

Employer Toolkit



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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Welcome! Getting Started

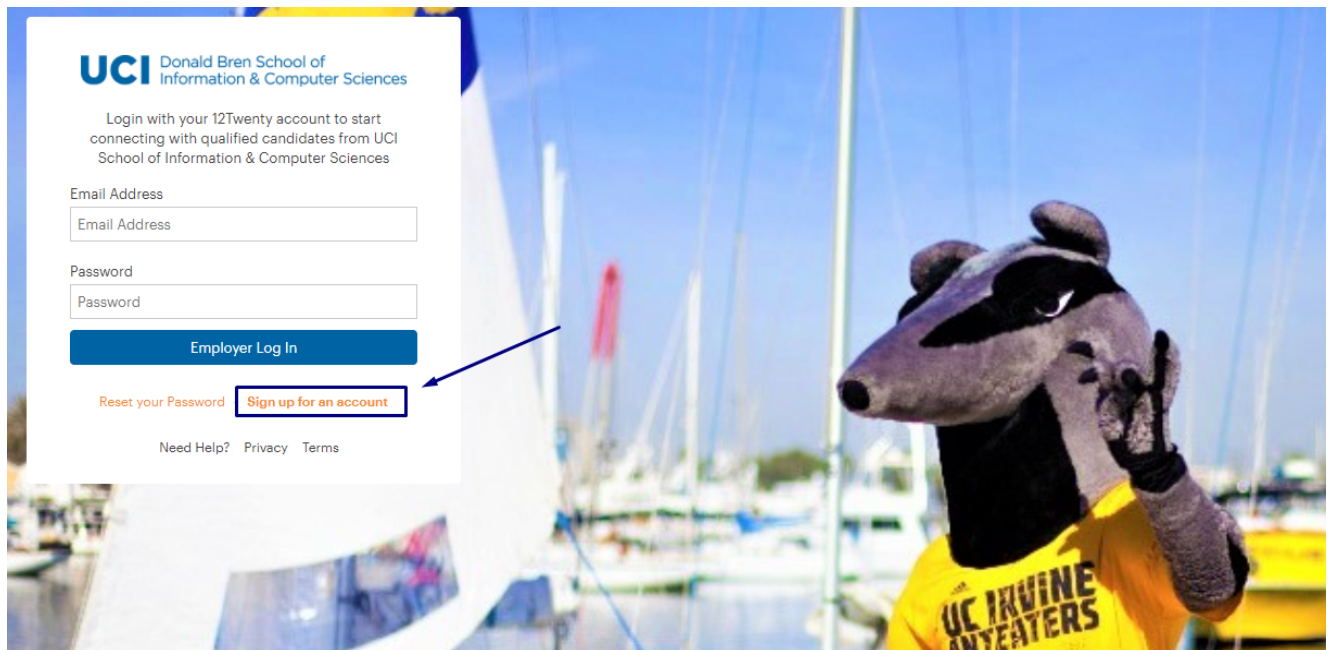
Sign Up and Login

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.

Welcome to EARNs!

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

First Name*	<input type="text" value="Tom"/>
Last Name*	<input type="text" value="Smith"/>
Email Address*	<input type="text" value="tomsmith@walgreens.com"/>
Password	<input type="password" value="*****"/> Strong <ul style="list-style-type: none"> • Minimum 10 characters • An uppercase letter • A lowercase letter • A special character (!, @, #, \$, %, ^, &, *) • A number • Example: ThisSchool10\$
Confirm Password	<input type="password" value="Confirm Password"/>
Employer*	<input type="text" value="Walgreen Co."/> <div> <input type="text" value="Walgreen Co."/> <input type="text" value="Walgreens"/> </div>
Address*	<input type="text" value="Walgreens"/>
Country*	-- Country --
City*	<input type="text" value="City"/>
Postal Code*	<input type="text" value="Postal Code"/>
Job Title*	<input type="text" value="Job Title"/>
Phone Number*	<input type="text" value="Phone Number"/>

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#). I also agree to abide by the [BURNS Non-Discrimination Policies](#). *

Create Account

- ❖ 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.

