12twenty

Employer Toolkit

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The students and alumni from UC Irvine's Donald Bren School of Information and Computer Sciences (ICS) professional master's programs [Master of Computer Science (MCS), Master of Software Engineering (MSWE), and Master of Data Science(MCS)] 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 ICS' top talent! The 12twenty UI is accessible and compatible with any device: phone, tablet, and computer.

Meet your recruiting needs in the new year by promoting your organization to MCS, MSWE, and MDS candidates seeking full-time jobs, internships, and more on Career Opportunities, Development and Events (CODE) platform. If you need assistance with CODE, please contact Jaclyn Kung in the Career Development office at kungj@ics.uci.edu.

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# <u>Welcome! Getting Started</u>

Sign Up and Login

CODE, ***powered by 12twenty,*** is the official recruiting system for MCS, MSWE, and MDS students at UCI's Donald Bren School of ICS. To get started, simply follow the steps below.

1. Navigate to https://ucirvine-icsprofessionalprograms.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.
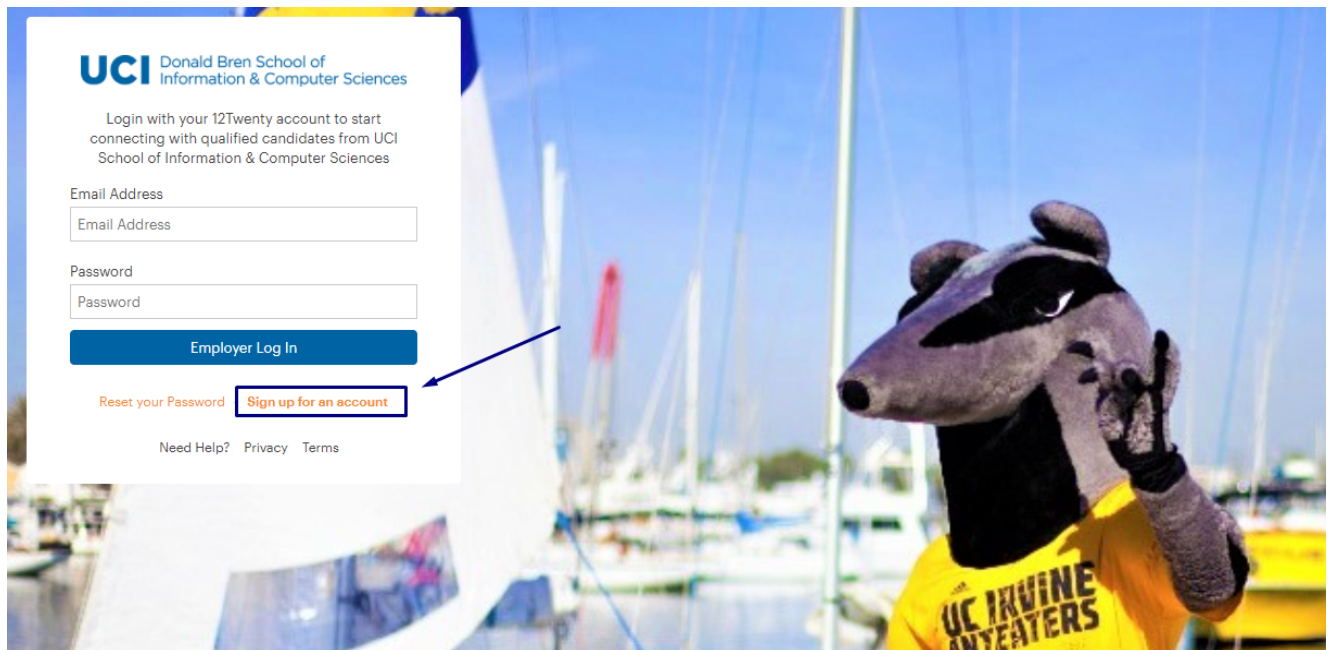
3. First time? Create a 12twenty account by clicking the **"Sign up for an account"** button

- ❖ 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.

