EMORY | ROLLINS SCHOOL OF PUBLIC HEALTH

Employer Toolkit

Powered by 12twenty

Welcome to RSPH Career Connection powered by 12Twenty!

Rollins School of Public Health students and alumni 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 Rollins School of Public Health's top talent! The 12Twenty UI is accessible and compatible with any device: phone, tablet, and computer.

Meeting your recruiting needs by promoting your organization to Rollins School of Public Health's candidates seeking part-time jobs, full-time jobs, internships, and more on the new RSPH Career Connection powered by 12Twenty. If you need assistance with 12Twenty, please contact the Office of Career Development at rsphcareerdev@emory.edu or 404-727-9957.

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Welcome! Getting Started

Sign Up and Login

12Twenty, ***powered by 12twenty,*** is Rollins School of Public Health's official recruiting system. To get started, simply follow the steps below.

1. Navigate to https://sph-emory.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.
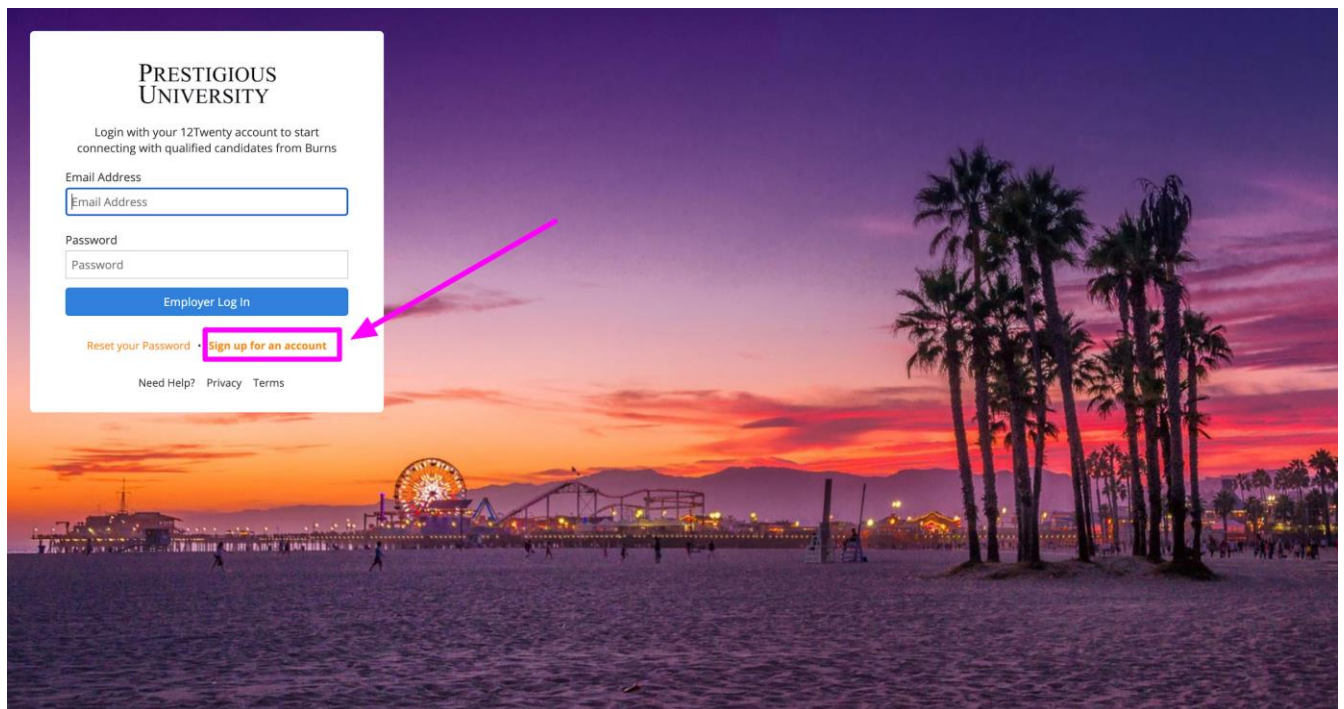
3. First time? Create a 12twenty account by clicking the "Sign up for an account" button
- ❖ Fill in the Account Creation form

➤ 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*	Tom
Last Name*	Smith
Email Address*	tomsmith@walgreens.com
Password	•••••••••••

Strong

- *Minimum 10 characters*
- *An uppercase letter*
- *A lowercase letter*
- *A special character (!,@,#,$,%,^,&,*)*
- *A number*
- *Example: ThisSchool10$*

Confirm Password	Confirm Password
Employer*	Walgreen Co.
	Walgreen Co.
Address*	**Walg**reens
Country*	-- Country --
City*	City
Postal Code*	Postal Code
Job Title*	Job Title
Phone Number*	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.


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.*

<u>Recruiting Options</u>

12Twenty is a quick and efficient way to communicate open job, internship and fellowship opportunities to target Rollins School of Public Health populations and your homepage provides several options for connecting with the right-fit talent for your role.

<u>Homepage - Dashboard</u>

- ❖ **<u>Update Company Profile</u>** - Build your digital presence and brand to attract top talent

- ❖ **<u>Post a Job</u>** - Post and share your open jobs and internships

- ❖ **<u>Host an Event</u>** - Request to host and promote your event (virtual, on-campus, on site)

- ❖ **<u>Participate in OCIs and Virtual Interviews</u>** - Request to interview students (virtual, phone, on-campus, on site)

- ❖ **<u>Attend a Career Fair</u>** - Register to showcase your company at an upcoming career fair or networking event

