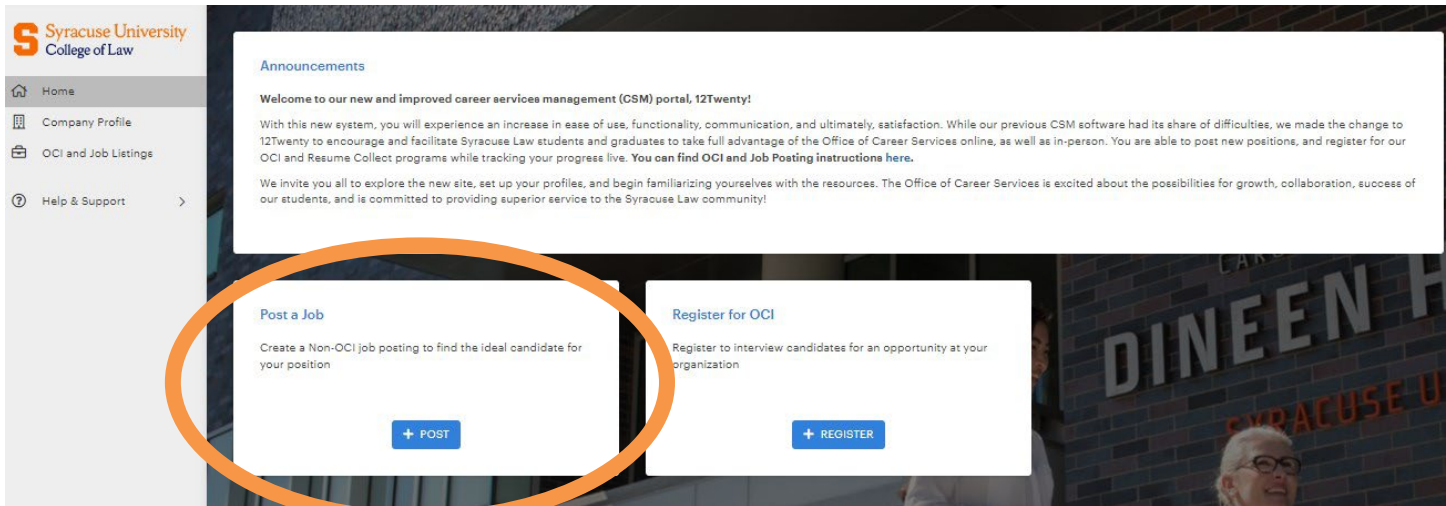


Submitting a Job Posting for Resume Collect or Direct Apply

1. To participate in the **Resume Collect** or **Direct Apply** option, log into [12Twenty](#) and select the blue **+ Post** button from the **Post a Job** tile on the landing page. Complete the required information to advertise your position.



2. Fill out the information required (e.g. Job Title, Type of Job, Location, Practice Area).

A screenshot of the 'Create Job Posting' form. The form is titled 'Create Job Posting' and has three buttons at the top right: 'Cancel', 'Save Draft', and 'Submit'. Below the title is the 'Job Details' section. It includes three input fields: 'Employer*' with the value 'Orange Law Firm - Test Account', 'Job Title*' with the value 'Job Title', and 'Type of Job*' with a dropdown menu showing '-- Type of Job --'. There is also a checkbox labeled 'Hide Employer Name from Applicants' which is currently unchecked.

****Be sure to Select "Yes" to the OCI and Resume Collect Question****

OCI & Resume Collect Program  Yes No

- Select your preferred method of application. Applying through 12Twenty is required for **Resume Collect**. Students will submit their application documents on the site, and we will email to you after the deadline date.

For **Direct Apply**, choose either External Link, Email, or Postal Mail. Applicants will be send directly to you.

Application Method(s)*

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

- Apply via This Site* Yes No
- Apply via External Link  Yes No
- Apply via Email  Yes No
- Apply via Postal Mail  Yes No

- Fill out the **Job Description** text box.
- Indicate which **application documents** are required. Selecting " " will indicate that this document is required. Clicking on " " means that it will not appear in your job posting. Neither selecting " " nor " " will mark that document as *optional*.

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"/>	<input checked="" type="checkbox"/>
Transcript	Unofficial Transcript	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing Sample	Writing Sample	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Recommendation Letter	Recommendation Letter	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other	Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[+ Add additional Document Type](#)

- You may include an anticipated start date and names of the interviewers.
- Fill out the **Primary Job Contact's** information and select what you wish to make visible to students.

Primary Job Contact

[Use My Information](#)

Name*

Make Visible to Students

Title

Make Visible to Students

Email*

Make Visible to Students

8. **Submit** your job posting for approval.

If you need assistance, please send an email to lawcareer@syr.edu.