Welcome to EARNs!

Email Address Verification

Verification Code

A message with a verification code has been sent to careeradviser123@gmail.com. Please enter the code to continue.

[Resend Email](#)
[Need Help?](#)

Cancel

Submit

Missing your email?
Check your spam
folder, then try again
by clicking "resend
email!"

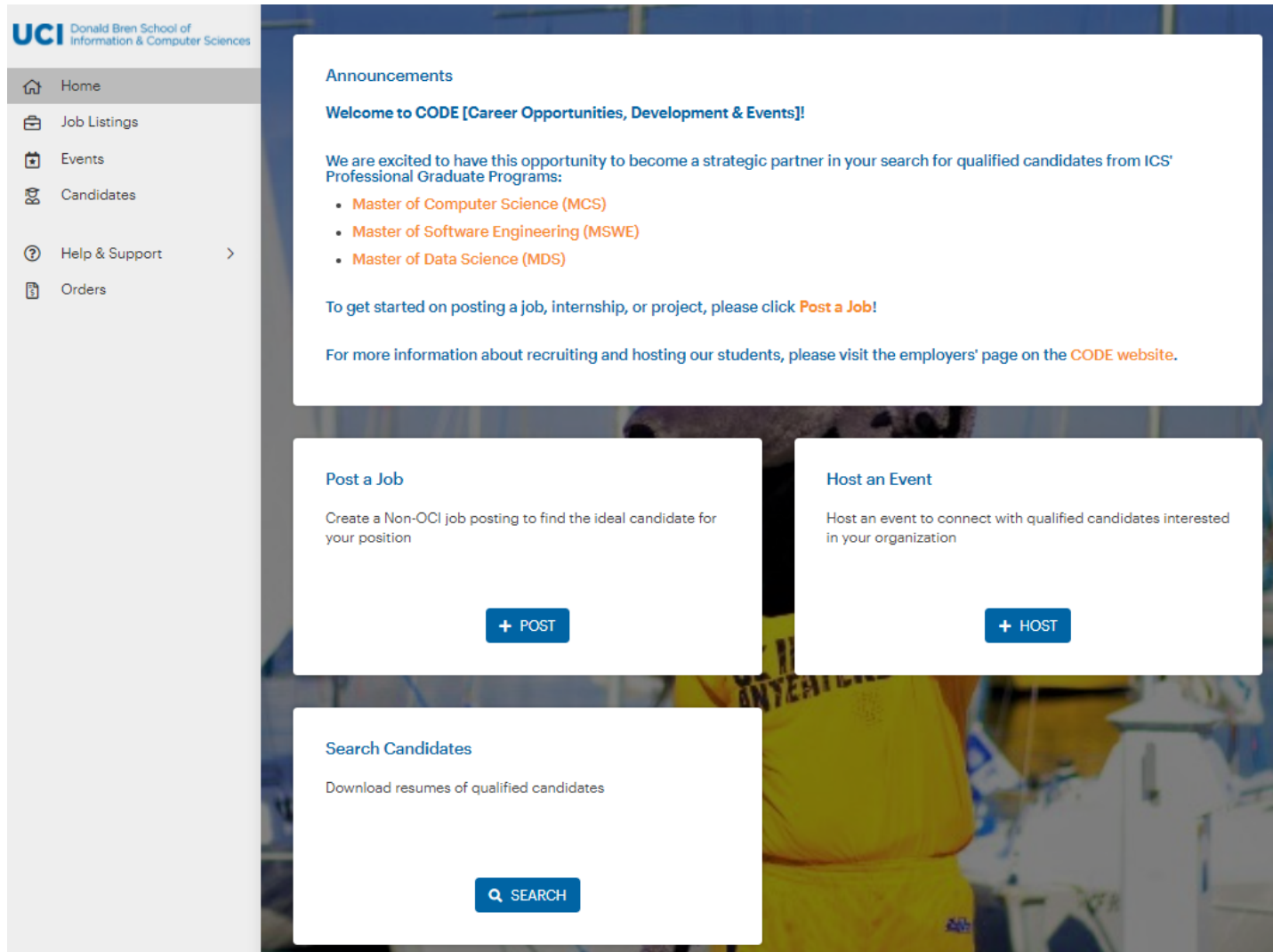
Note: This code is active for 1 hour from the time it hits your inbox. If you do not see the email after 10 minutes, check your spam folder.

