



12twenty

Student Toolkit



Powered by



12twenty

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[Sign Up and Login](#)

Our recruitment tools powered by 12Twenty make it easy to connect with employers looking to hire students and alumni from our school. We are happy to share that the 12Twenty UI is accessible and compatible with any device: phone, tablet, or computer.

To create an account on our platform, simply follow the steps below.

If you need assistance with Nebraska Law Career Portal, please contact Meghan Rivera in the Career Development Office at lawcareer@unl.edu

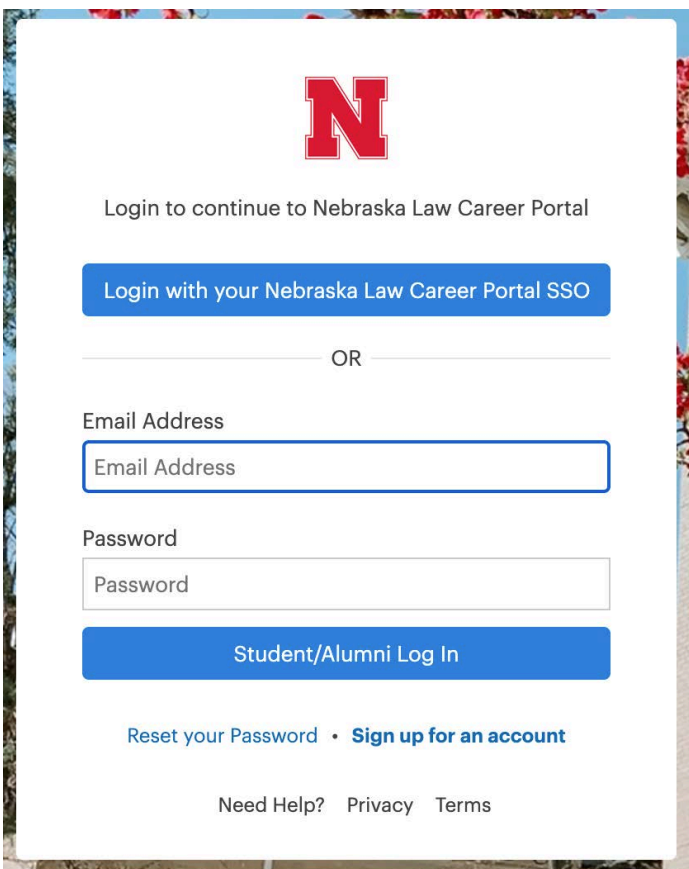
1) Navigate to <https://law-unl.12twenty.com/Login>

2) First time? Click the “[Sign up for an account](#)” button and use your Username (email/school ID) to create a unique password

Students may only “sign up” through this portal only if their account has been pre-authorized by a school admin.

For assistance logging in, please review this [article](#).

3) Moving forward, you can simply login using your Username (email / school ID) and unique Password combo



The screenshot shows the login page for the Nebraska Law Career Portal. At the top center is a large red letter 'N'. Below it, the text reads 'Login to continue to Nebraska Law Career Portal'. There are two main login options: a blue button labeled 'Login with your Nebraska Law Career Portal SSO' and a section for manual login. The manual login section is separated by a horizontal line with 'OR' in the center. It contains two input fields: 'Email Address' and 'Password', both with placeholder text. Below these fields is a blue button labeled 'Student/Alumni Log In'. At the bottom of the form, there are two links: 'Reset your Password' and 'Sign up for an account'. At the very bottom, there are three links: 'Need Help?', 'Privacy', and 'Terms'.

Profile Set Up

Setting up your student profile is easy and helps the career advising team get to know YOU better and understand your job search preferences so that we can assist you in finding the right opportunities. A complete profile will help the career services team reach out to you if there are job or internship opportunities, interviews, events that match your background, preferences, and skillset.

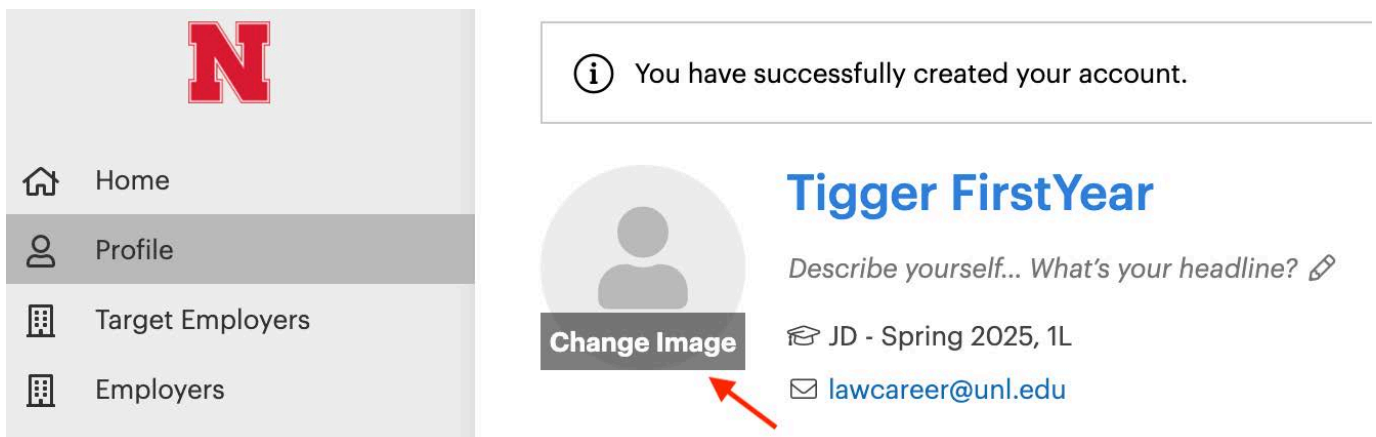
Let's take a look at step-by-step guide below for setting up a student profile:

1) Once logged in, head over to the profile tab from the left side nav bar



2) Let's add a photo of you!

- This is easy and helps your career advising team get to know the real you!
- Ensure the photo is professional.
- Simply click on the grey "Click to add image" box to upload your photo.



3) Update your Headline

- Your 12Twenty headline is visible to fellow students & alumni (and soon employers)
- Let everyone get to know you and create opportunities by sharing what you are seeking for your next career move!
- ProTip: To view what other students, alumni, and employers see, simply click **"Public View"**



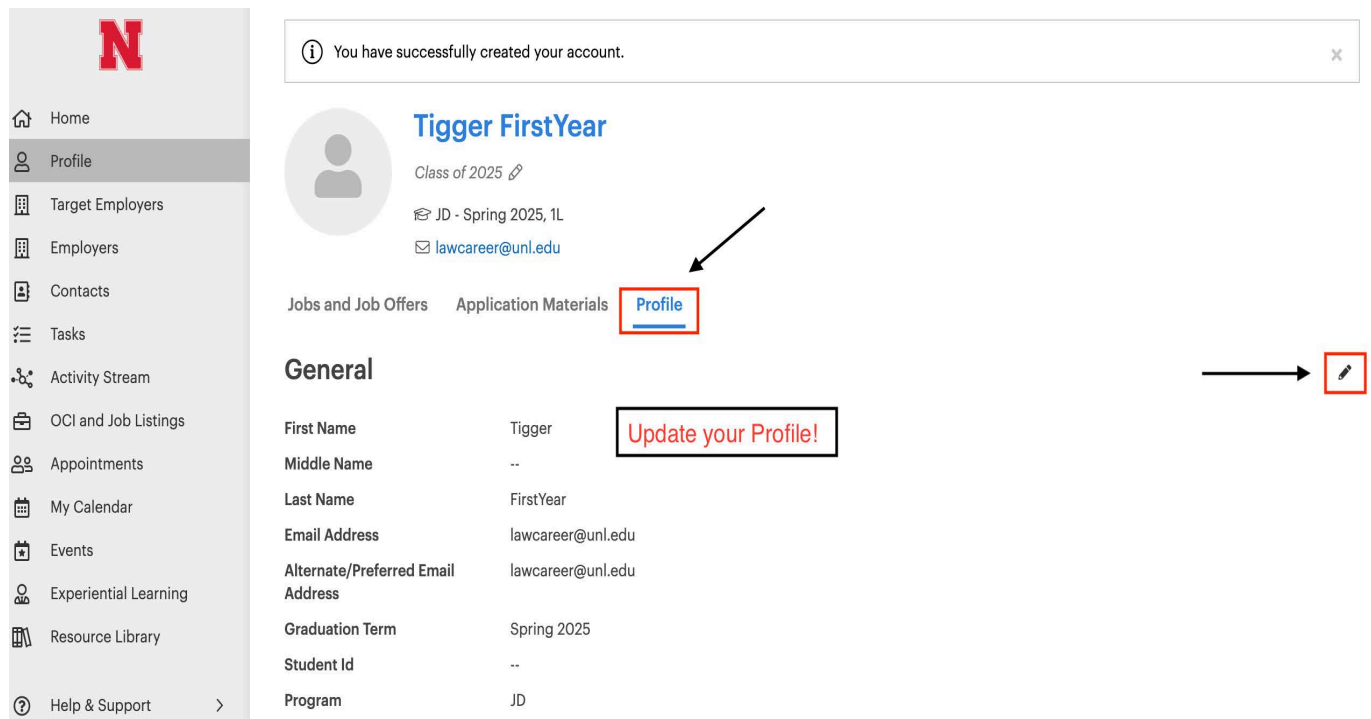
4) Complete your "Profile" tab

This information will help the career services office get to know YOU better and assist you in finding the right job and networking opportunities.

