UConn's Office of Student Financial Aid Services – Student Employment provides access to the 12Twenty platform for posting student employment jobs. With this tool, you will be able to efficiently post jobs, review applications, and begin the hiring process online. Students will also have powerful capabilities to search for jobs, receive email about new openings, and apply for positions.

**Gaining Access/Logging in to 12Twenty**

- Go to uconn.12twenty.com/hire and click on the "Sign up for an account" button. Enter the appropriate information in the form to create your account. ***denotes a required field.***

First Name*	
Last Name*	
Work Email Address*	Enter your UConn Email Address.
Share my email with candidates	Uncheck this box if you do not want candidates to see your email address. You can adjust these settings after signing up if you change your mind.
Password	Follow the directions to create a password.
Confirm password	
I am an employee of UConn	**Make sure to check the box where it says "I am an employee of UConn" – if you do not check this box, Student Employment will not directly receive your request for an account and it may delay your account approval.**
Employer*	Enter the name of your department. If your department has an account in 12Twenty it will come up in the search as you being to type. If not, enter the name of your department in the text box.
Address*	Physical location.
Country*	Physical location.
City*	Physical location.
Postal Code*	Physical location.
Your Job Title*	
Phone Number*	Your direct line or department phone number.
I agree to the Terms of Service and Privacy Policy	Review the Terms of Service and Privacy Policy. These must be agreed to in order to post a position.

Entering a Student Job in the 12Twenty Platform

To post a position you must log in to the 12Twenty platform @ https://employer.12twenty.com/hire. Having trouble logging in or do not have an account, see above section for *Gaining Access/Logging in to 12Twenty.*

Once logged in, from the Home screen, click on the blue "+Post" button in the "Post a Student Employment Job".
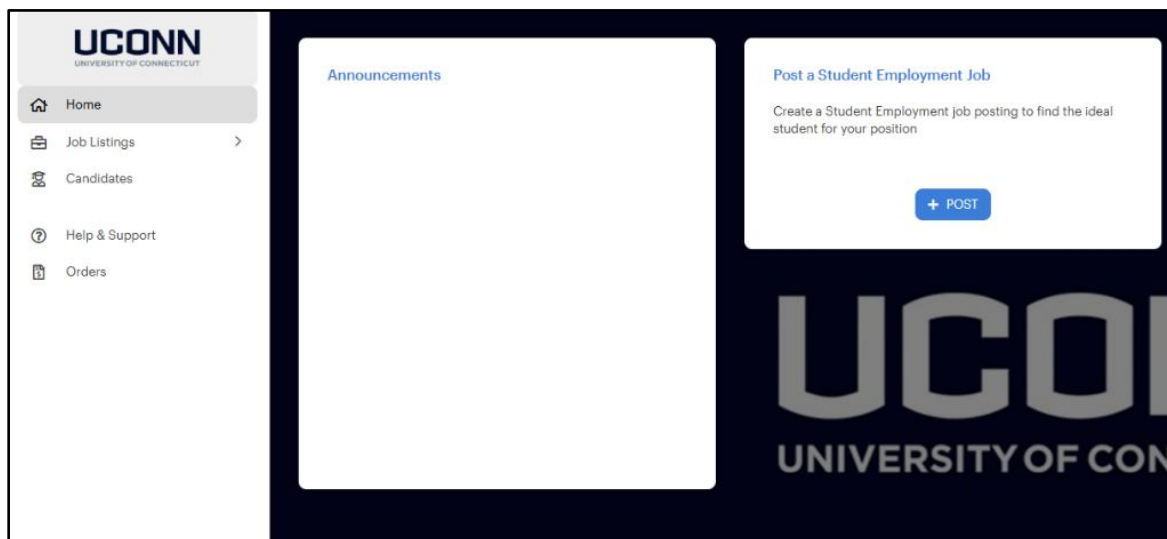
Alt Text: Screenshot of the 12Twenty home page interface for employers from the University of Connecticut. The left sidebar menu includes options: Home (selected), Job Listings, Candidates, Help & Support, and Orders. The main section displays a blank "Announcements" panel and a "Post a Student Employment Job" panel with a description encouraging job posting to find suitable students. A blue "+ POST" button is below the description. The UConn logo and "UNIVERSITY OF CONNECTICUT" text are partially visible in the background.

In the next screen you will need to provide the following information, as outlined in the tables below.
- denotes a required field

Section: Job Details

Field	Description/Notes
Employer*	The field will automatically pre-populate with the Employer name associated with your 12Twenty account.
Job Title*	In this this field enter the internal job title such as "Marketing Intern" or "Resident Assistant".
Type of Job	Select from the available options (you may select more than one).
Salary Rage	Please enter a minimum and maximum per hour pay rate. Note, you may need to adjust the drop-done menu to "Per Hour".

