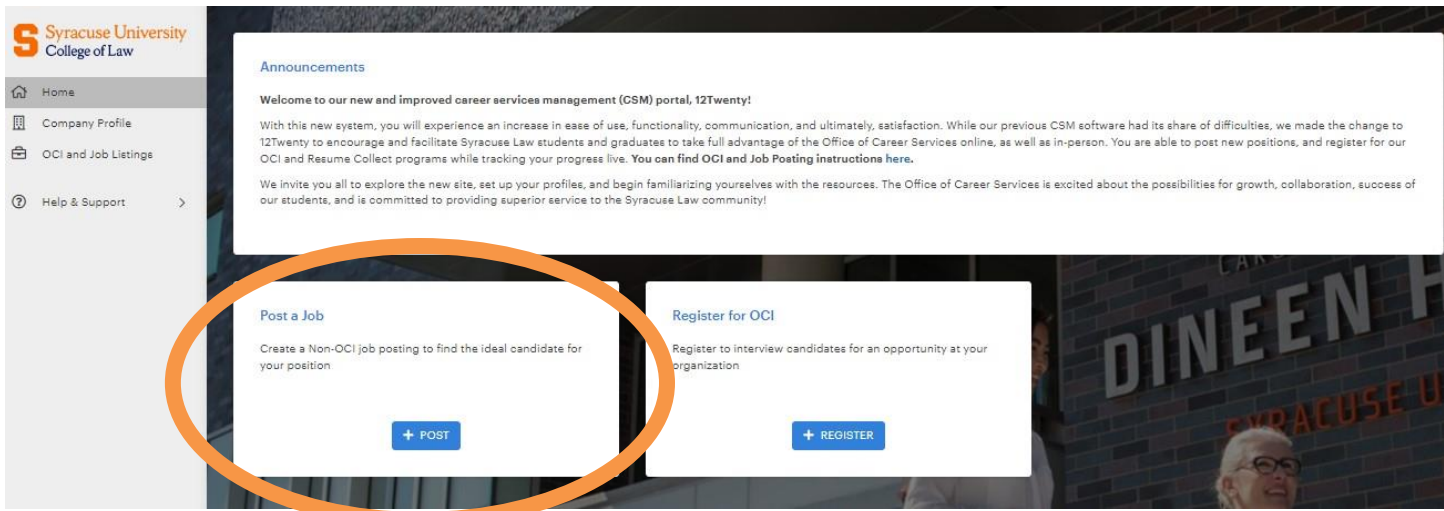


Submitting a Job Posting for Resume Collect or Direct Apply

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).

- Home
- Company Profile
- OCI and Job Listings
- Help & Support

Create Job Posting

Cancel Save Draft Submit

Job Details

Employer*

Hide Employer Name from Applicants

Job Title*

Type of Job*

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

OCI Program & Resume Collect ?

Class Status (Choose all who can apply) ?

* ?

-- Select a value --

-- Select a value --

- Fall 2022 OCI and Resume Collect
- Spring 2023 OCI and Resume Collect

- 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*

Name

Make Visible to Students

Title

Title

Make Visible to Students

Email*

Email

Make Visible to Students

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

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