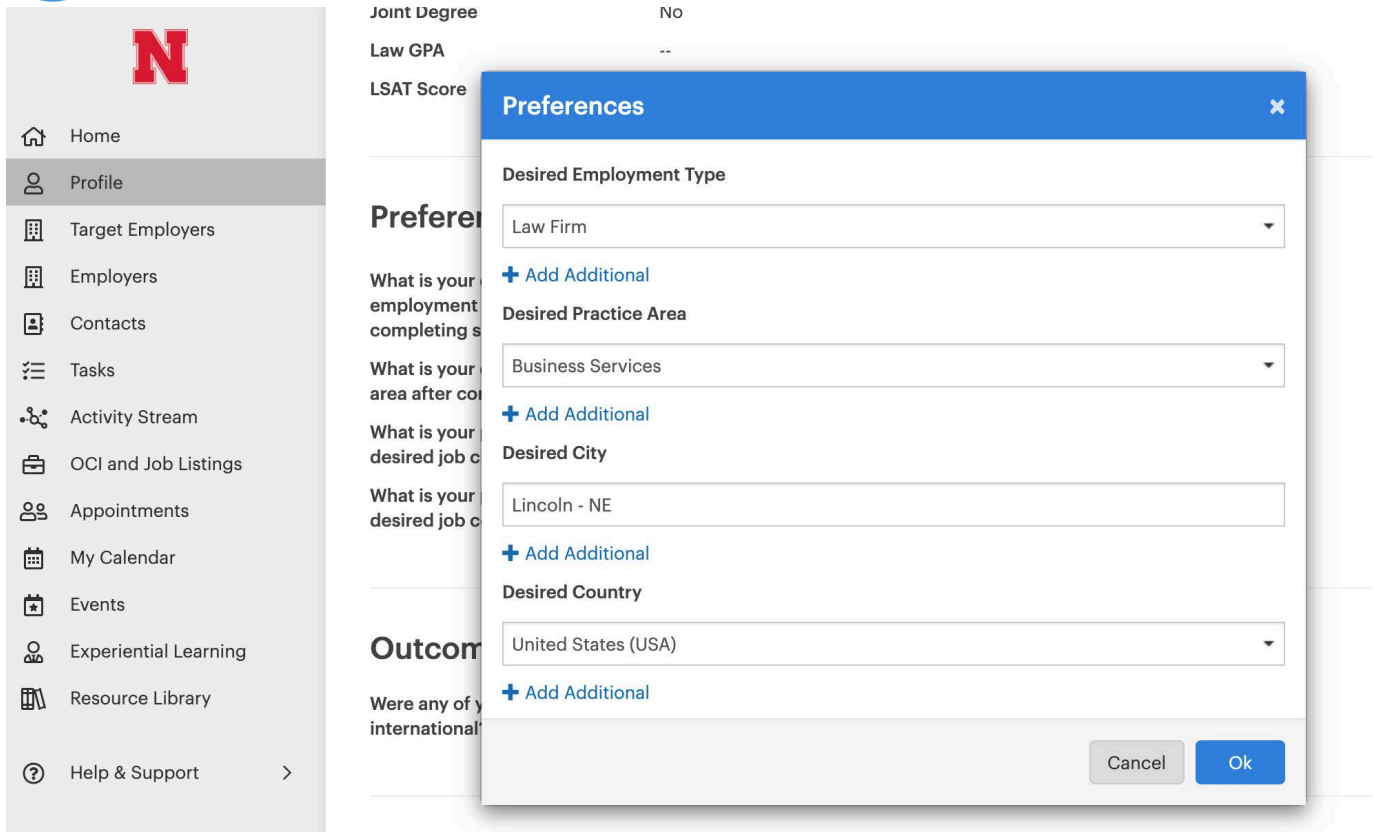
Some of these fields are searchable via the "Candidate Search" functionality that allows employers and school admins to create dynamic resume books based on your skills.

Once you find a job, you will no longer appear in the Employer Candidate Search. If your school has the "Student and Alumni Networking" Module you can also opt in to allow your peers (students and alumni) to find you in the Student and Alumni Directory based on these fields.

Note: You can opt out of both anytime by updating your Account Settings.



Once you click on the pencil icon next to each section on the profile tab, a new pop-up will appear.

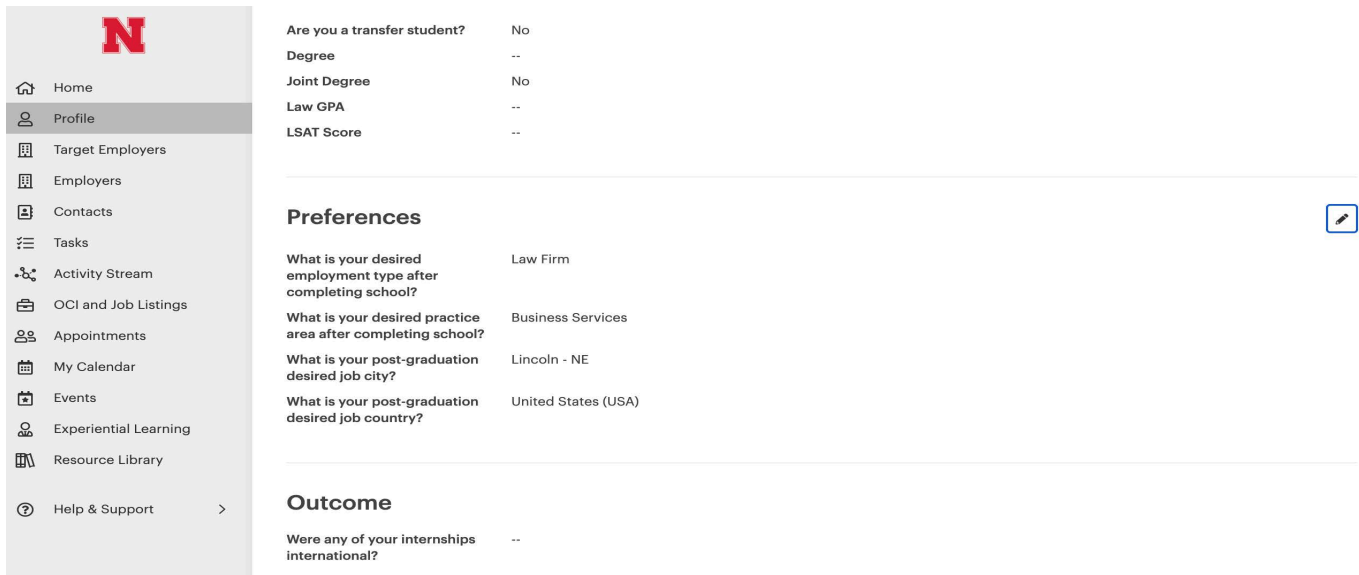


The screenshot shows the 12twenty profile page with a sidebar on the left containing navigation options: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, OCI and Job Listings, Appointments, My Calendar, Events, Experiential Learning, Resource Library, and Help & Support. The main content area displays profile information: Joint Degree (No), Law GPA (--), and LSAT Score (--). Below this is the 'Preferences' section with the following questions and answers:

- What is your desired employment type after completing school? Law Firm
- What is your desired practice area after completing school? Business Services
- What is your post-graduation desired job city? Lincoln - NE
- What is your post-graduation desired job country? United States (USA)

Each question has a '+ Add Additional' link. At the bottom of the modal are 'Cancel' and 'Ok' buttons.

5) Click the “Ok” button to save your changes. Your newly created profile is ready to go!



The screenshot shows the 12twenty profile page with the 'Preferences' section updated. The sidebar is the same as in the previous image. The main content area displays profile information: Are you a transfer student? (No), Degree (--), Joint Degree (No), Law GPA (--), and LSAT Score (--). Below this is the 'Preferences' section with the following questions and answers:

- What is your desired employment type after completing school? Law Firm
- What is your desired practice area after completing school? Business Services
- What is your post-graduation desired job city? Lincoln - NE
- What is your post-graduation desired job country? United States (USA)

Below the Preferences section is the 'Outcome' section with the question: Were any of your internships international? (--). A small edit icon is visible in the top right corner of the Preferences section.

