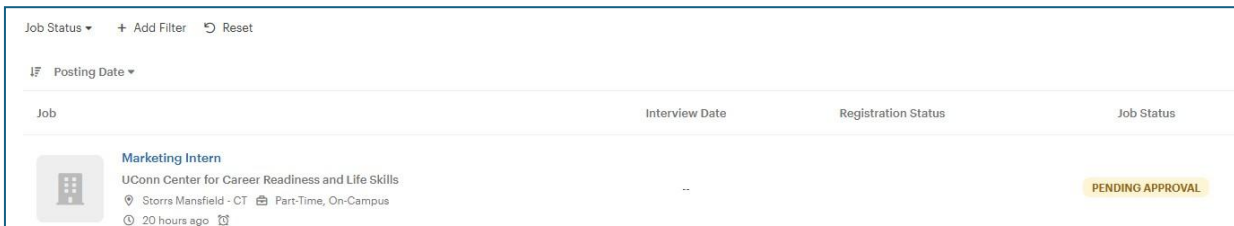



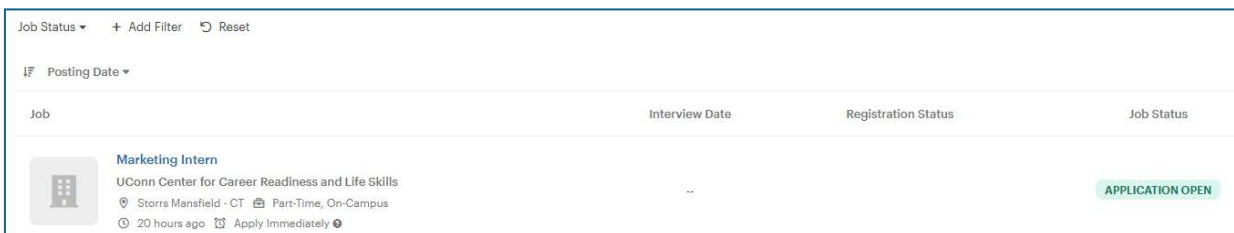
## **Managing a submitted Student Employment Job Posting in 12Twenty**


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

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

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	<a href="#">Resume</a>   <a href="#">📄</a> 03/21/2025, 8:42am EDT	Will not proceed with applicant
<input type="checkbox"/>	Jonathan Husky Spring 2025	♡	--	Yes	<a href="#">Resume</a>   <a href="#">📄</a> 03/26/2025, 2:37pm EDT	--

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.