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❖ 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.
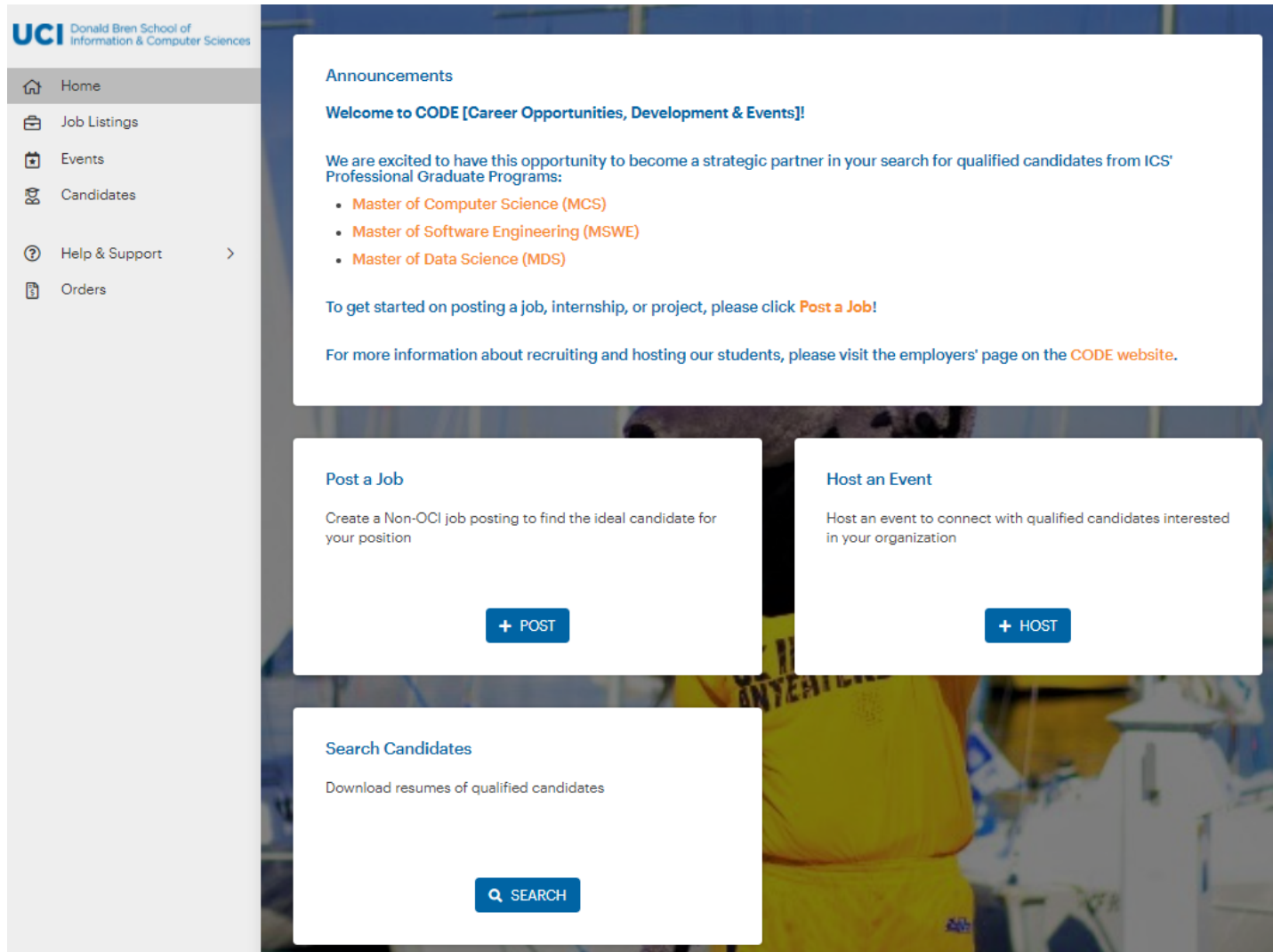

Note: This code is active for 1 hour from the time it hits your inbox. If you do not see the email after 10 minutes, check your spam folder.