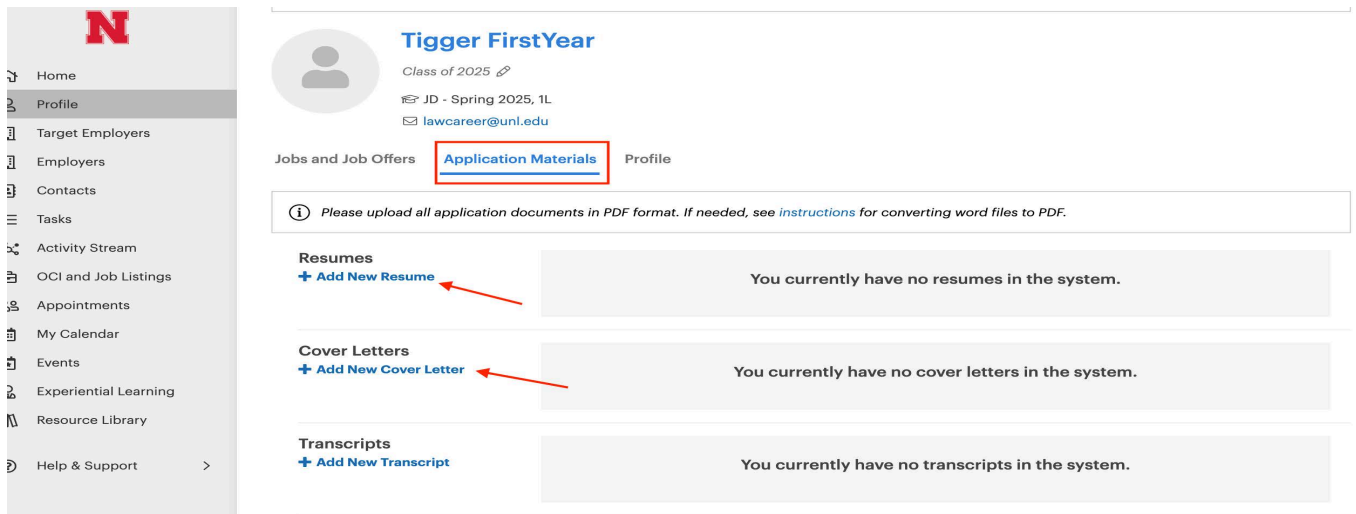
6) Keep your Career “Preferences” section updated

To stay informed with the latest career resources, events, jobs, and interviews that match your unique preferences, please make sure to frequently update the “Preference” section of your profile with industries, functions, practice areas, and geographic locations you are excited about.

Upload Application Materials

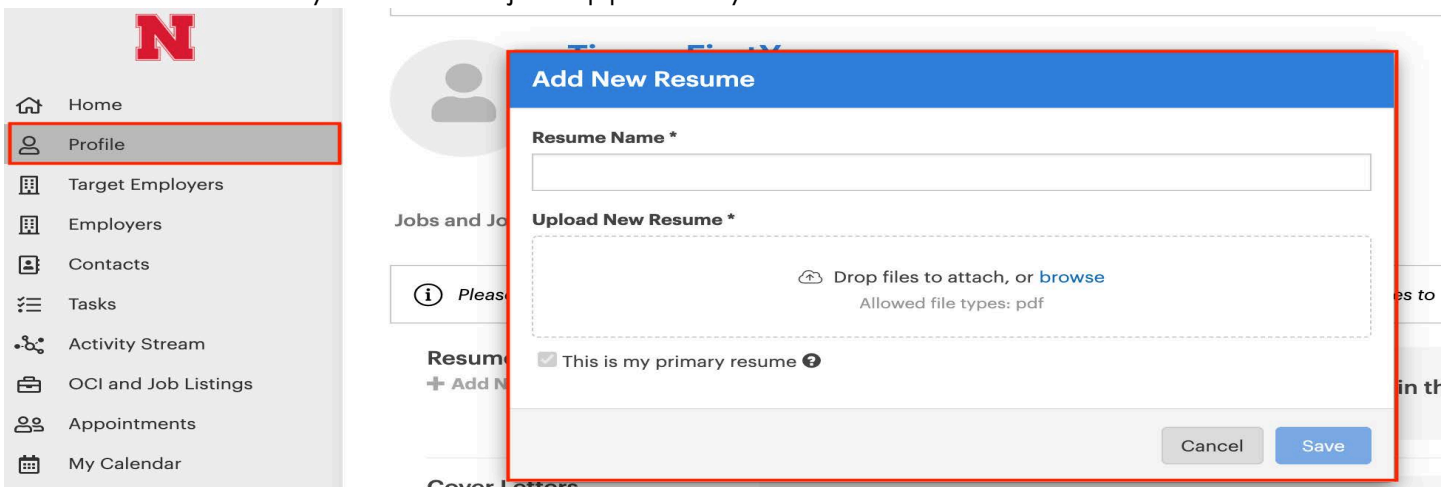
1) Head over to the “Application Materials” tab to upload your career search documents

- Under each Application type header, click the “+ Add New Document” button.
- Choose a document from your computer and give it a name.
 - Note: The document name is not visible to employers and there are no limits - upload as many documents as you need.
- All Application documents (outside of the URL section) must be uploaded in PDF format to ensure employers can easily download these into “Application packets.”



2) In the Resume Section: Check the box called “This is my primary resume” to feature one resume in the Employer Candidate Search module.

- This module allows Employers to filter for candidates who match their hiring criteria.
- If your profile and resume match what the employer is seeking in a candidate, they can reach out to you with the job opportunity.

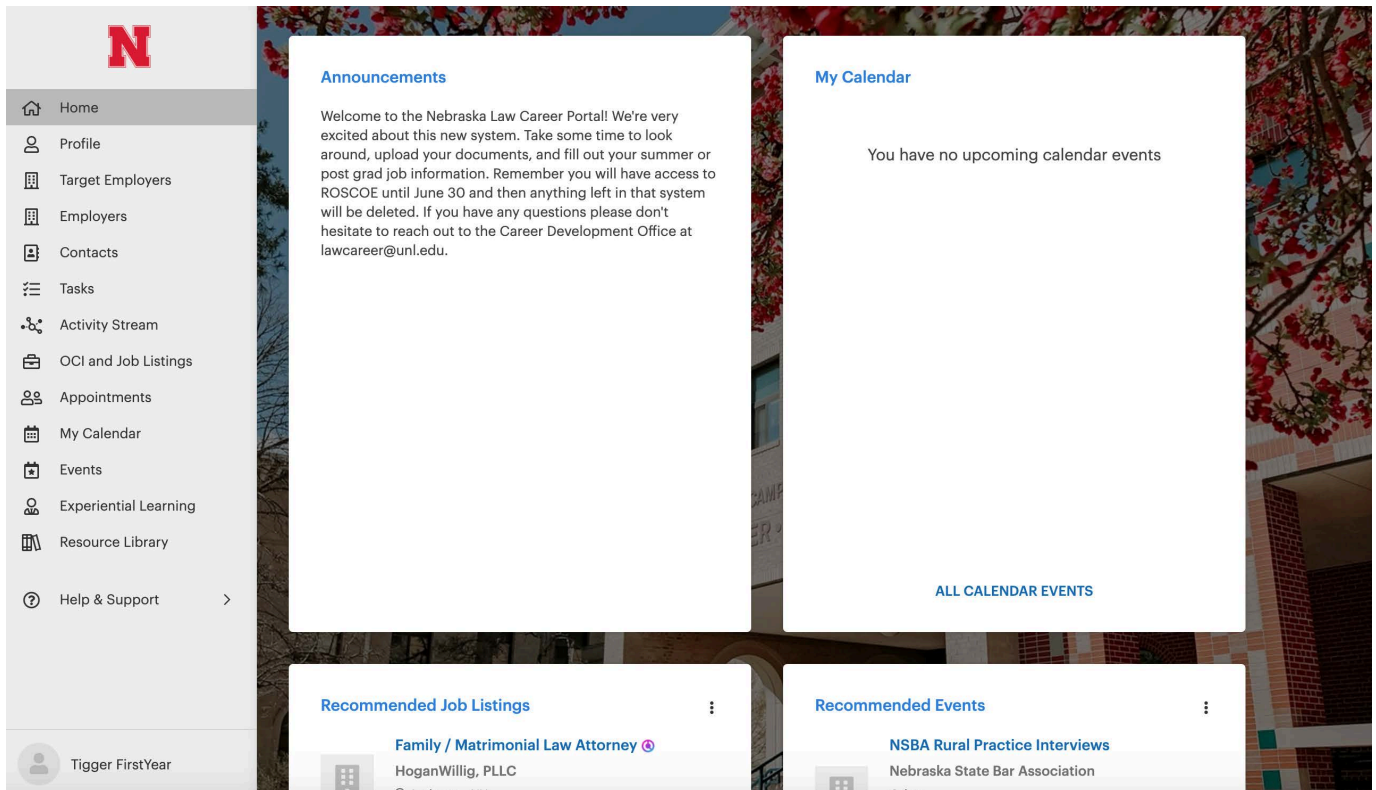


Note: If resume approval is enabled, your resume will go through a “review and approval” process before you can begin to use it as an official document for job postings, interviews, Candidate Search, and event registrations. Click the “Submit for approval” button to initiate the resume approval process with the career services team. We will reach out to you if we have any feedback after reviewing your resume.

