Employer website: https://law-syr.12twenty.com/hire

Select "Sign up for an account"

Fill in your information when prompted

Welcome to 12twenty!

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

First Name*
First Name

Last Name*
Last Name

Email Address*
Email Address
*Required

Password
Password
*Required

- *Minimum 10 characters*
- *An uppercase letter*
- *A lowercase letter*
- *A special character (!,@,#,$,%,^,&,*)*
- *A number*
- *Example: ThisSchool10$*

Confirm Password
Confirm Password

Employer*
Employer

Address*
Street Address

Country*
-- Country --

City*
City

Postal Code*
Postal Code

Your Job Title*
Your Job Title

Phone Number*
Phone Number

☐ I agree to the Terms of Service and Privacy Policy. *

Create Account

A verification code will be sent to your email. Enter the code then click Submit

From the employer homepage, you will have access to Post a Job, Register for OCI (during OCI season), and Host an Event.

Click "Post a Job" to add a position to the system

Create Job Posting

Cancel   Save Draft   Submit

Job Details

Employer*

Orange Law Firm - Test Account

☐ Hide Employer Name from Applicants

Job Title*

Job Title

Type of Job

-- Type of Job --

Job Time Commitment

-- Job Time Commitment --

Location Type*

Specify Location(s)

Location*

-- Please Select a Country --   City

➕Add Additional Location

Practice Area

-- Practice Area --

Preferred Years of Experience

Preferred Ye

Pre-School Professional Experience Preferred

○ Yes   ○ No

Interview Format

-- Interview Format --

Work Auth Requirement*

-- Work Auth Requirement --

Additional Experiences ❓

-- Select a Value --

Other Hiring Criteria ❓

Other Hiring Criteria

OCI Program ❓

-- Select a value --

Class Rank

-- Select a Value --

Salary / Compensation Details

Salary / Compensation Details

Click "Register for OCI" to participate in OCI & Resume Collect Programs

Register for OCI

Cancel   Save Draft   Next

OCI Details

Employer*   Orange Law Firm - Test Account

OCI Round* ❓:   -- Please Select a Round --   ▾

OCI Periods

Period	Start and End Date/Time

Interview Date Preferences
Preferred Interview Dates cannot be the same.

First Choice *   MM/DD/YYYY

Second Choice   MM/DD/YYYY

Third Choice   MM/DD/YYYY

Time Preference *   -- Select a value --   ▾

Interview Preferences

of Total Interview Slots* ❓   # of Total In

# of Interview Rooms Needed*   # of Intervie

Length of Interview*   Length of In

Rotating Schedule   ○ Yes   ○ No

You will be brought to the Job Posting page after registering, complete job posting to create the OCI Position

The Office of Career Services will review and approve the post:

Test Job 👥

Office of Career Services

📍 Flexible/Negotiable

📊 Analytics

🕐 Just now ⏰ Apply by: 08/07/2022, 12:00am EDT

📅 Interview Date(s): --

`Registration - Pending Approval` `Job Posting - Pending Approval` `Schedule Not Released` `Date Needed`

Registration   Job Posting   Applicants (0)   **Schedule**

Final Schedule

The Interview schedule has not been released yet. Please wait for Syracuse University College of Law Office of Career Services to finish the interview schedule.

Interview Date Preferences	Interview Preferences		Visit Details
1. 08/22/2022	# of Total Interview Slots	10	No Details
	# of Interview Rooms Requested	1	
	Rotating Schedule	No	
	Length of Interview	20	

Approved OCI and Job Posting example:

Test Job 👥

Office of Career Services

📍 Flexible/Negotiable

📊 Analytics

🕐 7 minutes ago   ⏰ Apply by: 08/07/2022, 12:00am EDT

📅 Interview Date(s): 08/22/2022

[Registration - Active] [Job Posting - Application Open] [Schedule Not Released]

Registration   Job Posting   Applicants (0)   Schedule

OCI Registration Status: Approved.   [Edit]

Interview Date Preferences

Preferred Date:

First Choice	08/22/2022
Second Choice	--
Third Choice	--
Time Preference	Morning

Interview Preferences

# of Total Interview Slots	10
# of Interview Rooms Requested	1
Length of Interview	20
Rotating Schedule	No

Primary OCI Contact

Test Test
kjshults@syr.edu
Test

OCI Request Information

Request Date	06/28/2022, 11:25am EDT

You will receive emails throughout the OCI registration process:

Syracuse University
College of Law

Dear Test Test,

Thank you for registering with Syracuse University College of Law Office of Career Services to perform on campus interviews. We have received your registration request and will notify you once the approval decision is made.

This message was sent by 12twenty
Contact Us

Syracuse University
College of Law

Dear Test Employer,

Thank you for posting the Test Job - Office of Career Services position on our student job board. We will review the job details and will notify you once the approval decision is made.

This message was sent by 12twenty
Contact Us

Syracuse University
College of Law

Dear Test Employer,

The interview date has been set for interviewing for these jobs:

- Test Job

The interview will take place:

- 08/22/2022, 8:30AM EDT - 4:30PM EDT at 214A

This message was sent by 12twenty
Contact Us