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, and be sure to select the Resume Collect option.

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

**Be sure to Select Spring 2023 OCI and Resume Collect**
3. 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.

4. Fill out the Job Description text box.

5. 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.

6. You may include an anticipated start date and names of the interviewers.

7. Fill out the Primary Job Contact’s information and select what you wish to make visible to students.
8. **Submit** your job posting for approval.

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