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

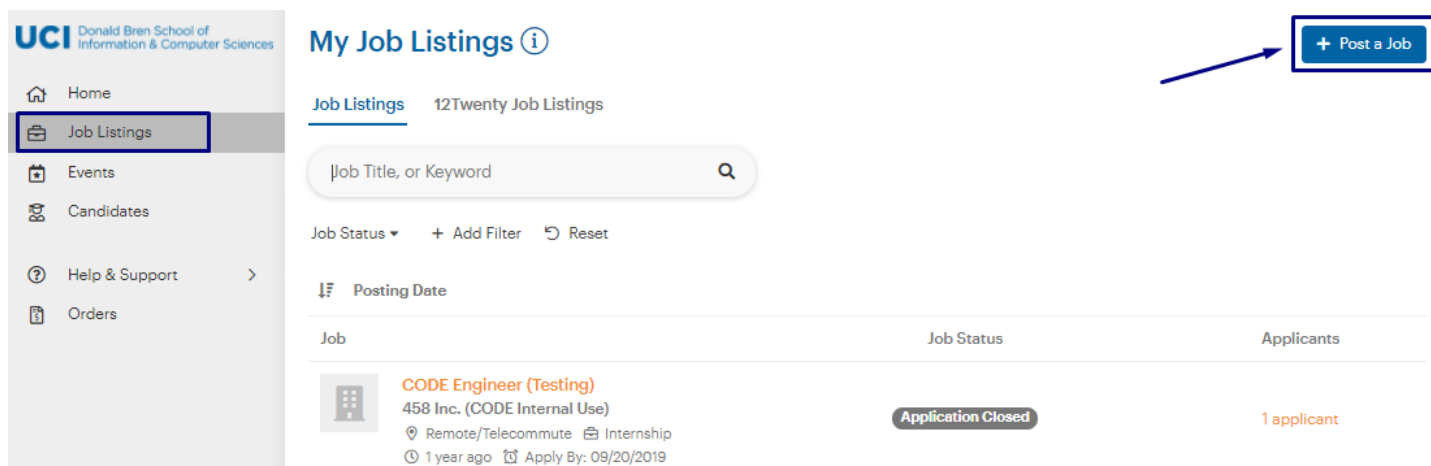
- ❖ [Update Company Profile](#) - Build your digital presence and brand to attract top talent
- ❖ [Post a Job](#) - Post and share your open jobs and internships
- ❖ [Host an Event](#) - Request to host and promote your event (virtual, on-campus, on site)
- ❖ [Search for Candidates](#) - Proactively search resumes for qualified candidates that match your hiring criteria




The screenshot shows the 12twenty homepage. On the left is a sidebar menu with the following items: Home, Job Listings, Events, Candidates, Help & Support, and Orders. The main content area has a header with the UCI logo and the text 'Donald Bren School of Information & Computer Sciences'. Below this is an 'Announcements' section with a welcome message to CODE and a list of programs: Master of Computer Science (MCS), Master of Software Engineering (MSWE), and Master of Data Science (MDS). There are buttons for 'Post a Job', 'Host an Event', and 'Search Candidates'. The 'Post a Job' button is highlighted with a red box.