Recruiting Options

CODE is a quick and efficient way to communicate open job, internship and fellowship opportunities to target MCS, MSWE and MDS populations and your homepage provides several options for connecting with the right-fit talent for your role.
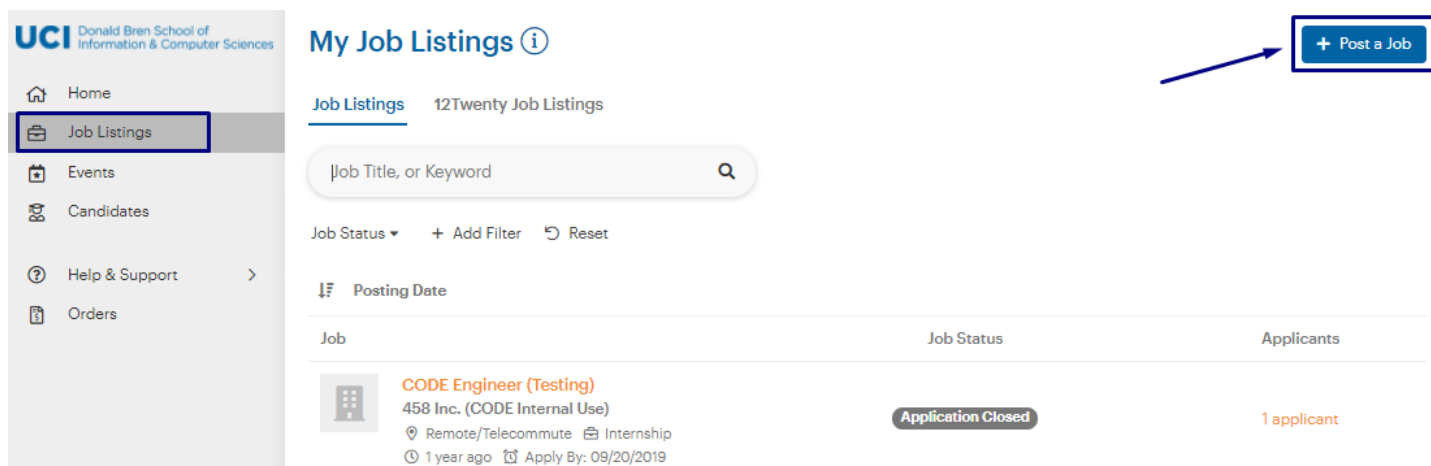
Homepage - Dashboard

- ❖ **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)

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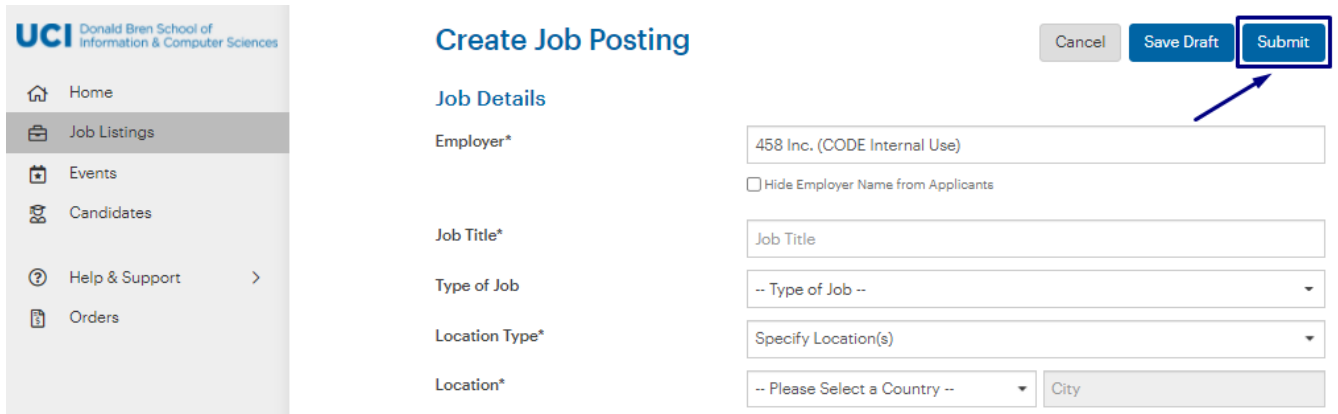
2. Complete the form with all required information about your job opening

- 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

- 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.

