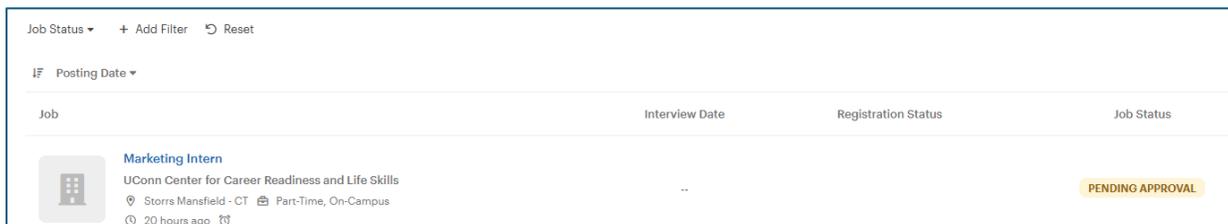


Managing a submitted Student Employment Job Posting in 12Twenty

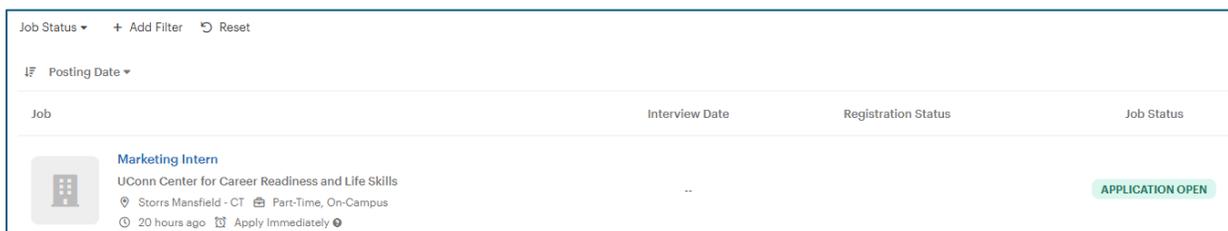
Once you have submitted your job posting it will be reviewed by Student Employment for approval. You can navigate to the “My Job Listings” page to see the status of all submitted job postings. Navigate to this page by clicking on “Job Listings” in the left navigation menu. The status will be listed in the “Job Status” column and have a designation of “pending approval” until reviewed by Student Employment.



Job	Interview Date	Registration Status	Job Status
<p>Marketing Intern UConn Center for Career Readiness and Life Skills Storrs Mansfield - CT Part-Time, On-Campus 20 hours ago</p>	..		PENDING APPROVAL

Alt Text: Screenshot of a job posting management system interface showing one job listing. The listing is for a "Marketing Intern" position at the UConn Center for Career Readiness and Life Skills in Storrs Mansfield, CT. It is a part-time, on-campus role posted 20 hours ago. The columns shown include Interview Date (empty), Registration Status (empty), and Job Status marked as "Pending Approval" in a yellow label. The interface has options to filter by Job Status and Posting Date.

Once the position has been reviewed and approved by Student Employment the status will change to “approved” or “application open” and turn the color green.



Job	Interview Date	Registration Status	Job Status
<p>Marketing Intern UConn Center for Career Readiness and Life Skills Storrs Mansfield - CT Part-Time, On-Campus 20 hours ago Apply Immediately</p>	..		APPLICATION OPEN

Alt Text: A job listing for a Marketing Intern at UConn Center for Career Readiness is displayed, showing the position as open for applications.

From this screen you can click on the linked blue title of the job to manage the position. The first tab “Job Posting” will list the full details of the job post. If you chose the option “Apply via This Site” the second, **during the application open period**, will show you submitted applications to your position. You will see the applicants’ name, Student ID, work study eligibility status, résumé and other submitted documents, as well as a field to designate a hiring decision (once the application period closes). By clicking on the three dots to the right of where it says “Results” you can download all materials or export all applicants to view their email address and additional demographic information. You will want to choose “Export All” to get a list with email addresses for purposes of communicating with candidates. You can also single select a candidate using the check box to export or download only that candidate’s materials.

Job Posting [Applicants \(2\)](#)

Work Authorization ▾ Results: 2 ▾

<input type="checkbox"/>	Applicant	Student Id	Work-Study Eligible	Application	Hiring Decision
<input type="checkbox"/>	Homer Babbidge Spring 2030	1234567	Yes	Resume 📄 03/21/2025, 8:42am EDT	Will not proceed with applicant
<input type="checkbox"/>	Jonathan Husky Spring 2025	--	Yes	Resume 📄 03/26/2025, 2:37pm EDT	--

Alt Text: Screenshot of a job posting portal showing two applicants, their student IDs, work study eligibility, application links, and hiring decisions.

When downloading application materials, you can choose which submitted documents you'd like to include in your download and either generate the download immediately or generate a shareable link to be emailed to you. You can also designate additional email addresses to send the materials to.

When the application period closes, you will see a new set of three dots appear to the far right of each applicant's information line. You can set a hiring decision for each applicant by clicking on those dots. It is best practice to designate a hiring decision for each applicant in case you'd like to revisit this job posting later on and want to review the status of each applicant. The designations include interviewed, hired, offer extended, offer extended (candidate declined), and will not proceed with applicant.