Location Type*	Select the appropriate option from the drop-down menu. Select "Specify Location(s)" if the job is in-person and then add the physical location in the "Location" field.
Industry*	Select the appropriate industry option, such as Higher Education. If you are unsure, select "other" at the bottom of the list.
Job Function*	Select the appropriate job function option. You are able to select multiple functions. Selecting the appropriate job functions will help the appropriate students find your job posting. If you are unsure, select "other" at the bottom of the list.
Interview Format	This field is not required but you may select an option from the list.
Work Authorization Requirement	If desired, please select the appropriate choice/s from the list. If you select "Other work authorization required" you will need to enter text in the field below that appears.
Work-Study Required?	Please select "yes" or "no" but note that your selection does not automatically limit viewability of your position for students based on their Work-Study eligibility. However, students will see this information in the job posting.
Student Employment Job Category*	To view full descriptions of the job categories, visit: https://studentjobs.uconn.edu/jobs/.
Student Employment Job Code*	To view full descriptions of the job codes, visit: https://studentjobs.uconn.edu/jobs/.
Funding Source*	Please choose the appropriate funding sources from the list. Note, for a regional campus job you will specify the campus location in the below "Workplace Location" field.
Hours per Week*	Enter a numerical value for the number of hours per week.
Workplace Location	Use this space to indicate a regional campus location.
Is this a Work+ position?*	If your position is part of Work+ UConn, please select "yes" and then select the appearing option in the "Work + Description" field. Click here to learn more about Work+ UConn.
Employer Policy Agreement	In order to post a student employment position, you must agree to the Employer Policy. Once you have read the policy select "Yes, I have reviewed the policy and agree to the terms" in the drop-down menu.

Section: Application Methods

Apply via This Site	Selecting this option will allow applicants to apply to the position directly within 12Twenty. **It is highly recommended that you utilize this function as this will be the best way to organize and communicate with applicants.**
Apply via External Link	Selecting this option will require that you provide an external link where candidates can apply.
Apply via Email	Selecting this option will allow candidates to send their application materials to an email of your choosing.

At least one application method must be selected as "Yes". Again, it is recommended that you choose the "Apply via This Site" whenever possible as this will contain the entire process to the 12Twenty platform.

Section: Job Description

Job Description & Requirements*	In this section you will copy/paste your full job description and requirements for the position. You may also utilize this section to provide written instruction to candidates regarding all application materials that you will require, such as résumé, cover letter, writing samples, answers to an additional application questionnaire, or other materials.

Section: Attachments

In this section you can attach additional files such as an application questionnaire, a document with additional information about your department/program, or any other relevant materials.

Section: Application Document Requirements

In this section you may request or require students to submit documents when applying for the position such as a résumé, cover letter, writing sample, or other document. Résumé will be pre-populated as a required document. To remove this requirement but keep as a requested document, uncheck the box. To remove it altogether, click on the blue "x".

Alt Text: Screenshot of an "Application Document Requirements" form interface. It prompts users to submit required documents when applying for a job. The form includes three columns: "Document Type," "Document Display Name," and "Is Required?". A dropdown under "Document Type" is set to "Resume," the display name field also says "Resume," and the "Is Required?" checkbox is checked. Below is a link labeled "+ Add Document Type."

Section: Job Dates

Time Zone*	This will default to the account time zone setting and cannot be adjusted in this screen.
Application Begins On*	Choose a start date for your application.
Application Deadline*	Choose an application end date. **Please note, per the Employer Policy Agreement, you must keep your post open for a minimum of two weeks.** Please set your application begin/end dates appropriately.
How do you plan on reviewing your applicants?*	You have the option of choosing to review applicants as they come in or wait until the end of the application period. **Regardless of what selection you make, you may not close the job posting prior to the required two-week minimum posting timeframe, per the Employer Policy Agreement.**
Anticipated Job Start Date	This is not a required field but you can provide a date at which the position will start.
End Date*	Enter either an exact end date or a brief description as to when the position will close, such as, "at completion of project".
Timeframe*	Select the best option from the drop-down menu.

Section: Interview Detail

Interviewer	This is not a required field but you may choose to identify a person that will be conducting interviews. The drop-down list will contain only individuals that are also in your department and have accounts in the 12Twenty system.

Section: Primary Job Contact

Name*	Enter the name of the individual you would like to be the main contact for the position posting. You can click on the "Use My information" button to populate each field with profile information in 12Twenty. While it is required to enter this information, it is not required for it to be viewable to students. You can click on or off the "Make Visible to Students" check box to manage this option.
Title*	See above.
Email*	See above.
Phone*	See above.
Address*	See above.
Is Alumnus	This not a required field but if you would like to enter this information click "Yes", enter your grad year, and select "Centralized Univ" in the program field.

Section: Eligibility

Student Group*	You must select either All Students, Undergraduate Students, or Graduate Students. **Notes, this will limit the visibility of the posting to the group that you select.** It is best practice to have it listed for all students to maximize your candidate pool.
Degree Level	This is not a required field and we ask that you leave this section blank. Selecting an option within the "Degree Level" menu will not be applied to student employment positions. If you are interested in recruiting students with a particular degree, we recommend including this information within the job description/requirements.
College/School	This is not a required field and we ask that you leave this section blank. Selecting an option within the "College/School" menu will not be applied to student employment positions. If you are interested in recruiting students from a particular college/school, we recommend including this information within the job description/requirements.
Major/Academic Program	This is not a required field and we ask that you leave this section blank. Selecting an option within the "Major/Academic Program" menu will not be applied to student employment positions. If you are interested in recruiting students from a particular major, we recommend including this information within the job description/requirements.

Once you have completed each of the required fields click on the blue "Submit" button at the bottom right of the page.