Homepage

After setting up your profile, this is what you will see on your homepage for all future logins:

- **Upcoming** - This tile will list any upcoming appointments, events, and interview commitments that you have registered for within the platform.
- **Recommend Job Listing** - This tile will recommend jobs specific to the program you are enrolled in and unique career interests. Keep the "[Preferences](#)" section of your profile up to date, to ensure you see the latest recommendations.
- **Recommended Events** - These events are open for registration and recommended based on your career preferences and program.
- **Announcements** - These announcements come directly from the Career Center team. Check this tile often as it will frequently be updated with new information.
- **Outcome Submission** - Quick access to submit new internship and post-grad outcome data.



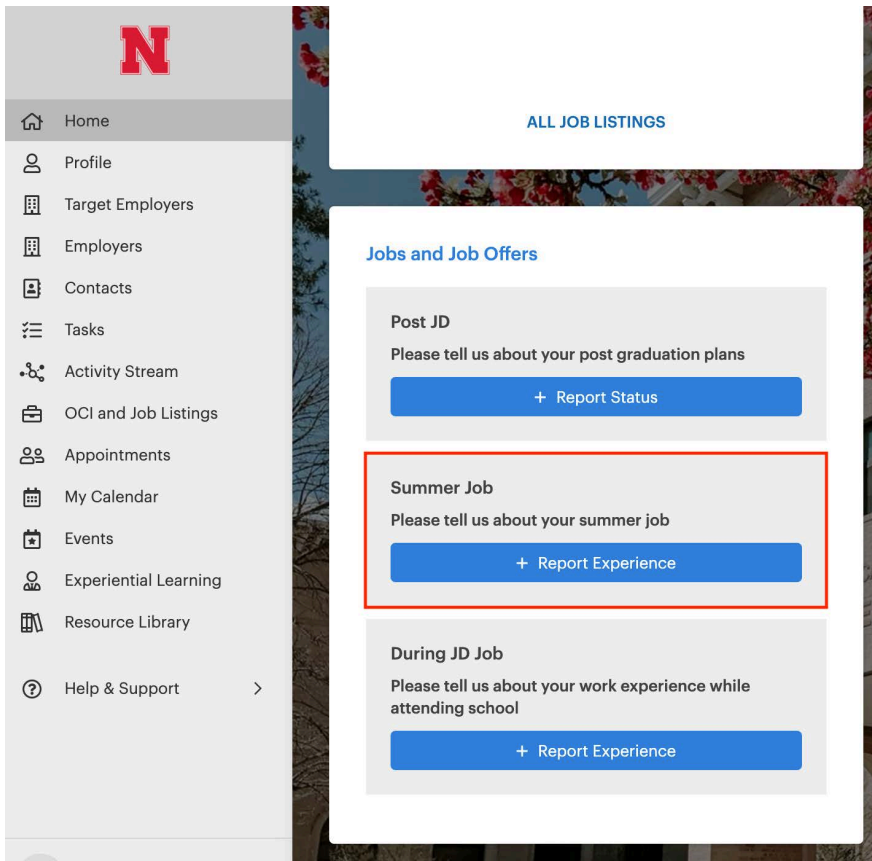
The screenshot displays the 12twenty homepage interface. On the left is a navigation sidebar with a red 'N' logo at the top and a list of menu items: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, OCI and Job Listings, Appointments, My Calendar, Events, Experiential Learning, Resource Library, and Help & Support. The main content area features four tiles: 1. **Announcements**: A welcome message from the Nebraska Law Career Portal, mentioning document uploads and access to ROSCOE until June 30. 2. **My Calendar**: A message stating 'You have no upcoming calendar events' with a link for 'ALL CALENDAR EVENTS'. 3. **Recommended Job Listings**: A listing for 'Family / Matrimonial Law Attorney' at 'HoganWillig, PLLC' in Amherst, NY. 4. **Recommended Events**: A listing for 'NSBA Rural Practice Interviews' by the 'Nebraska State Bar Association'. The user's name 'Tigger FirstYear' is visible in the bottom left corner of the interface.

Outcome Submission

The Outcome Survey sometimes referred to as a First Destination Survey or Employment Questionnaire, is a tool schools use to gather employment experience data from current and graduating students. We collect this information so that you are empowered with market insights, salary data, and employment trends. This data powers the Research Tools in real-time, giving you transparency into employment data from our school (in a completely anonymous way.) You will be able to learn about the potential career paths that are available to you based on your program, career preferences, and experience. These can also help you navigate the next steps in your career and negotiate your compensation for both internships and post-graduate jobs.

When you complete your Outcome Survey you help our community and your fellow classmates have a competitive advantage in their job and internship search.

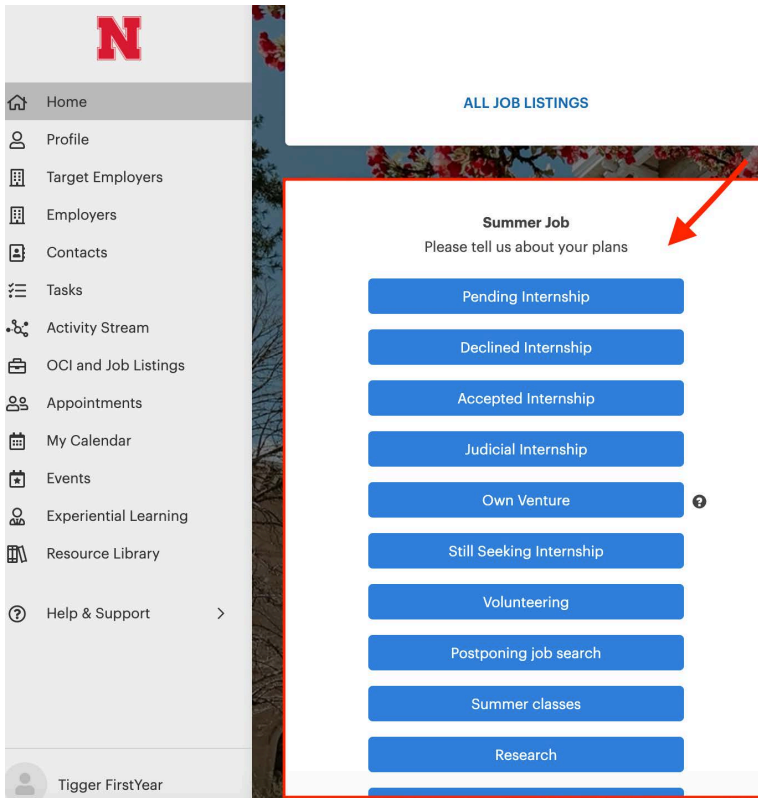
1) From your homepage, navigate to the “Outcomes” file and select the options Post Graduation, Internship, Summer Job, During School, or Pre-School.



This will take you to a new screen allowing you to better define which outcome category applies best to your situation.

- 2) From the next screen, pick the option that matches your internship or employment status**
- If you are **“still seeking”** employment or an internship - let us know so we can help you find the right opportunity! Our office is here to help you every step of the way.

Summer/Academic/Post Graduation Outcome Options



N

Home
Profile
Target Employers
Employers
Contacts
Tasks
Activity Stream
OCI and Job Listings
Appointments
My Calendar
Events
Experiential Learning
Resource Library
Help & Support

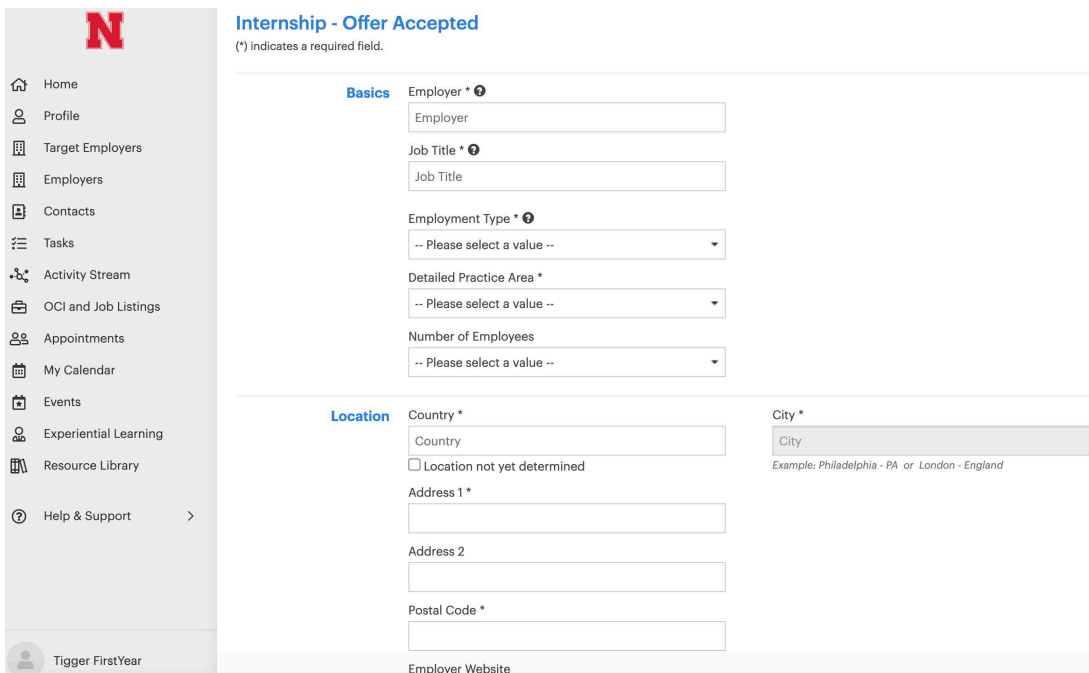
Tigger FirstYear

ALL JOB LISTINGS

Summer Job
Please tell us about your plans

Pending Internship
Declined Internship
Accepted Internship
Judicial Internship
Own Venture
Still Seeking Internship
Volunteering
Postponing job search
Summer classes
Research