- ❖ **<u>Search for Candidates</u>** - Proactively search resumes for qualified candidates that match your hiring criteria
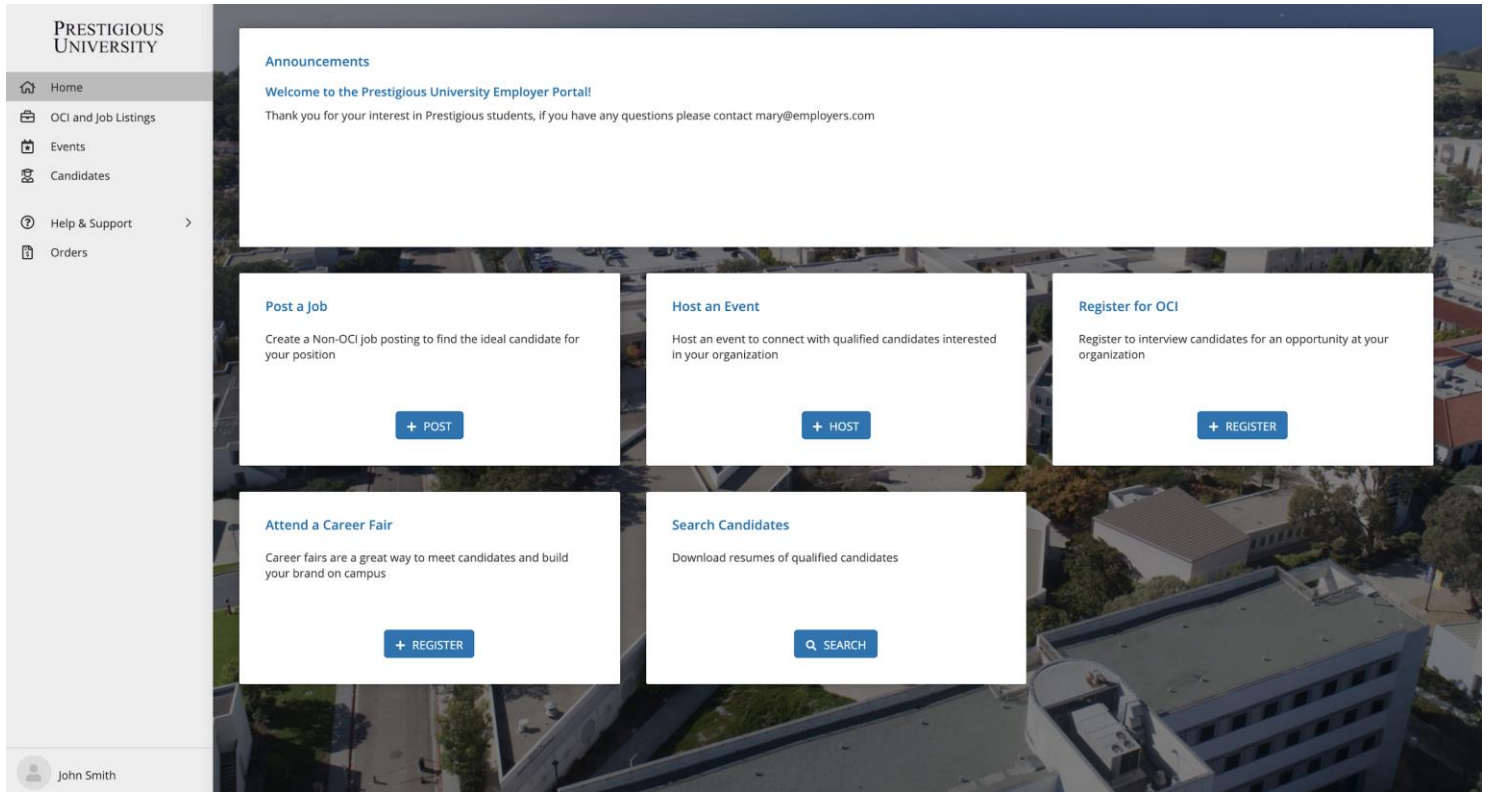
Post a Job
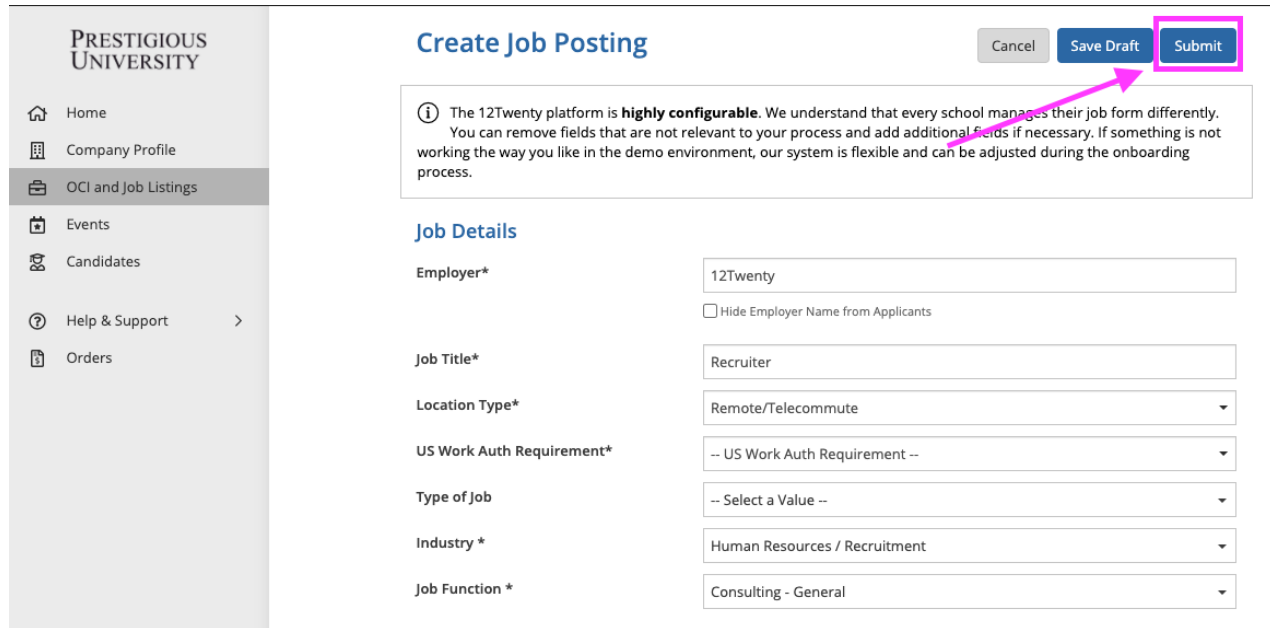
1. From the homepage click on the "Post a Job" button OR navigate to the "OCI and Job Listing" on the left-hand menu bar and click on the "Post a Job" button in the top right hand corner
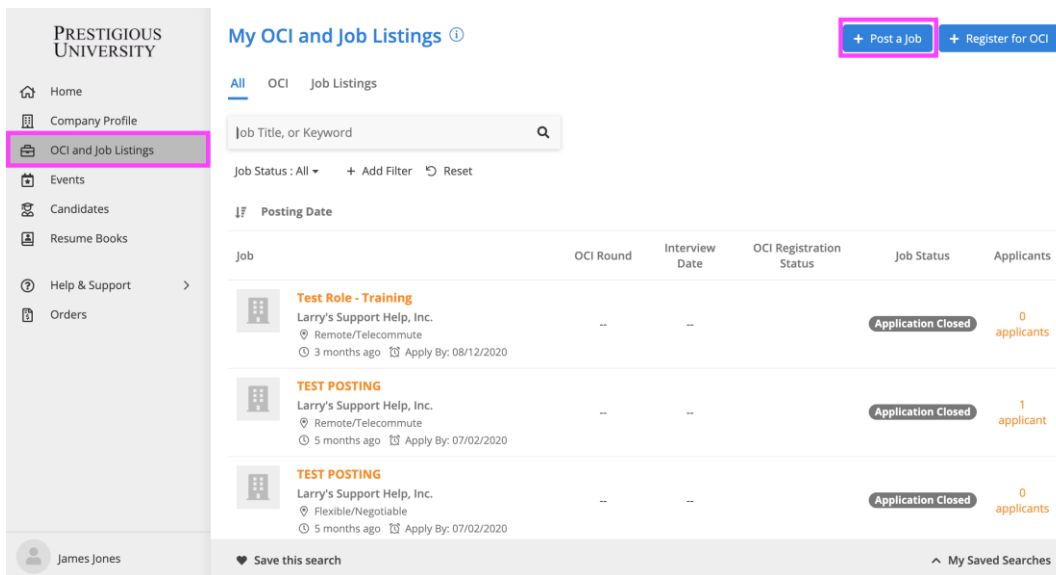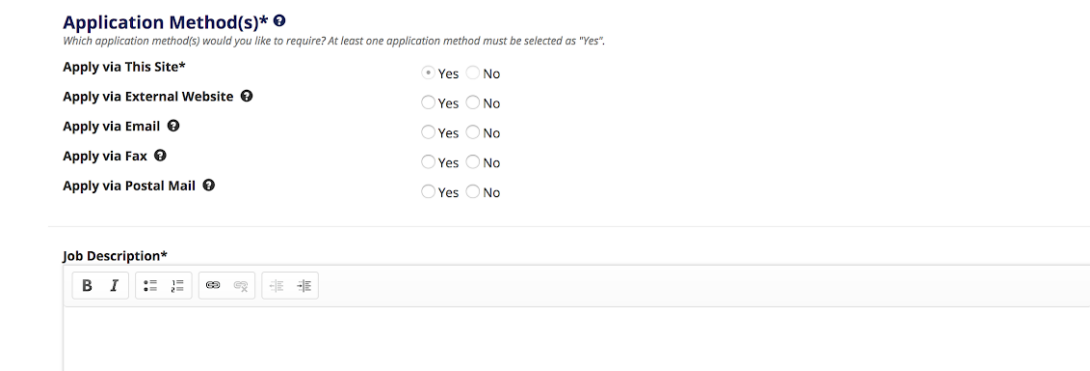
2. Complete the form with all required information about your job opening