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

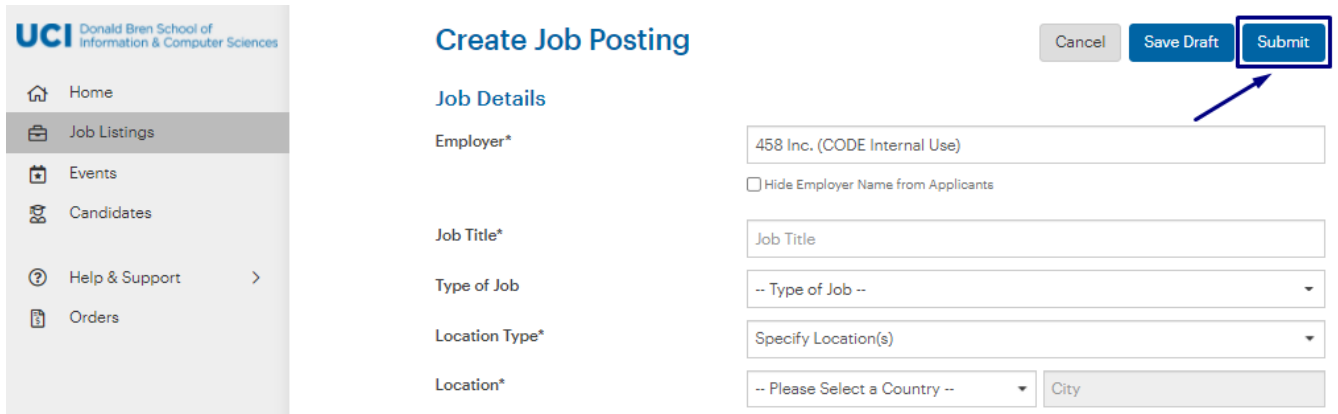


The screenshot shows the 'My Job Listings' page. On the left is the same sidebar menu as the homepage, with 'Job Listings' highlighted with a red box. The main content area has a header with the title 'My Job Listings' and an information icon. Below this is a search bar with the placeholder text 'Job Title, or Keyword'. There are filters for 'Job Status' and 'Posting Date'. A table lists the job listings. The first listing is 'CODE Engineer (Testing)' with 1 applicant. The 'Post a Job' button in the top right corner is highlighted with a red box and an arrow pointing to it.

Job	Job Status	Applicants
 CODE Engineer (Testing) 458 Inc. (CODE Internal Use) Remote/Telecommute Internship 1 year ago Apply By: 09/20/2019	Application Closed	1 applicant

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.



UCI Donald Bren School of Information & Computer Sciences

Home
Job Listings
Events
Candidates
Help & Support
Orders

Create Job Posting

Job Details

Employer* 458 Inc. (CODE Internal Use)
☐ Hide Employer Name from Applicants

Job Title* Job Title


Type of Job -- Type of Job --

Location Type* Specify Location(s)


Location* -- Please Select a Country -- City


Cancel Save Draft **Submit**


- Select your “**Application Methods**” and define your “Job Description”


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 Website  ☐ Yes ☐ No

Apply via Email  ☐ Yes ☐ No

Apply via Fax  ☐ Yes ☐ No

Apply via Postal Mail  ☐ Yes ☐ No

Job Description*

B I       

- **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

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"/>	X
Transcript	Unofficial Law School Tr	<input type="checkbox"/>	X
Writing Sample	Writing Sample	<input type="checkbox"/>	X
Recommendation Letter	Recommendation Letter	<input type="checkbox"/>	X
Transcript	Other Transcript (non-la	<input type="checkbox"/>	X
Other	References	<input type="checkbox"/>	X
Other	Other	<input type="checkbox"/>	X

+ Add Additional Document Type

- 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.

Primary Job Contact

Use My Information

Name* Arnela Sulovic

☒ Make Visible to Students

Title* Recruiter

☒ Make Visible to Students

Email* arnela.sulovic@gmail.com

☒ Make Visible to Students

Phone* 123-123-1235

☐ Make Visible to Students

Address* Arizona St., Santa Monica - CA, United States (USA), 92373

☐ Make Visible to Students

Is Alumnus ☐ Yes ☐ No

Eligibility

The criteria below determines who can view and apply.

Student Group* -- Select a Value --

- **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.