- 3) Once you've made your selection, you will be prompted to complete a quick survey that correlates to your unique outcome**



N

Home
Profile
Target Employers
Employers
Contacts
Tasks
Activity Stream
OCI and Job Listings
Appointments
My Calendar
Events
Experiential Learning
Resource Library
Help & Support

Tigger FirstYear

Internship - Offer Accepted
(* indicates a required field.)

Basics

Employer *
Employer

Job Title *
Job Title

Employment Type *
-- Please select a value --

Detailed Practice Area *
-- Please select a value --

Number of Employees
-- Please select a value --

Location

Country *
Country
 Location not yet determined

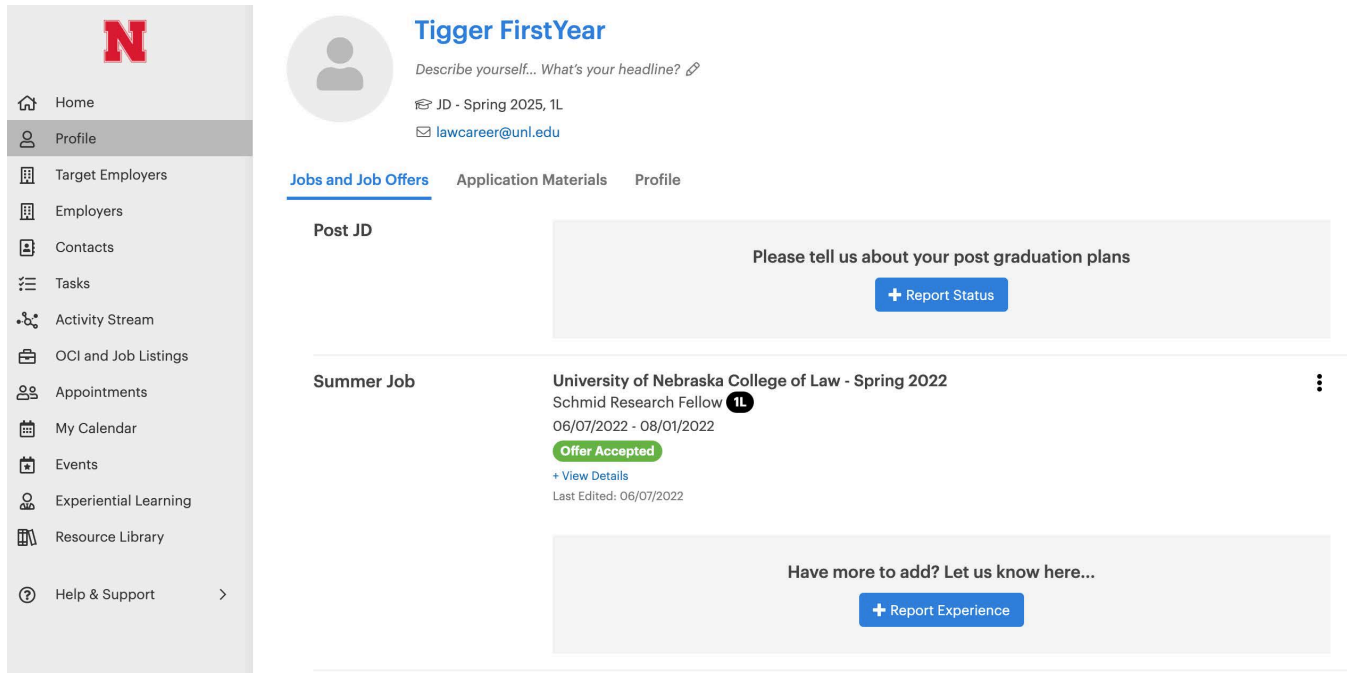
Address 1 *
Address 2
Postal Code *

City *
City
Example: Philadelphia - PA or London - England

Employer Website

4) After completing the quick survey, the reported Outcome will display in the “Jobs and Job Offers” tab of your profile

You can update your outcome at any time by clicking “Report Experience” button within the “Outcomes” tab of your profile



N

- Home
- Profile**
- Target Employers
- Employers
- Contacts
- Tasks
- Activity Stream
- OCI and Job Listings
- Appointments
- My Calendar
- Events
- Experiential Learning
- Resource Library
- Help & Support >

Tigger FirstYear
Describe yourself... What's your headline? [↗](#)

JD - Spring 2025, 1L
lawcareer@unl.edu

Jobs and Job Offers Application Materials Profile

Post JD

Please tell us about your post graduation plans

[+ Report Status](#)

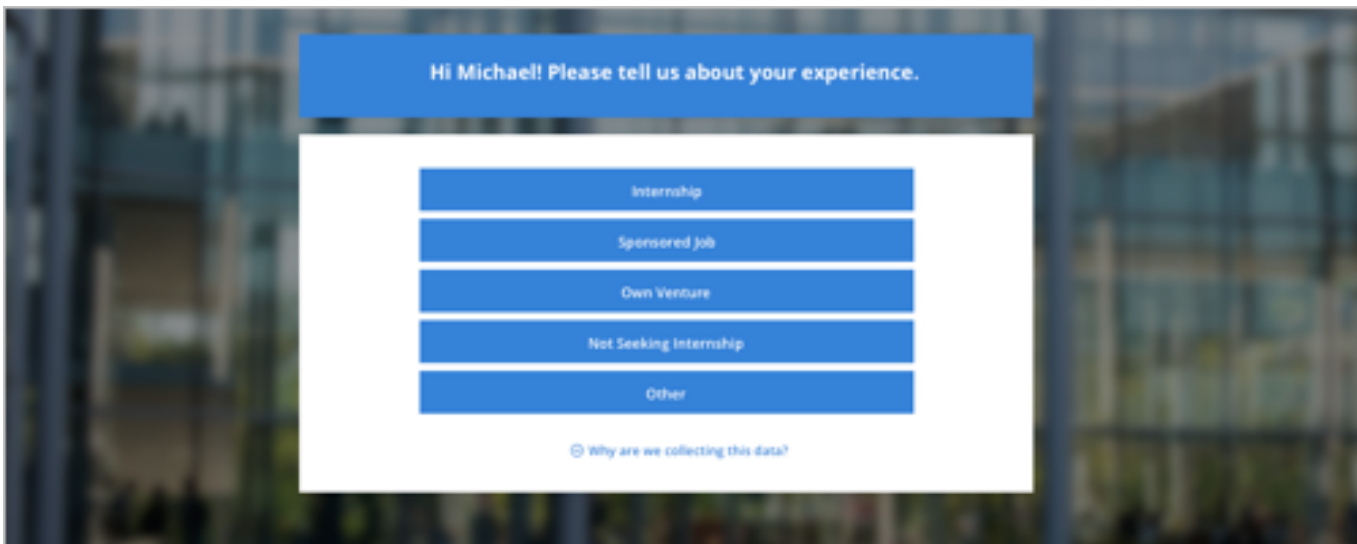
Summer Job

University of Nebraska College of Law - Spring 2022
Schmid Research Fellow **1L**
06/07/2022 - 08/01/2022
Offer Accepted
[+ View Details](#)
Last Edited: 06/07/2022

Have more to add? Let us know here...

[+ Report Experience](#)

You may also be prompted to report your outcome status the next time you login. Once your outcome is submitted, you will no longer see the popup at login.



Hi Michael! Please tell us about your experience.