- 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.

- Select your **"Application Methods"** and define your "Job Description"

- **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 <u>email address</u> 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 <u>fax or Postal Address</u> you provide.

- Define your **"Application Document Requirements"**
  - By marking the **checkbox**, you will <u>require</u> 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	☑	
Cover Letter ▾	Cover Letter	☐	✖
Transcript ▾	Unofficial Law School Tra	☐	✖
Writing Sample ▾	Writing Sample	☐	✖
Recommendation Letter ▾	Recommendation Letter	☐	✖
Transcript ▾	Other Transcript (non-la	☐	✖
Other ▾	References	☐	✖
Other ▾	Other	☐	✖

➕ 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.

● **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 que, complete your Company Profile to enhance your digital brand within the Rollins School of Public Health Community. This will help attract top talent to job opening.

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.
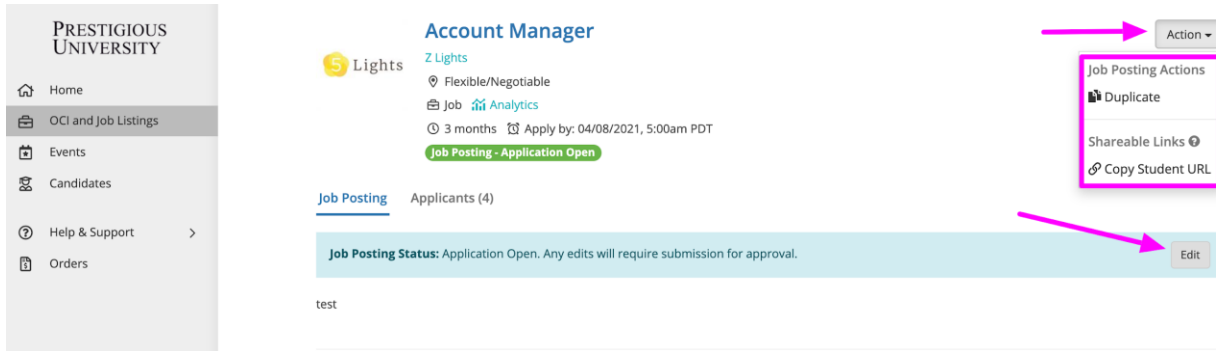
7. If your Application Method was "Apply via This Site," you can login to the system to review application documents by clicking on the "Applicants" tab of your job posting.
- Click to see each candidate's resume OR **"Download All Application Packages"** by clicking on the 3 dots (ellipses action menu.)
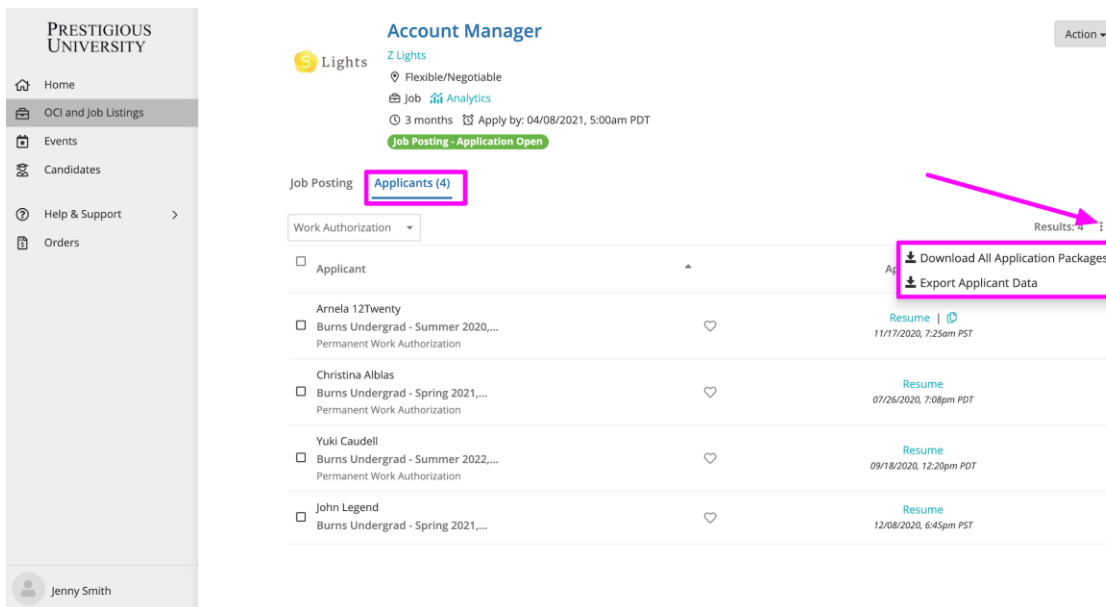
8. Share the job with a wider audience here!
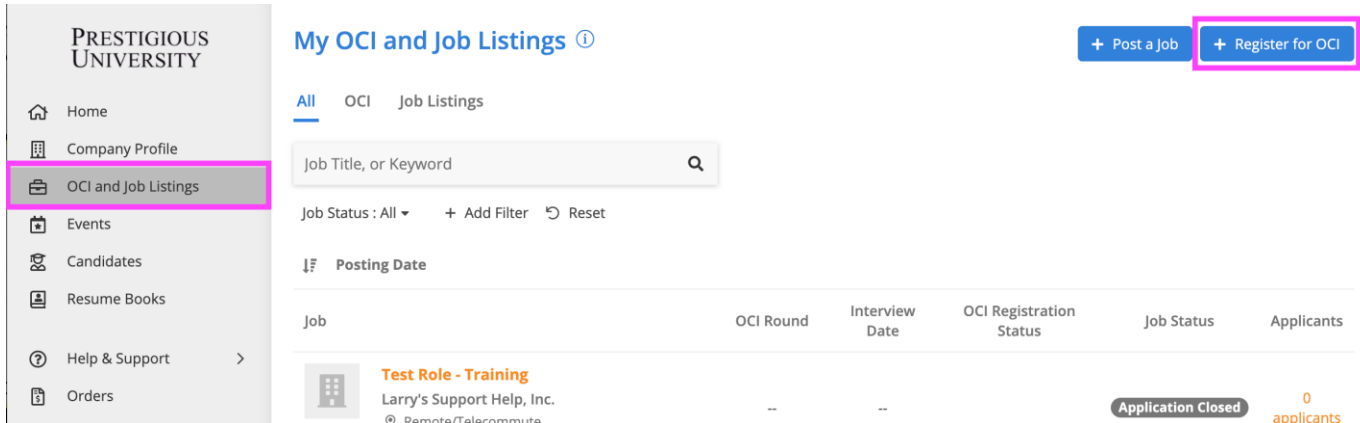
Conduct Virtual and On Campus Interviews