The screenshot shows the UCI Donald Bren School of Information & Computer Sciences job posting interface. On the left is a sidebar with navigation links: Home, Job Listings (selected), Events, Candidates, Help & Support, and Orders. The main content area displays the job title 'CODE Engineer (Testing)' by '458 Inc. (CODE Internal Use)'. It includes details like 'Remote/Telecommute', 'Internship', 'Analytics', and an 'Apply by' date of 09/20/2019. A status bar indicates 'Job Posting - Application Closed'. Below this, there's a section for 'Job Posting Status' with a message: 'Application Closed. Any edits will require submission for approval.' At the bottom, it says '458 is looking for CODE Engineer. Please apply by September 19, 2019.' On the right side, there's an 'Action' dropdown menu with options: 'Duplicate', 'Shareable Links', and 'Copy Student URL'. An 'Edit' button is also visible at the bottom right of the status bar.

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.)



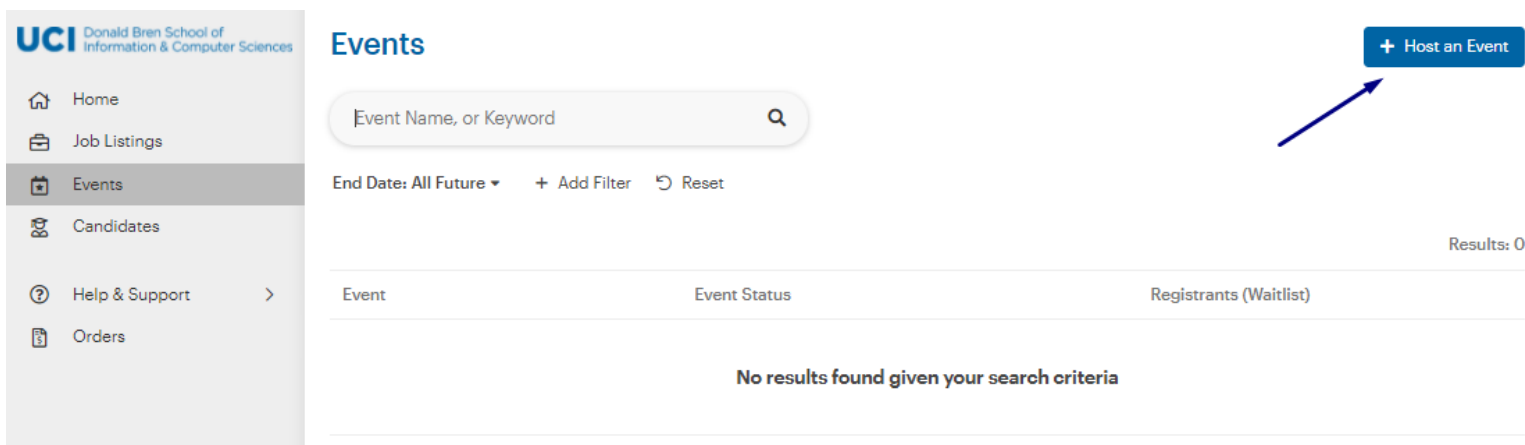
The screenshot shows the 'CODE Engineer (Testing)' job posting page. On the left is a navigation menu with options: Home, Job Listings, Events, Candidates, Help & Support, and Orders. The main content area displays job details for '458 Inc. (CODE Internal Use)', including location (Remote/Telecommute), type (Internship), and an 'Analytics' icon. It also shows the application deadline (09/20/2019, 10:00am PDT) and a status of 'Job Posting - Application Closed'. Below the job details, there is a table of applicants. The first applicant is 'Pat Anteater', a Master of Computer Science (MC...). A blue box highlights the 'Applicants (1)' link. Another blue box highlights the 'Download All Application Packages' and 'Export Applicant Data' links. A blue arrow points to the 'Results: 1' dropdown 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.

