



CAREER



CONNECTIONS

Powered by 12Twenty

On-Campus Employer Toolkit

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Please direct any questions regarding the use of Career Connections (12Twenty) to Career and Professional Development (X2345) and any questions regarding hiring student employees to Student Employment (X2032)

Sign Up + Login

Navigate to the WTAMU 12twenty platform:

<https://wtamu.12twenty.com/hire>

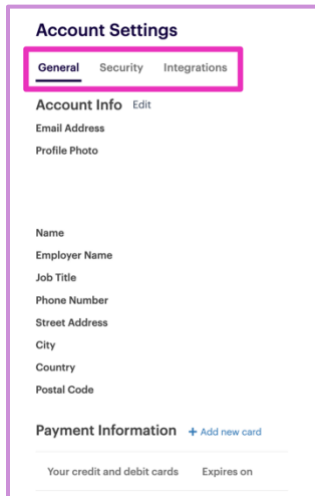
If you have previously used 12twenty, use your existing **E-mail Address** and **Password** login combination. If needed, you can use the **Reset Your Password** option to receive instructions to reset your password via the e-mail associated with your account.

If you have never used the platform, click the **Sign up for an account** button and complete the Account Creation form:

1. When typing your department name in the **Employer** field, suggestions may appear. If your department already exists in our system, select it from the options; otherwise, enter your department's name (**WTAMU Department Name**). Be sure to select the box that says "WTAMU Department? Check here and list department name in Employer field below"
2. After you enter the required information on the form, check the box agreeing to the terms of service and click the **Create Account** button.
3. At this point, a verification code will be sent to the e-mail address provided in the Account Creation form. *Note: This code is active for one hour from the time it arrives in your inbox. If you do not see the e-mail after 10 minutes, check your spam folder.*
4. Input the verification code in the **E-mail Address Verification** pop-up that appears to finalize the account creation process.



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User Profile Setup + Updates

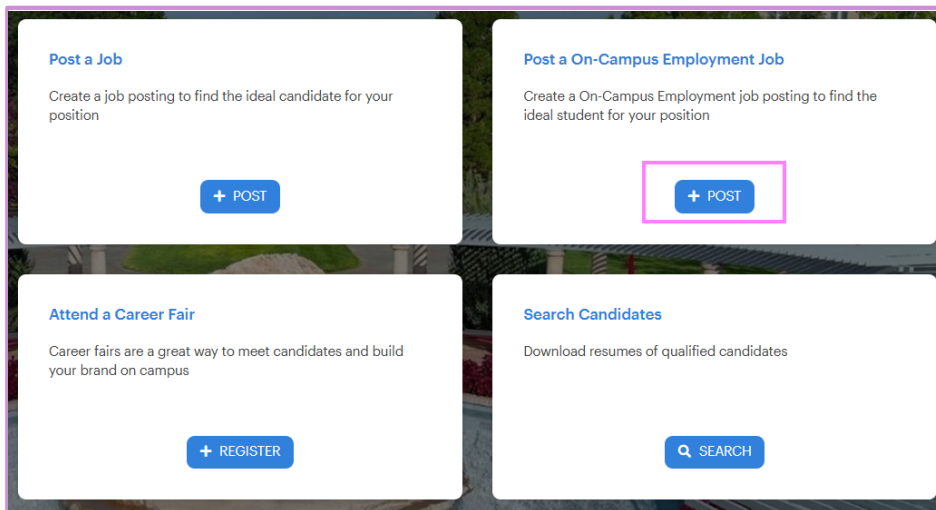
Keeping account information updated is easy and important for continued success in the 12twenty platform.

Once logged in, click on your name in the bottom left-hand corner of the screen and select **Account Settings**.

The **General** settings include your contact information, profile photo, and payment information. The **Security** settings include your password. The **Integrations** settings allow you to add a virtual meeting room.

Post a Job

From the homepage, click on the **Post an On-Campus Job** button located in the top right corner of the screen.



Complete the job posting form with all required information.

You will be prompted to identify your preferred **Application Methods** for candidates. They include:

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- **Apply via This Site:** Candidates will submit their applications through the platform. This allows you to login into the platform after the application deadline to export a PDF packet of all application documents collected in the site.
- **Apply via External Link:** Candidates will be prompted to apply via an external URL you provide.
- **Apply via E-mail:** Candidates will be prompted to send their application materials directly to the e-mail address you provide.