The Office of Career Development at the Rollins School of Public Health is always happy to help employers identify and facilitate the process with interviewing talent that matches your available position(s). If you are interested in conducting virtual and/or on campus interview, please use the self-service feature to complete the form for requesting an OCI.
If you need assistance with the process or have questions, please contact the Office of Career Development at rsphcareerdev@emory.edu.

Register for our upcoming Interview Programs and Services

1. **From the homepage click the "Register for OCI" button OR go to the "OCI and Job Listing" module from the left side menu and click the "Register for OCI" button in the top right corner.**

2. **Complete the OCI Registration form with all required fields including your "Interview Scheduling Preferences" and information for the "Primary Contact" we should communicate with during the scheduling process.**

Register for OCI

Cancel   Save Draft   **Next**

(i) The 12Twenty platform is **highly configurable**. We understand that every school manages their OCI differently. You can remove fields that are not relevant to your process and add additional fields if necessary. If something is not working the way you like in the demo environment, our system is flexible and can be adjusted during the onboarding process.

OCI Details

Employer*   12Twenty

OCI Round* ❓:   Spring 2021 Virtual OCI   ▾

OCI Periods

Period	Start and End Date/Time
Employer Registration Period	11/01/2020, 12:00am - 12/01/2020, 12:00am PST
Student Application Period	12/02/2020, 7:00am - 12/31/2020, 12:00am PST
Employer Decision Period	01/01/2021, 12:00am - 01/10/2021, 12:00am PST
Student Decision w/ Select Slots	01/10/2021, 12:01am - 01/17/2021, 12:00am PST
Automatically add promoted alternates	01/17/2021, 12:01am - 12:00am PST

Interview Date Preferences
Preferred Interview Dates cannot be the same.

First Choice *   MM/DD/YYYY

Second Choice   MM/DD/YYYY

Third Choice
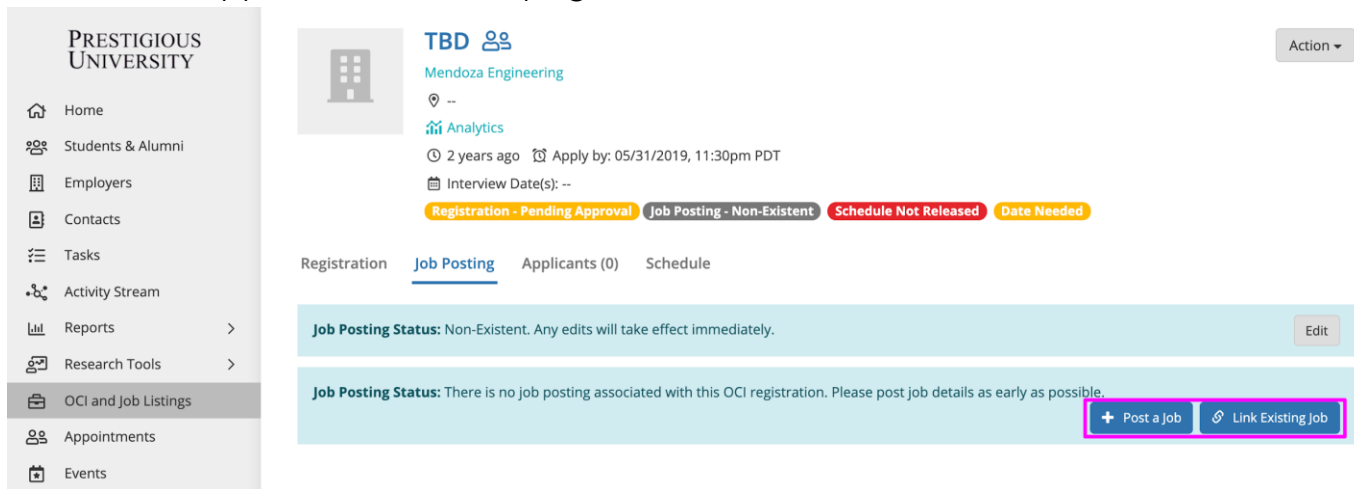
3. **After your OCI Registration Form is submitted for review, you will be notified via email if your request to participate in our Interview Programs was approved.**