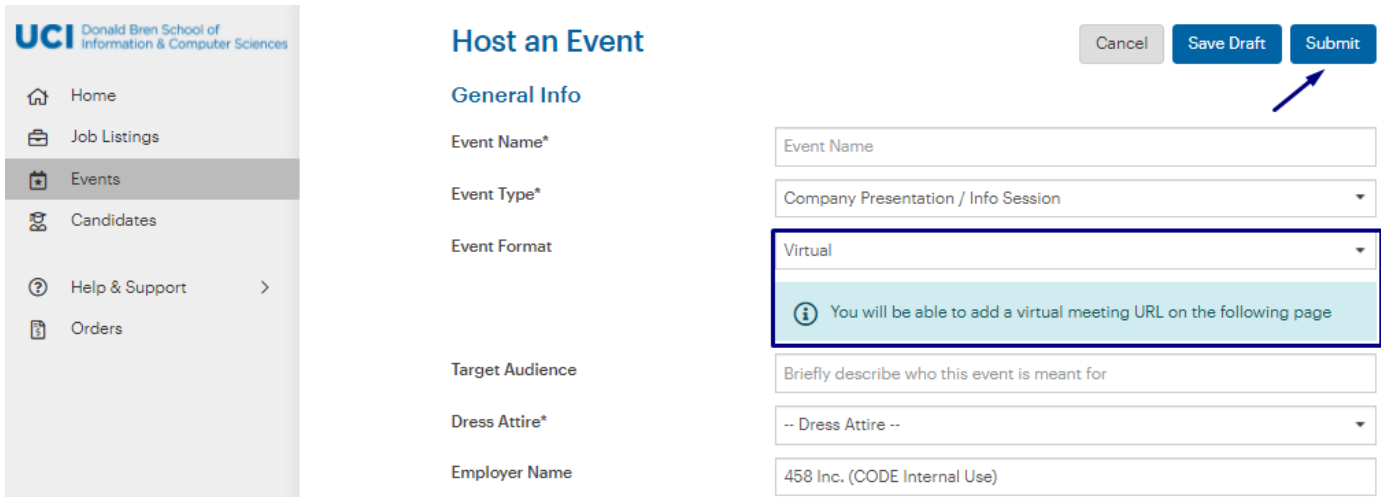


The screenshot shows the 'Events' page. On the left is the same navigation menu as in the previous screenshot. The main content area has a search bar for 'Event Name, or Keyword' and filters for 'End Date: All Future', '+ Add Filter', and 'Reset'. A blue box highlights the '+ Host an Event' button in the top right corner. Below the search bar, there is a table with columns: Event, Event Status, and Registrants (Waitlist). The table is currently empty, and a message at the bottom states 'No results found given your search criteria'. The results count is 'Results: 0'.

2. Complete the form with all required information about your upcoming event

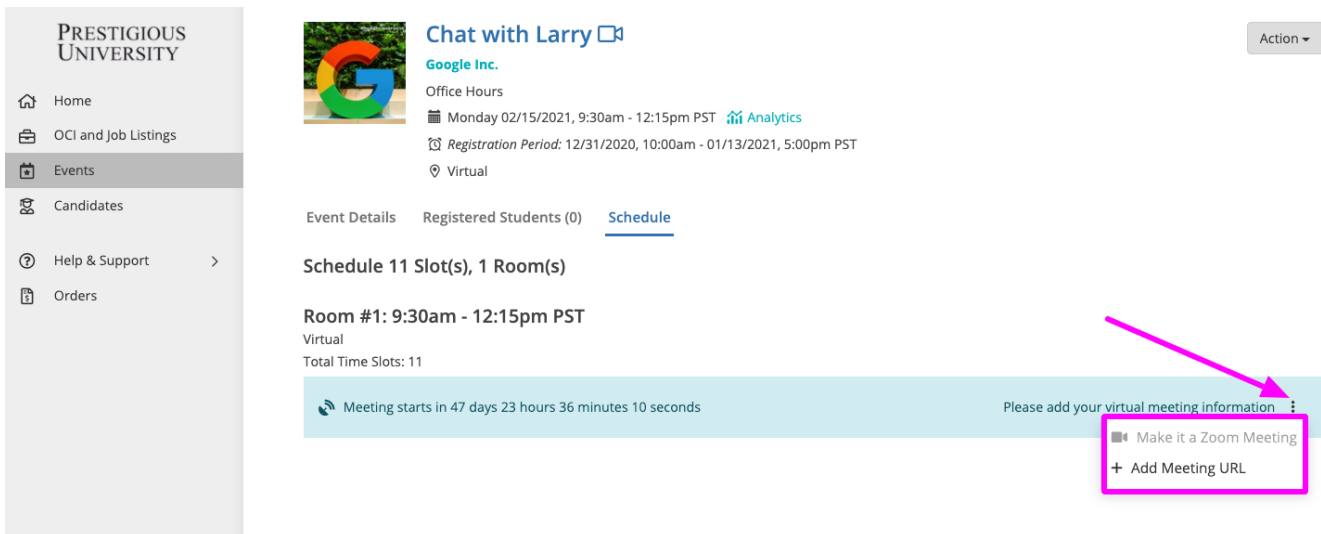
- Enter as much information about your event to ensure it is promoted to the right-fit talent.
- Students often set up "event email alerts" based on their target industry, function, practice area, and location preferences. If your event matches their preferences, it will be featured and promoted in the 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”



