Twenty |
| Contact Name | arnela sulovic <i>(visible to students)</i> |
| Title | recruiter <i>(visible to students)</i> |
| Email | arnela.sulovic@gmail.com |
| Phone | 123-123-1235 |
| Registration Type | On Campus Department or College - \$0 |
| Additional Items | (1) Additional Recruiter(s) - \$50 (1) Marketing Sponsorship - \$100 |
| Company Description | Test |
| Company Website | www.12Twenty.com |
| Majors Hiring | All Majors, Accountancy, Accounting, Advanced Athletic Training, Advanced Nursing Practice, Agribusiness, Agribusiness and Applied Economics, Agricultural and Biosystems Engineering, Agricultural Communication, Agricultural Economics, Agricultural Education, Agricultural Systems Management, Animal Health Management, Animal Science, Animal Science, Anthropology, Apparel, Retail Merchandising and Design, Applied Statistics |

6. Our office will review your Career Fair Registration and reach out to support you with coordinating the logistics for meeting with students for 1:1 chat sessions, group sessions, and any other recruiting needs during the fair.

7. Once your registration is approved, you will automatically be notified. From here you can login to 12Twenty and dynamically see a list of **“Registered Students”** within the event.

8. On the “Registered Students” tab of the event, you can also download a “Document Packet” and “Export” the Registration List to Excel by clicking the 3 dots (ellipses menu).



PRESTIGIOUS UNIVERSITY

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

Virtual Tech Company Job Fair Action ▾

Job Fair

Friday 02/26/2021, 1:00pm - 5:00pm PST Analytics

Student Registration Period: 09/02/2020, 9:30am - 12/29/2020, 2:45pm PST

Employer Registration Period: 09/02/2020, 2:00am - 02/25/2021, 3:00am PST

GoToMeeting

Registration: Your company registered for this event on 09/25/2018, 3:05pm PDT. View Registration

Event starts in 58 days 3 hours 9 minutes 41 seconds Please add your virtual meeting information

Event Details Registered Students (10)

Registered Students

| Student | Email | |
|--|---------------------------|--|
| <input type="checkbox"/> Abby Abby <small>FTMBA - Spring 2020, FTMBA - 2nd Year St...</small> | Abby.Abbey@burns.edu | <input type="checkbox"/> Download All Document Packets <input type="checkbox"/> Export List |
| <input type="checkbox"/> Lucille Ball <small>FTMBA - Spring 2021, FTMBA - 2nd Year St...</small> | Lucille.Ball@burns.edu | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Monica Geller <small>FTMBA - Spring 2019, FTMBA - 2nd Year St...</small> | Monica.Geller@student.edu | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Annie Janssen <small>FTMBA - Spring 2021, FTMBA - 2nd Year St...</small> | email.dklein@gmail.com | <input checked="" type="checkbox"/> |

9. For Virtual Career Fairs, 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.

10. You can “**Make it a Zoom Meeting**” by authorizing your Zoom account.



PRESTIGIOUS UNIVERSITY

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

Virtual Tech Company Job Fair Action ▾

Job Fair

Friday 02/26/2021, 1:00pm - 5:00pm PST Analytics

Student Registration Period: 09/02/2020, 9:30am - 02/25/2021, 12:00am PST

Employer Registration Period: 09/02/2020, 2:00am - 02/25/2021, 3:00am PST

GoToMeeting

Registration: Your company registered for this event on 09/25/2018, 2:29pm PDT. View Registration

Event starts in 64 days 23 hours 4 minutes 16 seconds Please add your virtual meeting information

Event Details Registered Students (9)