4. **While your registration is in the approval que, complete your <u>Company Profile</u> to enhance your digital brand within the Rollins School of Public Health Community. This will help attract top talent to interview for your opening.**

Linking a Job to the OCI Registration
Once you have submitted the OCI Registration Form, you will need to share details about the job for which you will be interviewing. This is critical to help you attract the ideal candidate for the role. The Job Posting form allows you to communicate your hiring criteria, application requirements, and target the job to the right-fit candidate.
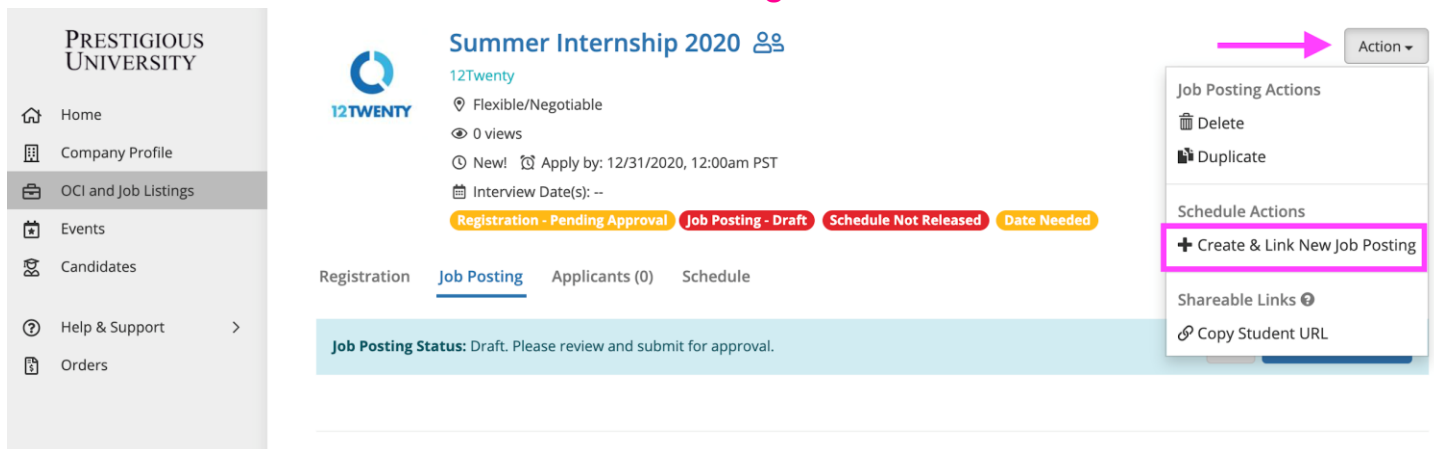
1. **From your OCI Registration, navigate to the "Job Posting" tab and click "+Post a Job" button.**
   ○ Share the details of the job you are interviewing candidates for using the form that appears on the next page.

2. **Link multiple job opportunities to the Interview Registration**
   ● If you are interviewing for more than one position (for example, an internship and a full-time role), you can click on the **"Action"** button from the OCI Registration and select **"Create & Link New Job Posting"** from the menu.

3. **Convert an existing job posting into an Interview opportunity**
   ● If you would like to interview for one of your open job opportunities, please reach out to our office for help: rsphcareerdev@emory.edu or 404-727-9957.

If your posting is approved, you will be notified via email. From there, your interview opportunity will be promoted to qualified candidates and applicants will be directed to submit their application materials "Via the Site." After the application deadline has passed, you will be prompted to login to review the candidates and you can extend interviews to students that match your hiring criteria directly through the system following the steps below.
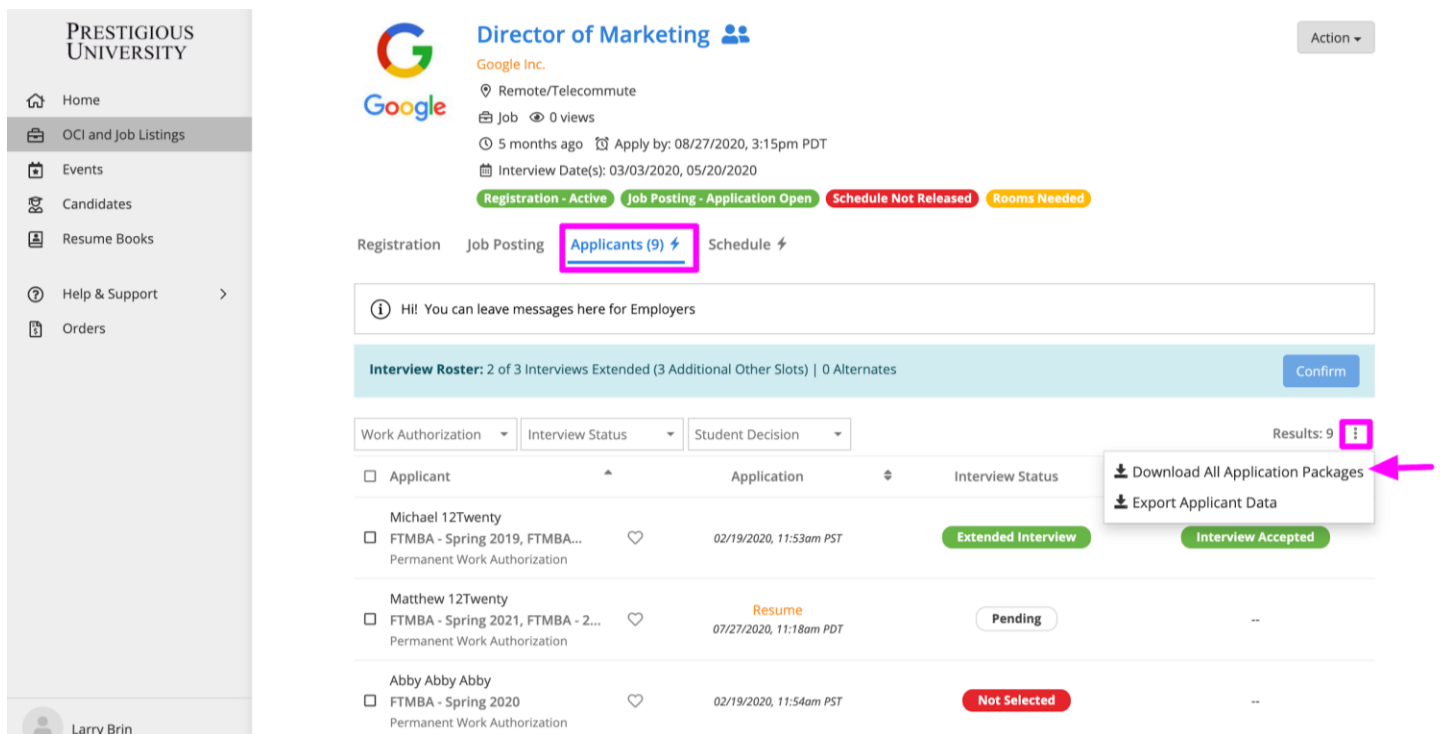
Generate an Application Packet & Make Interview Selections