- Internship
- Sponsored Job
- Own Venture
- Not Seeking Internship
- Other

[Why are we collecting this data?](#)

Target Employers/Contacts

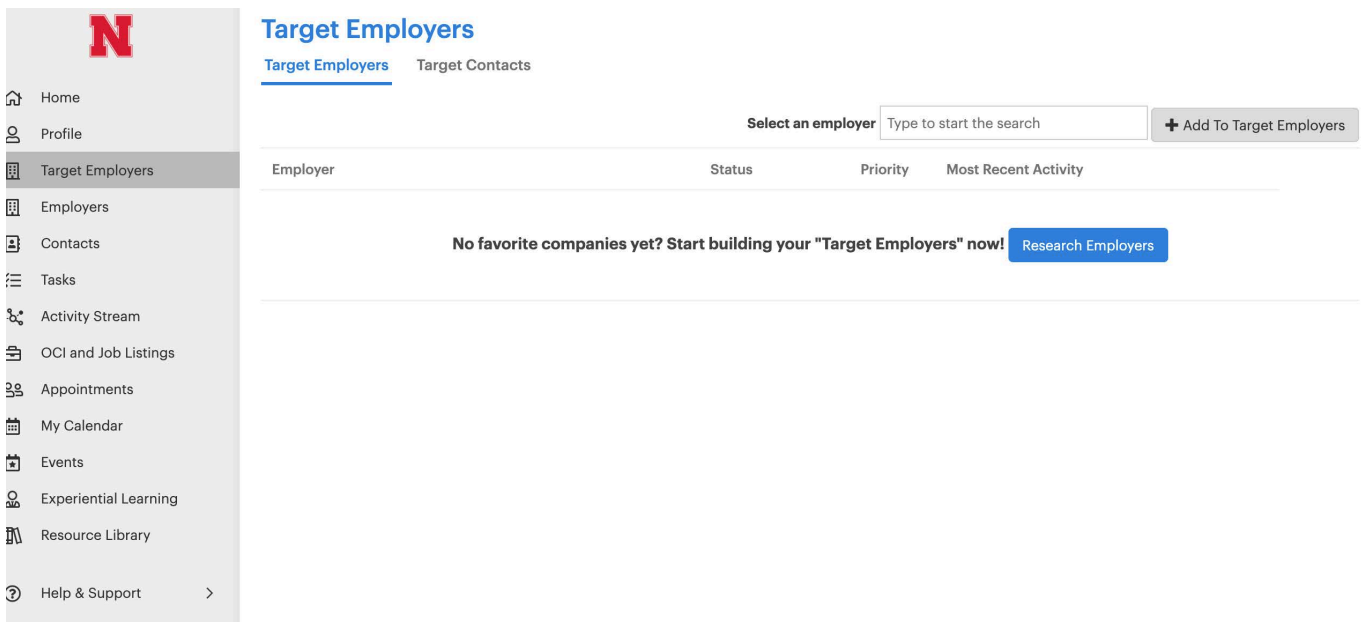
Now let's take a look at how you can build and manage a list of target employers that you are excited about working for. This is a powerful tool for tracking your contact network and excellent for keeping your job search organized. Your very own personal CRM tool built right into 12Twenty!

You can use these tools to track the employers that you are interested in, the jobs you apply for, the status of each application, and any follow-up actions needed. It also lets you track the progress of your professional contacts and networking activities. The effort you put in on the front end will be worthwhile and allow you to stay on top of deadlines so you feel in control of your growing professional network.

1) Let's navigate to "Target Employers" module from the left side nav bar

- From here you can build a list of employers you are actively targeting for jobs & internships
- You can add a Target Employer simply by typing the name into the search bar and clicking the "+Add to Target Employers" button
- You can add any "Notes" and/or follow-up "Tasks" based on your networking conversations or career search updates
- By clicking the "pencil icon" you can track the "Status" and "Priority" of each of these employers (researching employer, interviewing, received offer, etc)

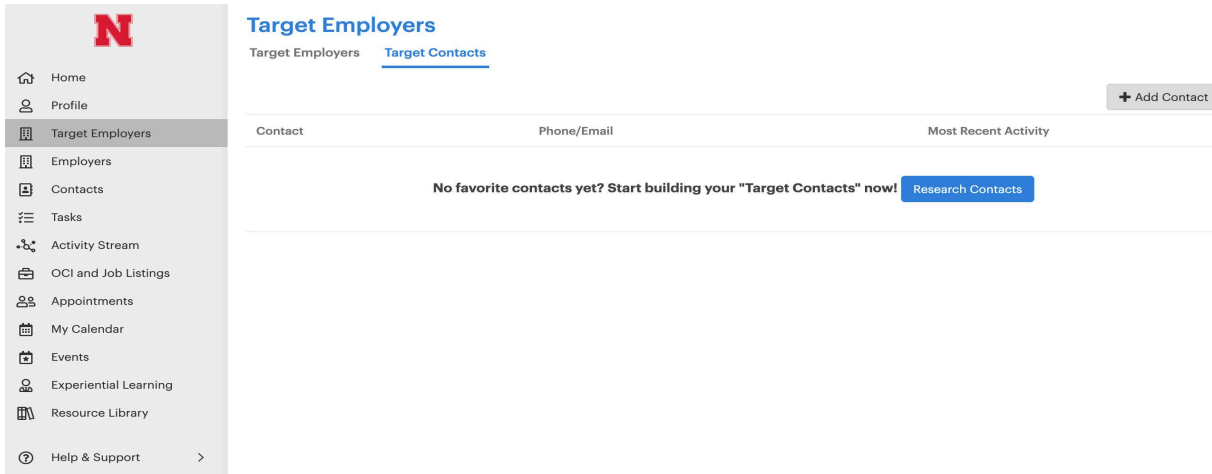
As you go through your job search, re-prioritize each Employer on your list and update your job search status along the way so you never miss a deadline or important task.



The screenshot shows the 'Target Employers' module in the 12Twenty application. On the left is a navigation sidebar with a red 'N' logo and various menu items: Home, Profile, Target Employers (highlighted), Employers, Contacts, Tasks, Activity Stream, OCI and Job Listings, Appointments, My Calendar, Events, Experiential Learning, Resource Library, and Help & Support. The main content area is titled 'Target Employers' and has a sub-tab 'Target Contacts'. It features a search bar with the placeholder 'Type to start the search' and a '+ Add To Target Employers' button. Below the search bar is a table with columns for 'Employer', 'Status', 'Priority', and 'Most Recent Activity'. The table is currently empty, displaying a message: 'No favorite companies yet? Start building your "Target Employers" now!' with a 'Research Employers' button.

2) Use the “Target Contacts” tab in the Target Employers module to track the growth of your professional network

The ability to network successfully has emerged as a crucial job-seeking skill that must be cultivated in order to stay competitive and increase your chances of finding a job. Online job postings often receive hundreds or thousands of applications, and networking is often the key to success. Cultivating long-term relationships helps you gather information, gain exposure, and learn about job opportunities through the “hidden market” created by a network of employers, friends, fellow alumni, and professional contacts.



Assemble a Target Contacts List -

Who do you know in your network that is working in your dream job or who in your network can introduce you to someone who is doing the job you want?

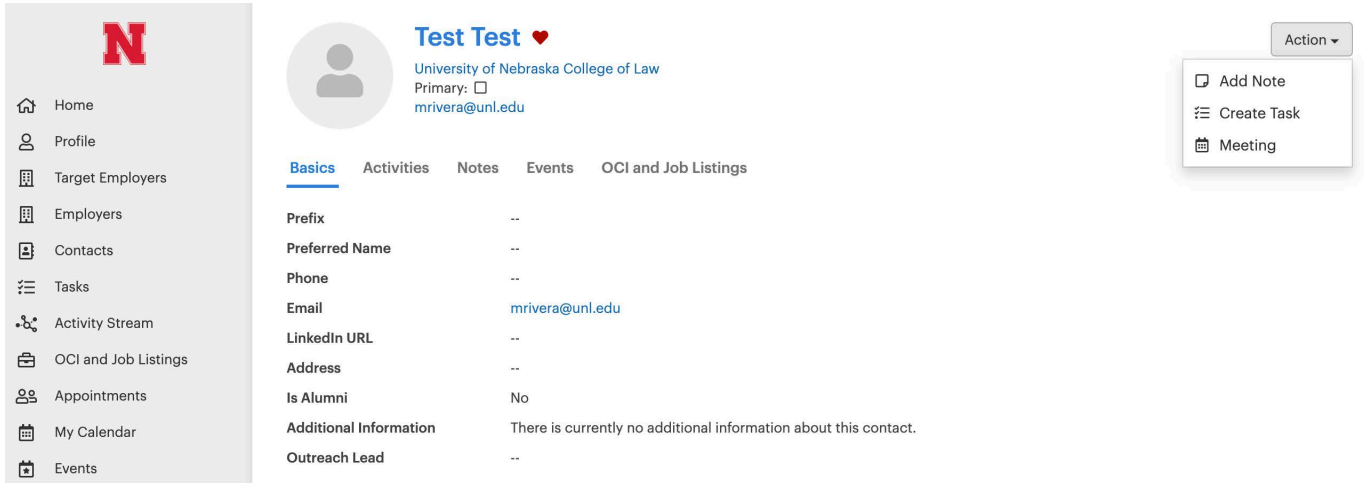
- Start writing down names and you'll be surprised at how quickly the list grows.
- Your network is bigger than you think it is. It includes all of your family members, friends, neighbors, co-workers, former supervisors, alumni, classmates, professors, and more!
- Check LinkedIn to see if you have any connections within the organization to which you are applying.
- Think broadly and continue to add people to this list as you continue your job search.
- When compiling your initial list of contacts, try not to underestimate anyone's potential to be a knowledgeable resource.
- Do not be discouraged if you have only a few people on your list at first; each contact will direct you to more people and the numbers in your networking circle will soon multiply.