- 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.

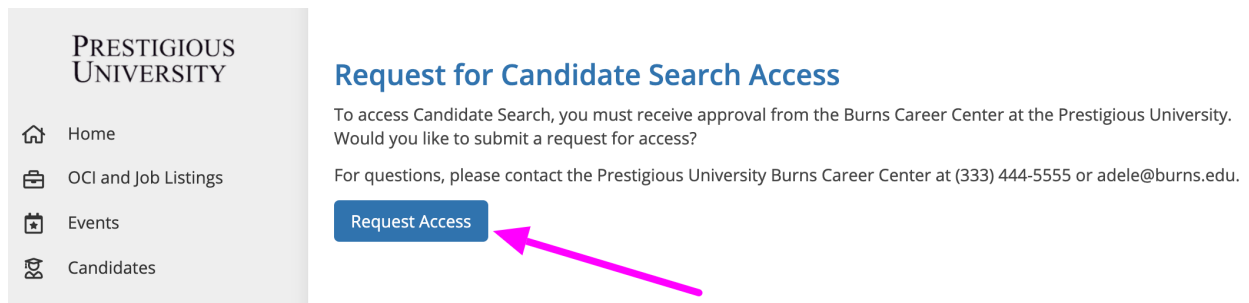


- Submit your Event request for approval.
- If your Event is approved, you will be notified via email. From there, your Event will be promoted to qualified candidates.

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.

PRESTIGIOUS UNIVERSITY

- Home
- OCI and Job Listings
- Events
- Candidates
- Resume Books
- Help & Support
- Orders

Candidate Search

Keyword Search:

Student Group:

Job Phase:

Program:

MBA Graduation Year:

Graduation Term:

Desired Industry:

Desired Function:

Desired City:

Work Experience:

Industry (Pre Enrollment):

Function (Pre Enrollment):

Language Spoken:

Language Written:

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

Action

<input checked="" type="checkbox"/>	Student	Email	
<input checked="" type="checkbox"/>	Abby Abby FTMBA - Spring 2020, FTMBA - 2nd Year Students	Abby.Abbby@burns.edu	
<input checked="" type="checkbox"/>	Alan Branch FTMBA - Spring 2020, FTMBA - 1st Year Students	alan.branch@burns.edu	
<input checked="" type="checkbox"/>	Iggy Lion FTMBA - Spring 2019, FTMBA - 1st Year Students, FTMBA - 1st...	lggy@burns.edu	
<input checked="" type="checkbox"/>	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"**

PRESTIGIOUS UNIVERSITY

- Home
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Candidate Search

Keyword Search:

Student Group:

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MBA Graduation Year:

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Desired Industry:

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Industry (Pre Enrollment):

Function (Pre Enrollment):

Language Spoken:

Language Written:

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

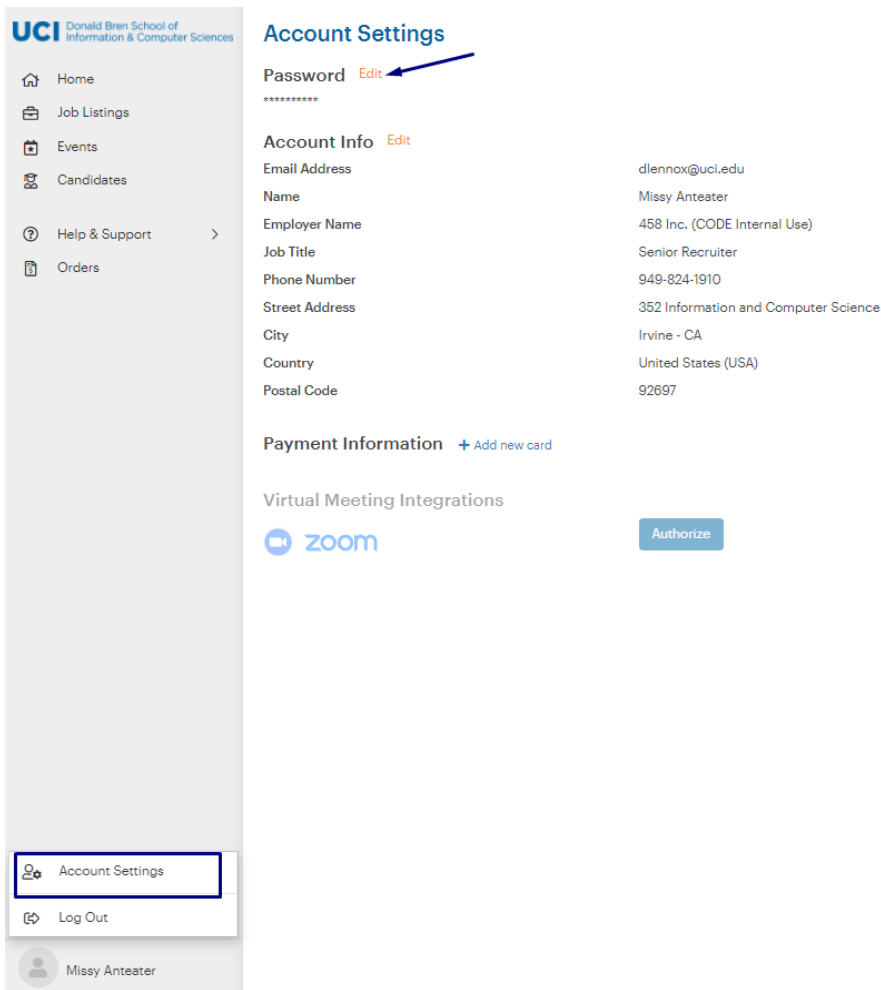
Action

<input checked="" type="checkbox"/>	Student	Email	
<input checked="" type="checkbox"/>	Abby Abby FTMBA - Spring 2020, FTMBA - 2nd Year Students	Abby.Abbby@burns.edu	
<input checked="" type="checkbox"/>	Alan Branch FTMBA - Spring 2020, FTMBA - 1st Year Students	alan.branch@burns.edu	
<input checked="" type="checkbox"/>	Iggy Lion FTMBA - Spring 2019, FTMBA - 1st Year Students, FTMBA - 1st...	lggy@burns.edu	
<input checked="" type="checkbox"/>	Kate Middleton FTMBA - Spring 2020, FTMBA - 2nd Year Students	katem@burns.edu	
<input checked="" type="checkbox"/>	Stellar Student FTMBA - Spring 2019, FTMBA - 1st Year Students, FTMBA - 1st...	student.email@email.com	
<input checked="" type="checkbox"/>	Tatum Tuy FTMBA - Spring 2019, FTMBA 2021	tatum.tuy@burns.edu	

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](#)