Once candidates have applied and the "application deadline" has ended, you will have the opportunity to review applicants, generate a packet with all of the Application Materials submitted, and make interview selections all within our 12Twenty system.

1. Navigate to the "OCI and Job Listings" module and select the OCI listing you are reviewing applications for.

2. On the "Applicants" tab of the OCI, you will see how many applications the OCI has received. Click on the 3 dots, ellipsis (Menu) icon to:
- "**Download All Application Packages**" - Allows you to download a consolidated PDF file of application materials requested for all of the applicants
- "**Export Applicant Data**" - Allows you to download the applicant data into an Excel file

3. On the pop-up screen, you can define the "Packet Details" by selecting which documents to include and how you would like to generate the packet.

- **Document Packages** - You can download one document at a time or create one, large PDF packet with ALL of the applicant files by checking the box next to the document you would like to include in your packet.
  - *Please note that larger packages will take longer to download*
- **Share** - You can share the packet with your colleagues by entering their email address in the last field of the pop up window.

Packet Details

Cover Page

☑ Include Cover Page

☐ Packet Title

Documents Included in the Packet
At least one document must be included in the packet

☑ Table of Contents   ☑ Resume
☐ Cover Letter ❓
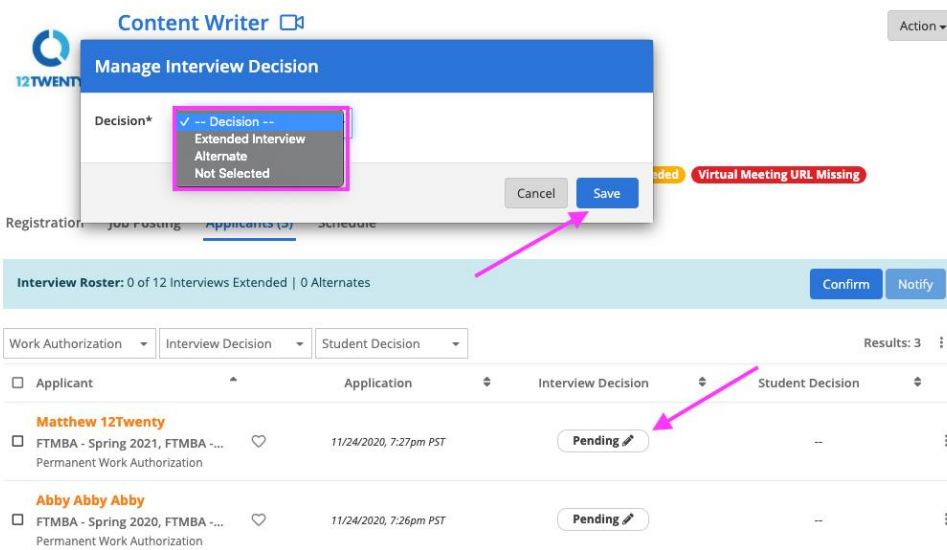
Delivery Options
At least one delivery option must be selected

☑ Generate Now   ☐ Email Me a Sharable Link

Share this Packet
Use a comma to separate email addresses

[   ]

Cancel   OK

4. To make an interview decision, click on the "pencil icon" to the right of Candidate's "Pending" bubble in the Interview Decision column.

5. On the "Manage Interview Decision" pop-up screen, click to extend an interview, select an alternate, or not select a candidate for the interview using the "Decision" drop down menu.

Content Writer 🎥

Manage Interview Decision

Decision*   [✓ -- Decision --
            Extended Interview
            Alternate
            Not Selected]

Cancel   Save

Action ▾

This can be done on a student-by-student basis or in bulk by multi-selecting candidates and using the **"ellipsis" Action** button to extend/not select multiple students.

ded   Virtual Meeting URL Missing

Registration   Job Posting   Applicants (3)   Schedule

Interview Roster: 0 of 12 Interviews Extended | 0 Alternates   Confirm   Notify

| Work Authorization ▾ | Interview Decision ▾ | Student Decision ▾ | | Results: 3 ⋮ |

☐ Applicant ▲	Application ⇕	Interview Decision ⇕	Student Decision ⇕	
☐ **Matthew 12Twenty** FTMBA - Spring 2021, FTMBA -... Permanent Work Authorization	🤍 11/24/2020, 7:27pm PST	Pending ✏️	--	⋮
☐ **Abby Abby Abby** FTMBA - Spring 2020, FTMBA -... Permanent Work Authorization	🤍 11/24/2020, 7:26pm PST	Pending ✏️	--	⋮

6. When selecting multiple alternates, you will need to assign a rank for each alternate to determine the order in which candidates are placed on the waitlist.

7. When you are done making interview decisions, you will need to click the "Confirm" button in the blue bar to lock in and finalize your decisions.

Add Your Virtual Interview Details

Once our office has assigned a date and room to your interview schedule, you may add in your preferred virtual meeting links. Our 12Twenty platform supports all web conferencing tools (Zoom, Webex, GoToMeeting, Skype, Hangouts, Microsoft Teams, etc.) so that you are empowered to connect with our students using your preferred virtual interview tool.

1. **Navigate to the "OCI and Job Listings" module and select the OCI listing you are interviewing for.**

2. **On the "Schedule" tab of the OCI, you will see a blue banner above each "Room" on the schedule.**
   ● If you would like to invite another colleague to join you in having access to the Interview Schedule directly in 12Twenty please reach out to the Office of Career Development at rsphcareerdev@emory.edu.