- **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 queue, complete your **Company Profile** to enhance your digital brand within the UCI ICS Community. This will help attract top talent to job openings.

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!

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.**
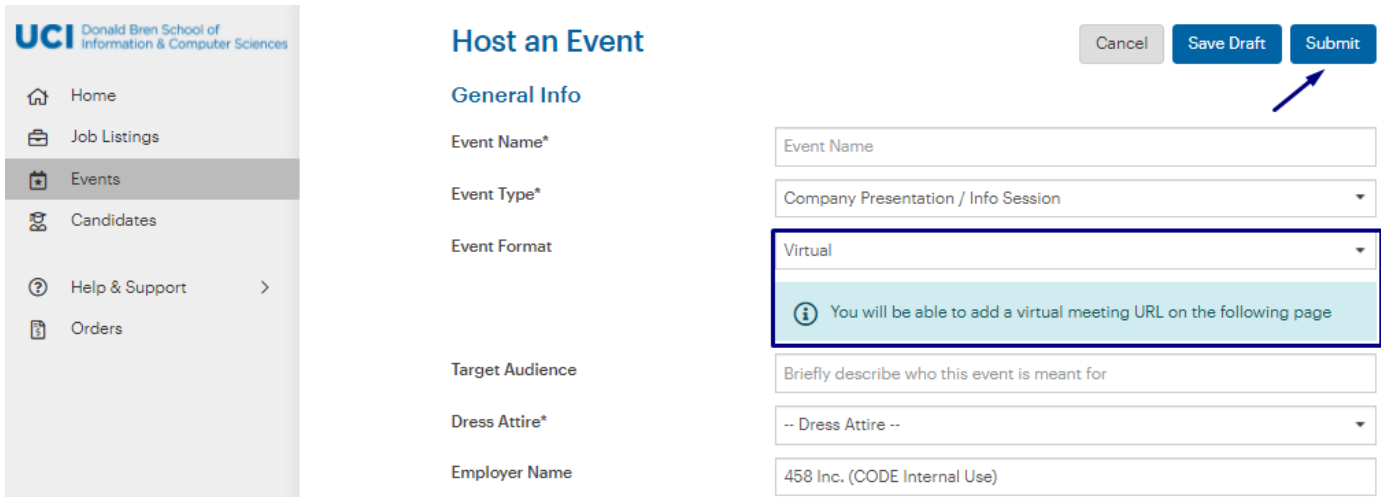
2. **Complete the form with all required information about your upcoming event**
   - Enter as much information about your event to ensure it is promoted to the right-fit talent.
   - Students often set up "event email alerts" based on their target industry, function, practice area, and location preferences. 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.
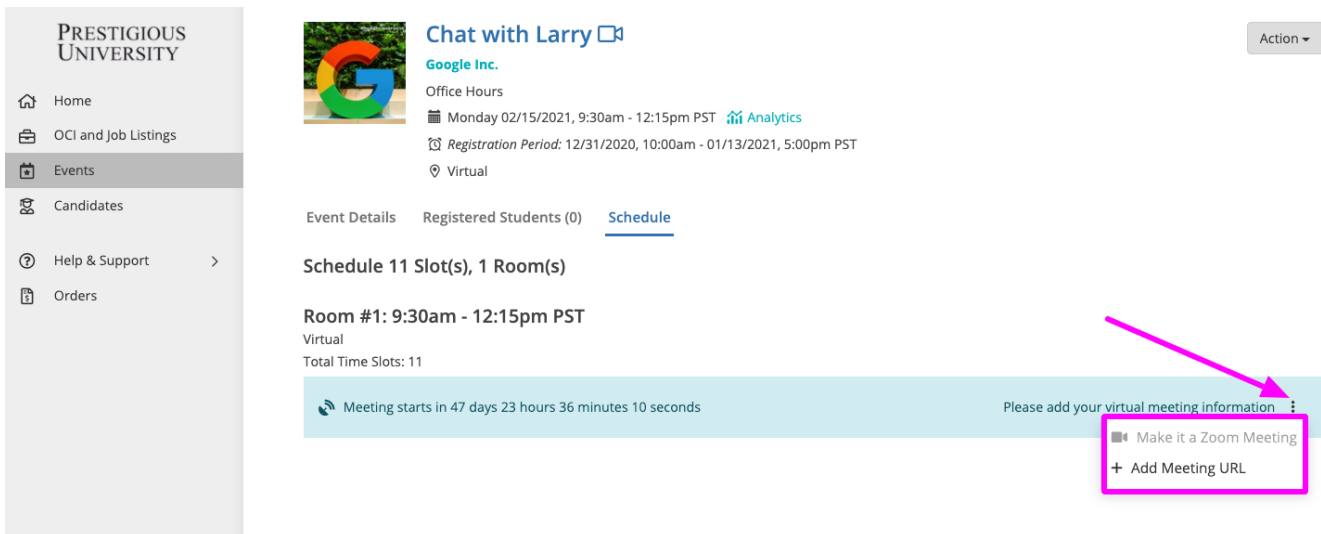
- If you are hosting a virtual event, select the **"Event Format"** to be **"Virtual"**