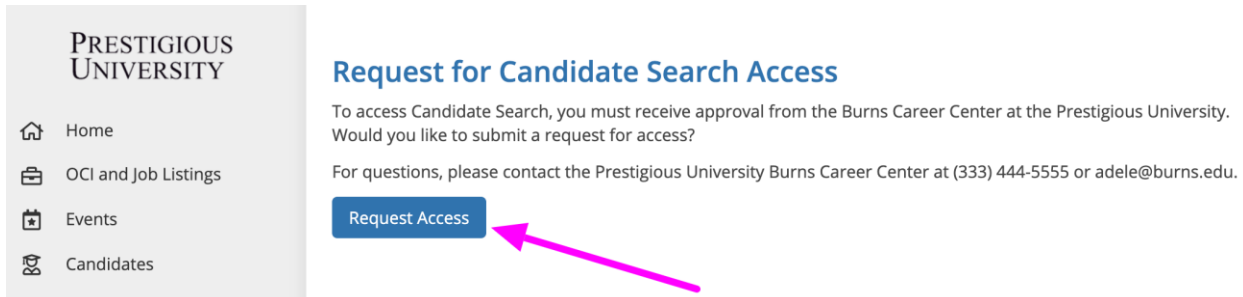
Make it a Zoom Meeting
+ Add Meeting URL

All are welcome to attend our 18th Annual Engineering Career Fair! Come and meet with companies from various industries and locations remotely!
Remember to bring copies of your resume.

Dynamically Search for Candidates

You can request access to use the Candidate Search tool to proactively search for Rollins School of Public Health 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.



The screenshot shows a navigation menu on the left for 'PRESTIGIOUS UNIVERSITY' with links for Home, OCI and Job Listings, Events, and Candidates. The main content area is titled 'Request for Candidate Search Access' and contains the following text: 'To access Candidate Search, you must receive approval from the Burns Career Center at the Prestigious University. Would you like to submit a request for access?' and 'For questions, please contact the Prestigious University Burns Career Center at (333) 444-5555 or adele@burns.edu.' A blue 'Request Access' button is highlighted with a pink arrow.

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

PRESTIGIOUS UNIVERSITY

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

Candidate Search

Search

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:

✖ Clear Filters
🔍 Get Results

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

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

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

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

Candidate Search

Search

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:

✖ Clear Filters
🔍 Get Results

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

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

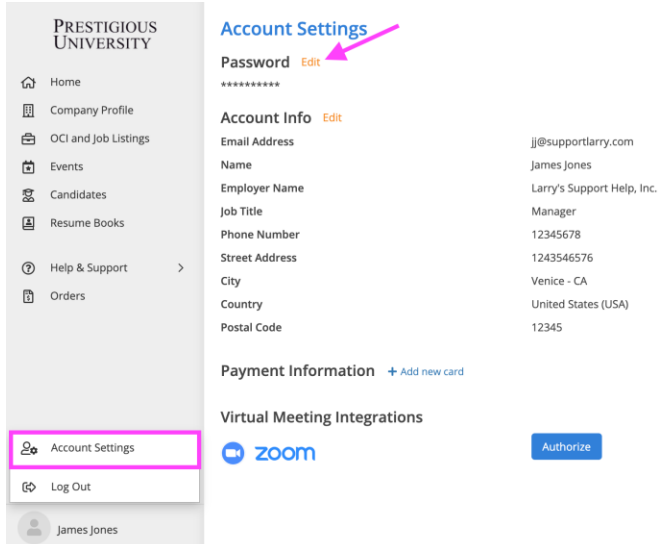
- View Resume
- Download Resume

7. [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”**



PRESTIGIOUS UNIVERSITY

Account Settings


Password **Edit**

Account Info **Edit**

| | |
|----------------|----------------------------|
| Email Address | jj@supportlarry.com |
| Name | James Jones |
| Employer Name | Larry's Support Help, Inc. |
| Job Title | Manager |
| Phone Number | 12345678 |
| Street Address | 1243546576 |
| City | Venice - CA |
| Country | United States (USA) |
| Postal Code | 12345 |

Payment Information **+ Add new card**

Virtual Meeting Integrations

 **Authorize**

Account Settings

Log Out

James Jones

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](#)