3. **From the blue banner, click on the 3 dots, ellipsis icon next to the "Please add your virtual meeting information" and choose to "Make it a Zoom Meeting" or click on the "+Add Meeting URL" button to select an alternate web conferencing technology.**

Schedule 6 Slot(s), 1 Room(s)

Schedule Actions ▾

Interview starts in 22 hours 6 minutes 27 seconds

Please add your virtual meeting infor...
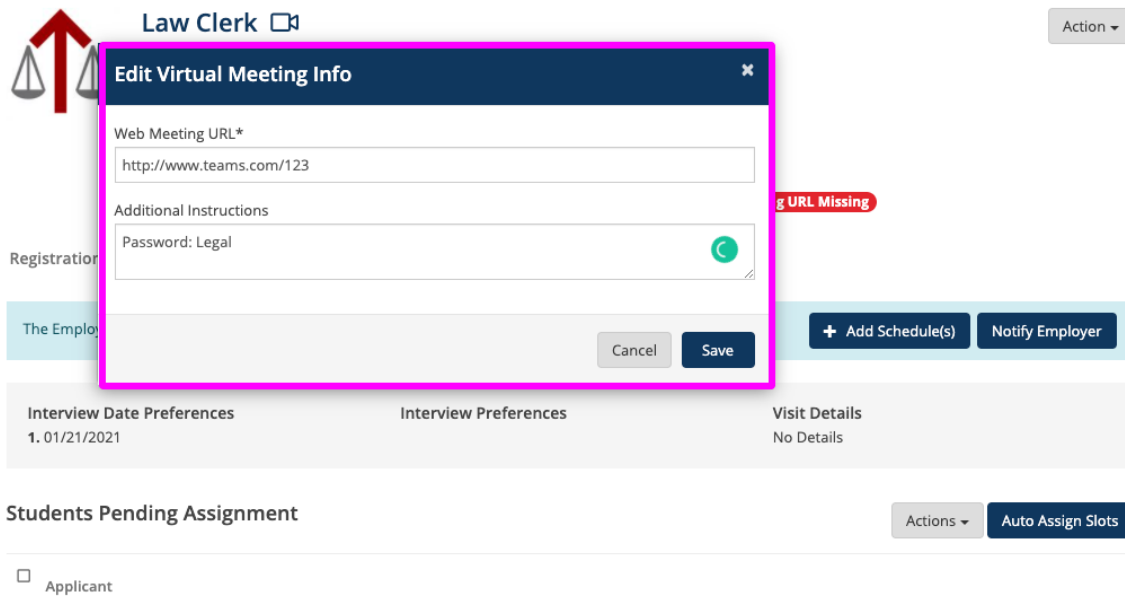
■ Make it a Zoom Meeting

+ Add Meeting URL

Room #1: 12/01/2020, 5:00pm - 7:00pm PST , 6 Slot(s)
Virtual

☐ **Interview Time**   **Interviewer Name**   **Slot Notes**   **Applicant**

4. **If you select the "+ Add Meeting URL" button, you will see a "Virtual Meeting Info" pop-up window that allows you to share any additional instructions such as meeting passwords.**

Law Clerk ▢

Action ▾

Edit Virtual Meeting Info   ✕

Web Meeting URL*

http://www.teams.com/123

Additional Instructions

Password: Legal

g URL Missing

Registration

The Emplo...

+ Add Schedule(s)   Notify Employer

Cancel   Save

Interview Date Preferences   **Interview Preferences**   **Visit Details**
1. 01/21/2021   No Details

Students Pending Assignment

Actions ▾   Auto Assign Slots

☐ Applicant

5. **Once you have added your virtual meeting link to the room, the blue banner will turn green and showcase the appropriate web conferencing icon for candidates.**

7. Each room on your schedule can have a unique Virtual Meeting URL to accommodate the interviewer's needs, you can follow the steps above for each room and interviewer.

Review Your Final Schedule

1. **Once the schedule is finalized by our office, we will email the "Primary OCI Contact" on file with a direct link to see and download the schedule in the employer portal.**

2. **On the "Schedule" tab of the OCI, click on the "Schedule Actions" button to:**
- "**Download Application Packet**" - Allows you to download a consolidated PDF file of application materials requested for all of the applicants
- "**Export Schedule**" - Allows you to download the schedule in a PDF file.
- "**Export Applicant Data**" - Allows you to download the applicant data into an Excel file

Host an Event
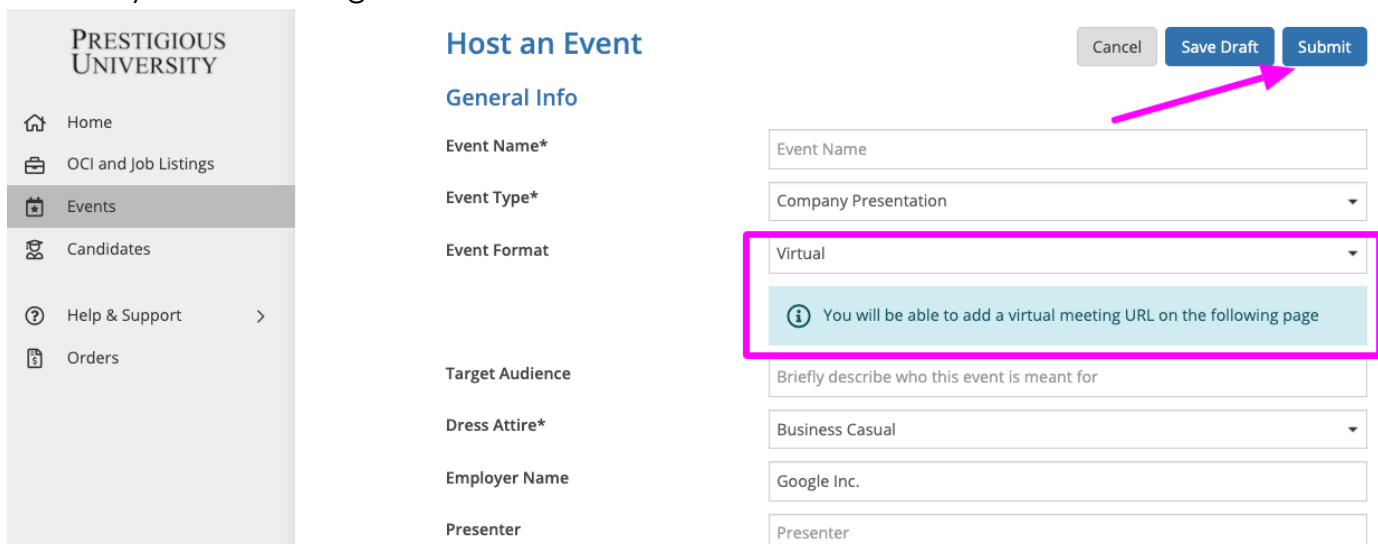
Enhance your recruiting strategy by hosting events: from employer presentations, workshops, career fair booths, to scheduling 1:1 meetings with top talent both virtually and in person. Our team can support you with robust event options and we can help promote the events to your target candidate pool. 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.**