Set Up Informational Interviews -

Once you have developed a list of contacts, start reaching out to your network to set up informational interviews.

- An informational interview is an informal conversation with someone working in an area of interest to you who can give you information and advice. It is an effective research tool and a great way to build professional connections. During the “interview” ask questions about their career path and their recommendation for getting started in the field, ways to gain experience, other people you should talk to, and tips on finding available jobs.
- The people you know and the people you meet won't necessarily get you a job directly, but they may be aware of openings in that hidden job market.

Add Notes & Task to any Employer and Contact Records



The screenshot displays the 12twenty interface. On the left is a sidebar menu with a red 'N' logo and various navigation options: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, OCI and Job Listings, Appointments, My Calendar, and Events. The main content area shows a contact profile for 'Test Test' (University of Nebraska College of Law, email: mrivera@unl.edu). Below the profile are tabs for 'Basics', 'Activities', 'Notes', 'Events', and 'OCI and Job Listings'. The 'Basics' tab is active, showing fields for Prefix, Preferred Name, Phone, Email (mrivera@unl.edu), LinkedIn URL, Address, Is Alumni (No), Additional Information (no info), and Outreach Lead. An 'Action' dropdown menu is open, showing options: Add Note, Create Task, and Meeting.

You will be able to document all of your relevant notes, job search actions, and track the networking conversations you are having with employers and recruiting contacts allowing you to more easily follow up on the progress of your job applications.

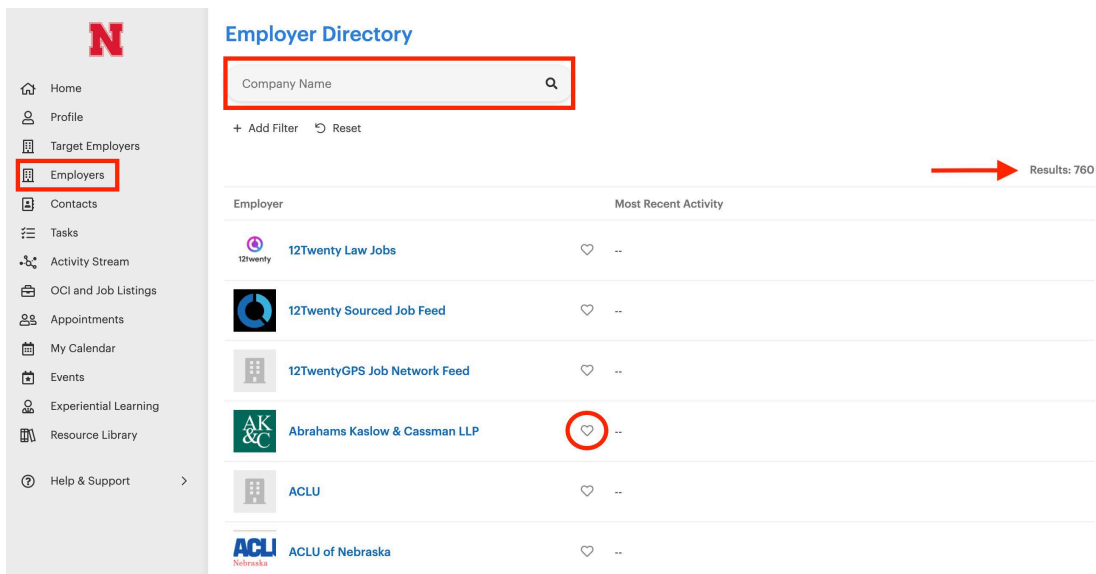
You will be able to track all of your to-do's and next steps using the "Tasks" module. This is where you can set up appointments, events and schedule critical to-do reminders.

Employer and Contact Directory

This tool will help you learn more about the Employers and Contacts that commonly recruit our students and graduates. These Employers and Contacts support our community in many ways. Some are alumni, others participate in our recruiting programs and events, post jobs, hire and supervise interns, and have hired students into full or part time jobs post graduation. The Career Services office keeps this list updated as new employers join the network.

1) Let's navigate over to the Employers Directory from the left side nav bar

- From this tab, you will be able to see all the employers that your career center has relationships with that are available for your networking and job search success.
- Click on the "heart" icon to add the employer to your "Target Employers" list.









Employer Directory

Company Name

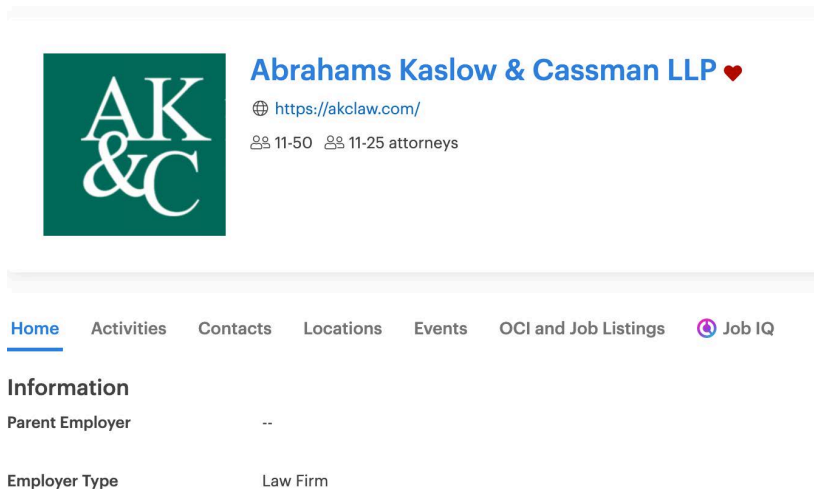
+ Add Filter ⌵ Reset


Results: 760

Employer	Most Recent Activity
 12Twenty Law Jobs	♡ --
 12Twenty Sourced Job Feed	♡ --
 12TwentyGPS Job Network Feed	♡ --
 Abrahams Kaslow & Cassman LLP	♡ --
 ACLU	♡ --
 ACLU of Nebraska	♡ --

2) Click on the Employer name in the Directory list to explore their "Employer Profile"

- **Home Tab:** Shows the basic information about the employer.



 **Abrahams Kaslow & Cassman LLP** ♥

🌐 <https://akclaw.com/>

📍 11-50 👥 11-25 attorneys


Home Activities Contacts Locations Events OCI and Job Listings Job IQ

Information

Parent Employer --

Employer Type Law Firm

- **Activities Tab:** Shows a historical view of all of **your** recruiting activities (notes, tasks, meetings) related to the Employer. You can also see tips and resources shared by your career services employer relations team based on their relationships with that Employer.



Abrahams Kaslow & Cassman LLP ♥

<https://akclaw.com/>

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[Home](#)
[Activities](#)
[Contacts](#)
[Locations](#)
[Events](#)
[OCI and Job Listings](#)
[Job IQ](#)


Activity Stream [Show Legend](#) [Refresh](#)

There are currently no notes, tasks or activities.

[First](#)
[Previous](#)
[1](#)
[Next](#)
[Last](#)

Locations Tab: Shows all of the locations that the Employer has traditionally hired students into from our school. Even if an Employer is global and has multiple locations around the world, a select few of their offices recruit our students and this tab will give you a better understanding of that hiring data.

Job IQ: This syncs up with the “[Jobs and Job Offers](#)” we collect in the system to give you a highlight reel of the employers' hiring trends from our school. This data is anonymized and unique to our school.