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 (CAMP)* Yes No

Apply via External Link ⓘ Yes No

Apply via Email ⓘ Yes No

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"/> X
Recommendation Letter	Recommendation Letter	<input type="checkbox"/> X
Cover Letter	Cover Letter	<input type="checkbox"/> X
Recommendation Letter	Recommendation Letter	<input type="checkbox"/> X
Other	References	<input type="checkbox"/> X

+ Add Document Type

You also will be prompted to define your **Application Document Requirements** for candidates. Click on the checkbox to require a document and use the **X** to remove a document from the requirements.

In the **Eligibility** section, select **Currently Enrolled** for your on-campus positions.

Eligibility

The criteria below determines who can view and apply.


Student Group*

Select all

Currently Enrolled

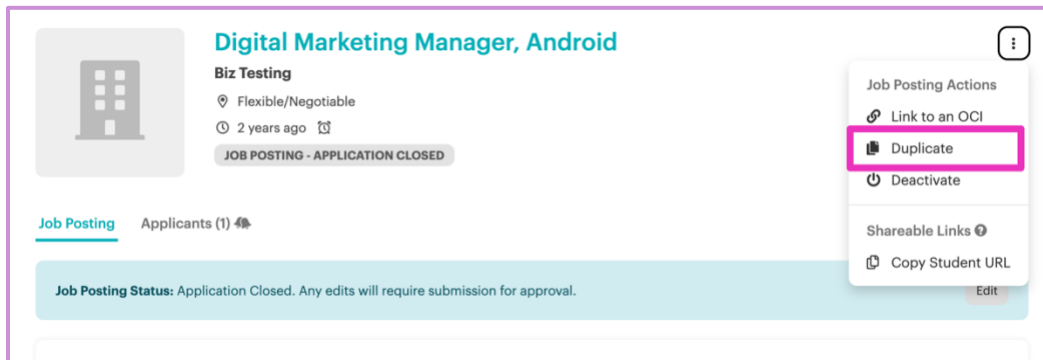
Alumni

Once you **Submit** the job posting, it will be sent to the Student Employment Office for review and approval. When the posting is approved or rejected, you'll be notified via e-mail.

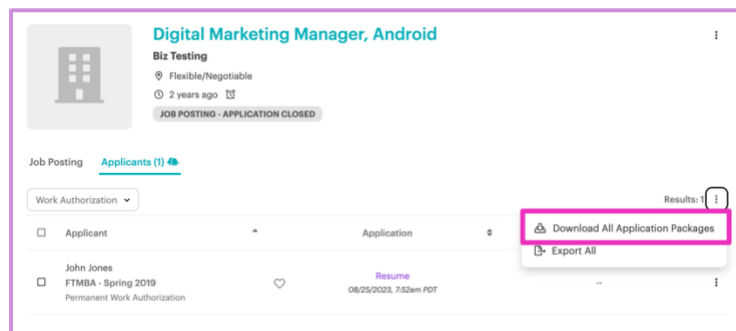
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Tip: *The more information you include, the better! Candidates often set up Job E-mail Alerts based on their target industry, function, practice area, and location preferences. If your opportunity matches their preferences, it will be featured and promoted in their e-mail alert.*

The position will be stored in the site database, so you can easily edit the posting or repost the position once it expires by clicking the **Action** button and then the **Duplicate** button.



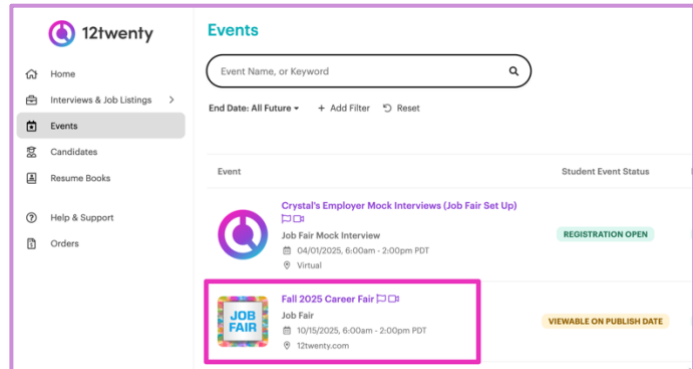
If you selected the **Apply via This Site** option, you can login to the system to review application materials from candidates by clicking on the **Applicants** tab of the job posting. You can click on materials applicant by applicant or use the **Download All Application Packages** option via the ellipses action menu on the right.