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.**

![12twenty logo] **12twenty**

Dynamically Search for Candidates

You can request access to use the Candidate Search tool to proactively search for MCS, MSWE and MDS talent that matches your hiring criteria. Once you are 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.**
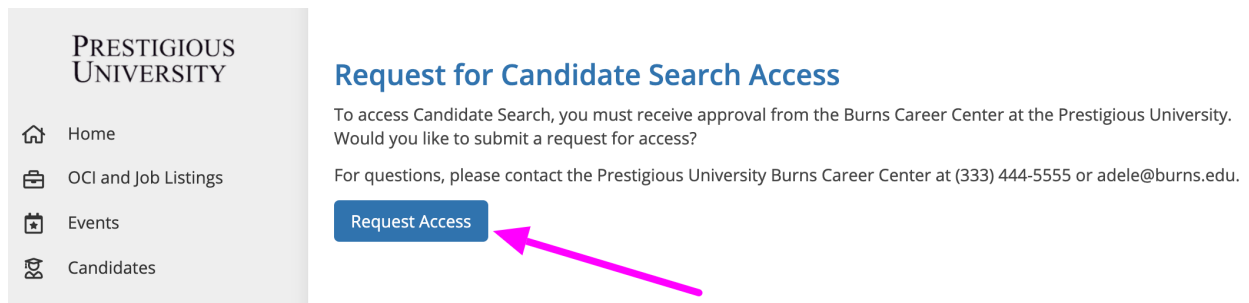
2. **Once your request is approved, you will receive an email confirming your access to the Candidate Search Database**

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.**

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Candidate Search

Search by name, email or student ID   🔍 Search

Keyword Search:	Student Group:	Job Phase:	Program:
Search Keywords in Resume	All	Post Graduation	FTMBA

MBA Graduation Year:	Graduation Term:	Desired Industry:	Desired Function:
All	All	All	All

Desired City:	Work Experience:	Industry (Pre Enrollment):	Function (Pre Enrollment):
Enter a city name here	All	All	All

Language Spoken:	Language Written:		
All	All		

✖ Clear Filters   🔍 Get Results

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

⬇ Download Selected Resume(s) to PDF (6)
📊 Export Selected Students to Excel (6)
📊 Export All Students to Excel (6)

☑ Student	Email
☑ **Abby Abby** FTMBA - Spring 2020, FTMBA - 2nd Year Students	Abby.Abby@burns.edu
☑ **Alan Branch** FTMBA - Spring 2020, FTMBA - 1st Year Students	alan.branch@burns.edu
☑ **Iggy Lion** FTMBA - Spring 2019, FTMBA - 1st Year Students, FTMBA - 1st...	Iggy@burns.edu
☑ **Kate Middleton** FTMBA - Spring 2020, FTMBA - 2nd Year Students	katem@burns.edu

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"**

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Candidate Search

Search by name, email or student ID   🔍 Search

Keyword Search:	Student Group:	Job Phase:	Program:
Search Keywords in Resume	All	Post Graduation	FTMBA

MBA Graduation Year:	Graduation Term:	Desired Industry:	Desired Function:
All	All	All	All