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"**

3. **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.
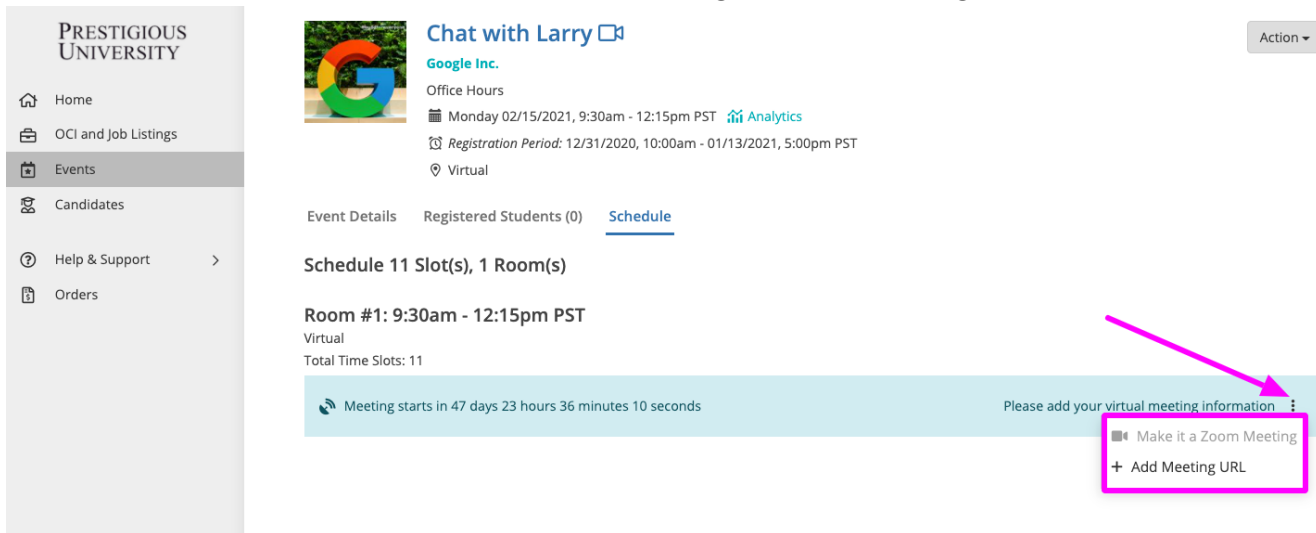
4. **Submit your Event request for approval.**
5. **If your Event is approved, you will be notified via email. From there, your Event will be promoted to qualified candidates.**

Attend a Career Fair

Career Fairs uniquely allow you to maintain a strong presence and brand within the Rollins School of Public Health community while meeting outstanding Rollins School of Public Health students and alumni. This event option is a wonderful opportunity to engage with a targeted population of students and meet qualified candidates for internships and job openings. Our students are talented, driven and highly diverse, making Rollins School of Public Health a premier resource for recruiting talent.

If you are participating in a Virtual Career Fair, you can choose to connect with students for 1:1 chats, in a group session, or a combination of both. Our office is here to help ensure your organization is set up for success.

To participate in our Career Fairs:

Click the "Attend a Career Fair" button on your homepage OR navigate to the "Events" page from the left hand menu.

1. **Selecting the event you would like to register for from the Event landing page.**

2. **You'll land on the Career Fair detail page, where you will be able to view critical event information.**

3. **Click the "Register" button in the top right-hand corner.**

4. **Fill out the key details on the Employer Registration form.**
   - Before registering for a career fair, students are searching through attending organizations by major, subject of interest, job openings, and other key details to find companies of interest.
   - Think of this as your digital "Booth" and company "Banner." Use this as an opportunity to make select information visible to students, add additional teammates by using the "Additional Contacts" functionality, and promote critical information about your brand and open opportunities.

5. **Once you have submitted the completed Registration Form, you will see a "Pending Approval" confirmation screen.**
   - Here you can click the "Action" button from the top right hand corner to "Edit" your registration.

6. **Our office will review your Career Fair Registration and reach out to support you with coordinating the logistics for meeting with students for 1:1 chat sessions, group sessions, and any other recruiting needs during the fair.**

7. **Once your registration is approved, you will automatically be notified. From here you can login to 12Twenty and dynamically see a list of "Registered Students" within the event.**

8. **On the "Registered Students" tab of the event, you can also download a "Document Packet" and "Export" the Registration List to Excel by clicking the 3 dots (elipses menu).**

9. **For Virtual Career Fairs, 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.

10. **You can "Make it a Zoom Meeting" by authorizing your Zoom account.**

Dynamically Search for Candidates

You can request access to use the Candidate Search tool to proactively search for Rollins School of Public Health talent that matches your hiring criteria. Once you have been 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.**

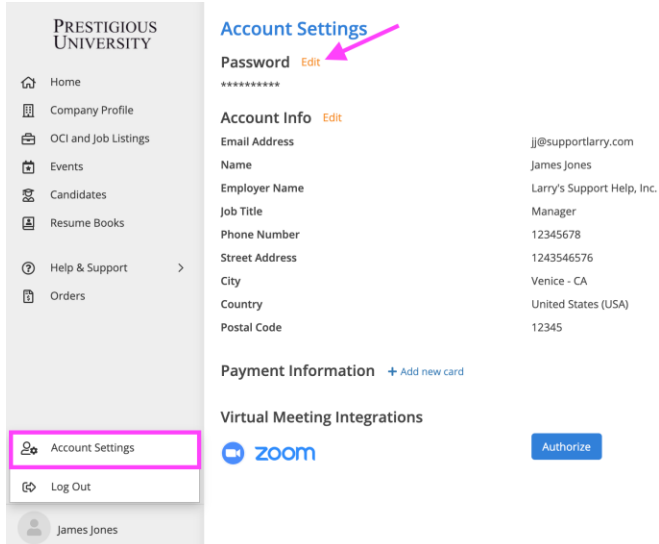6. **From the list: You can also review individual resumes by clicking the three dots in the same column as the candidate's name and selecting "View Resume" or "Download Resume"**

7. **Search for Talent Across the Global 12twenty Network here!**

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