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Attend a Career Fair

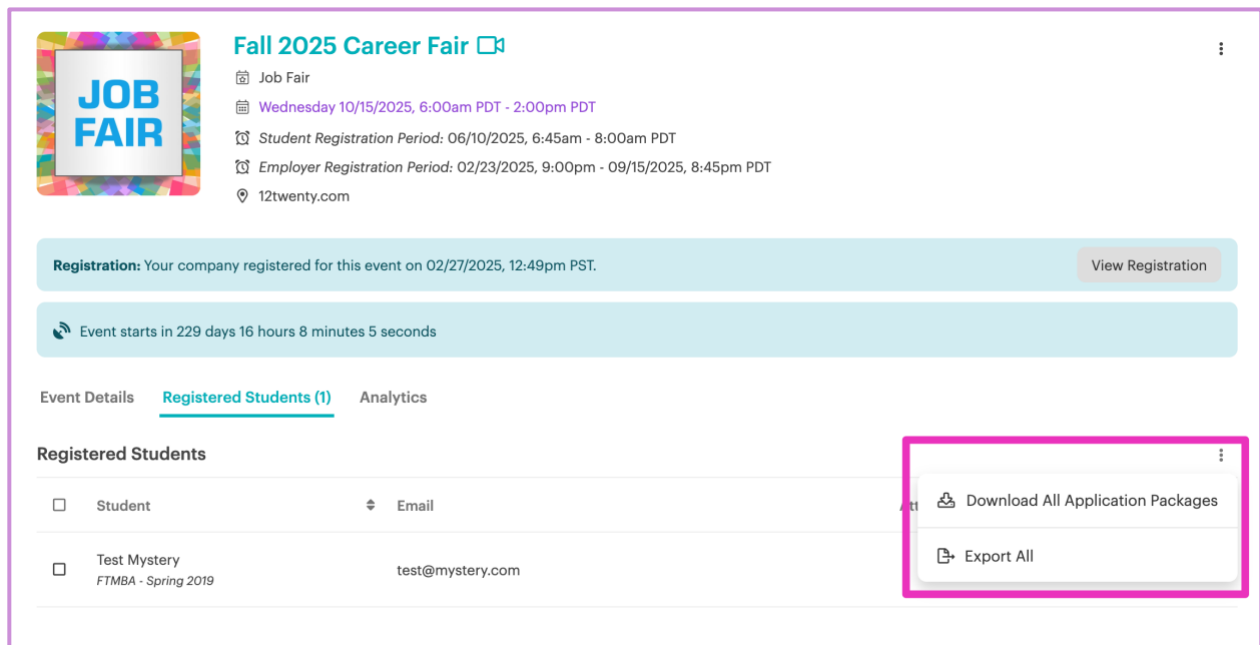
To register for a career fair, navigate to the **Events** page from the left-hand navigation and select the event you'd like to register for. Review the Career Fair detail page and click the **Register** button on the top right.



Fill out the required information on the **Employer Registration** form, keeping in mind that students will be viewing employers in attendance through various filters, including the optional and required fields on the registration form.

Once you have submitted the form, your registration will have a **Pending Approval** status. You will be notified via e-mail once your registration is approved.

Once approved, you can log into the system, navigate to the event, and view a dynamic list of RSVPs via the **Registered Students** tab. Here you can use the ellipses action menu to **Download All Document Packages** or **Export List** of all attending candidates.





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If you are attending the event virtually, you can add a Virtual Meeting URL by navigating to the **Event Details** page, then clicking **View Registration**. On your Registration page, click the ellipses action menu inside the blue banner to the right of the *Please add your virtual meeting platform* prompt on the **Event Details** page of the event.

The screenshot shows the event details for "Fall 2025 Career Fair". It includes a "JOB FAIR" icon, event type "Job Fair", date "Wednesday 10/15/2025, 6:00am PDT - 2:00pm PDT", student registration period "06/10/2025, 6:45am - 8:00am PDT", employer registration period "02/23/2025, 9:00pm - 09/15/2025, 8:45pm PDT", and website "12twenty.com". A registration status bar indicates the company is registered on 02/27/2025 at 12:49pm PST, with a "View Registration" button. A blue banner at the bottom shows "Event starts in 229 days 16 hours 6 minutes 54 seconds" and a "Please select a virtual meeting platform" dropdown menu with options for "12twenty" and "Add My Own Meeting URL". The "Registration Details" section is marked as "APPROVED".

For any questions about how to navigate the platform, please reach out to the Office of Career and Professional Development.
(806) 651-2345 | wtcareer@wtamu.edu