Desired City:	Work Experience:	Industry (Pre Enrollment):	Function (Pre Enrollment):
Enter a city name here	All	All	All

Language Spoken:	Language Written:		
All	All		

✖ Clear Filters   🔍 Get Results

Displaying 6 resume(s) for 6 of 6 student(s)   Action ▾
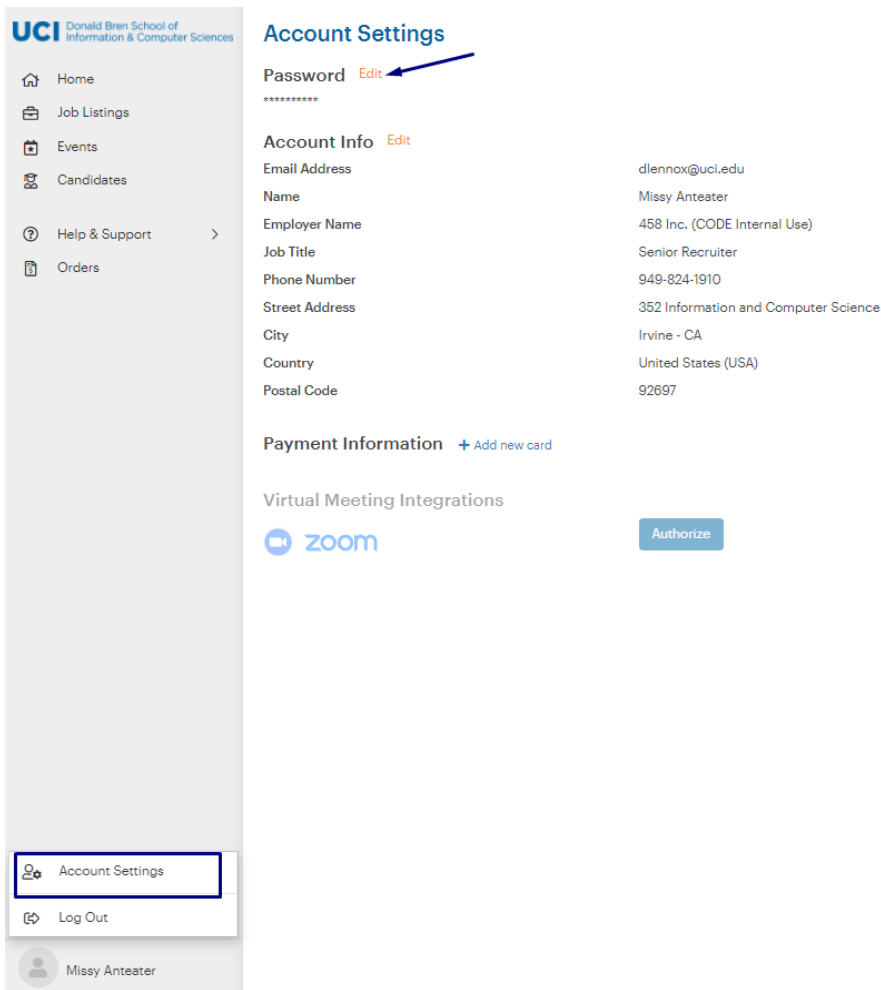
☑ Student	Email
☑ **Abby Abby** FTMBA - Spring 2020, FTMBA - 2nd Year Students	Abby.Abby@burns.edu
☑ **Alan Branch** FTMBA - Spring 2020, FTMBA - 1st Year Students	alan.branch@burns.edu
☑ **Iggy Lion** FTMBA - Spring 2019, FTMBA - 1st Year Students, FTMBA - 1st...	Iggy@burns.edu
☑ **Kate Middleton** FTMBA - Spring 2020, FTMBA - 2nd Year Students	katem@burns.edu
☑ **Stellar Student** FTMBA - Spring 2019, FTMBA - 1st Year Students, FTMBA - 1st...	student.email@email.com
☑ **Tatum Tuy** FTMBA - Spring 2019, FTMBA 2021	tatum.tuy@burns.edu

🔍 View Resume
⬇ Download Resume

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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"

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](#)