Abrahams Kaslow & Cassman LLP ♥

<https://akclaw.com/>

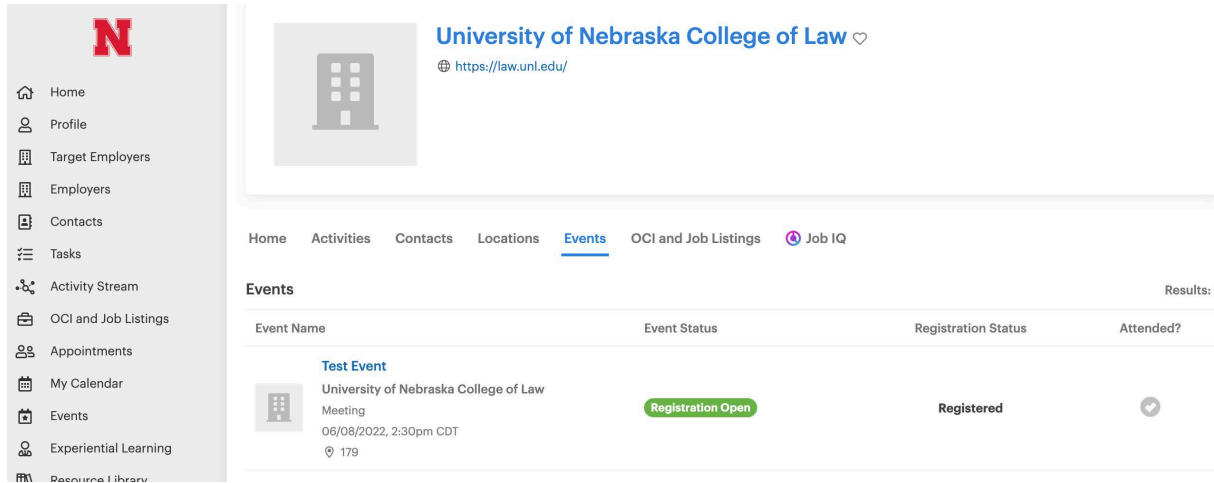
👤 11-50 👥 11-25 attorneys

[Home](#)
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[Events](#)
[OCI and Job Listings](#)
[Job IQ](#)

Job Phase: Grad year:

Top Job Titles: 1. Attorney (1)	Top Locations: 1. Omaha - NE (1)	Top Offer Month: No results Found.
Top Practice Areas: No results Found.		
Top Job Sources: 1. Responded to career services' job posting (1)		

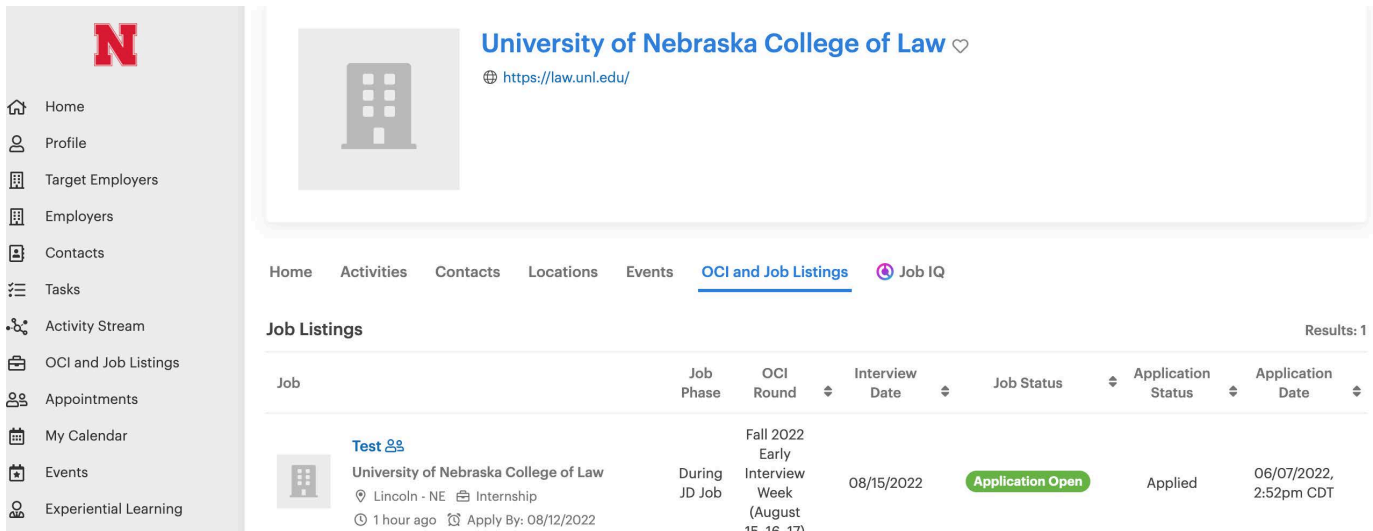
- **Events Tab:** Shows if the employer is hosting or attending any networking or professional development events (past and present). Simply click on the “Event Title” to see more info & to RSVP to that event if registration is open.



The screenshot shows the 'Events' tab for the University of Nebraska College of Law. The left sidebar contains navigation options like Home, Profile, Target Employers, etc. The main content area shows a list of events. One event is visible:

Event Name	Event Status	Registration Status	Attended?
Test Event University of Nebraska College of Law Meeting 06/08/2022, 2:30pm CDT 179		Registration Open	Registered

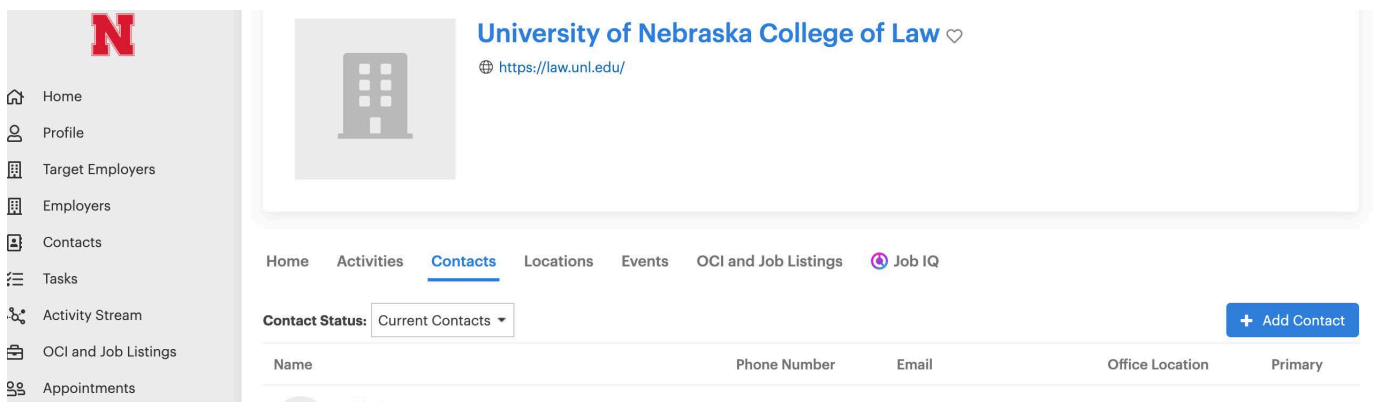
- **OCI and Job Listings Tab:** Shows if the employer has any job postings or OCI interview listings (past and present). Simply click on the “Job Title” to see more info about the job, interview, and if the job is open to see the employer's hiring criteria.



The screenshot shows the 'OCI and Job Listings' tab for the University of Nebraska College of Law. The left sidebar is the same as in the previous screenshot. The main content area shows a list of job listings. One listing is visible:

Job	Job Phase	OCI Round	Interview Date	Job Status	Application Status	Application Date
Test University of Nebraska College of Law Lincoln - NE Internship 1 hour ago Apply By: 08/12/2022	During JD Job	Fall 2022 Early Interview Week (August 15-16-17)	08/15/2022	Application Open	Applied	06/07/2022, 2:52pm CDT

- **Contacts Tab:** Shows you all of the contacts that work for this employer. As you start building relationships with new Contacts, simply click the “+Add Contact” button to associate them with the employer and to start tracking your networking.

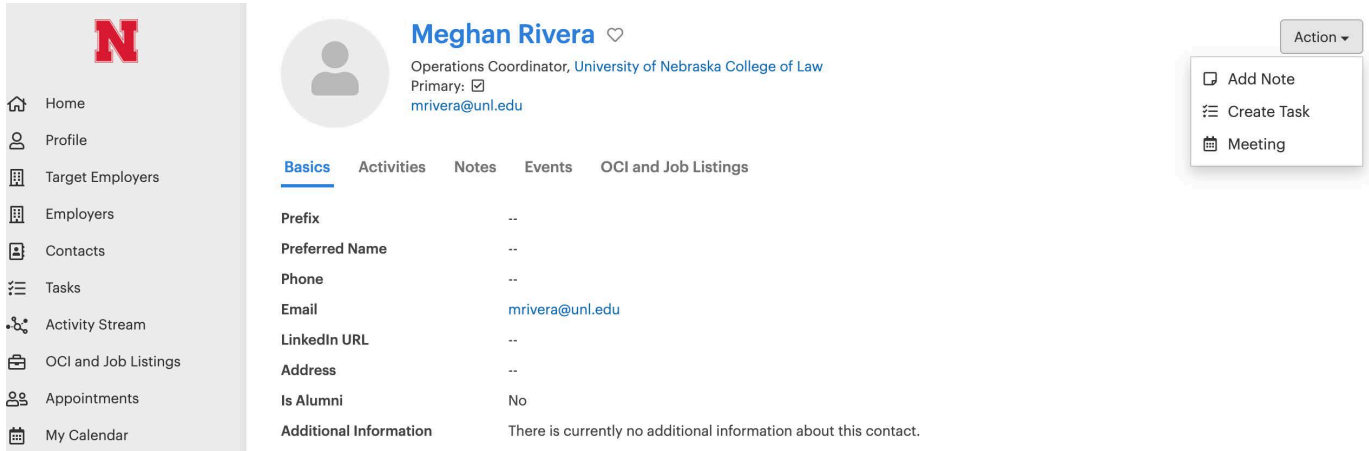


The screenshot shows the 'Contacts' tab for the University of Nebraska College of Law. The left sidebar is the same as in the previous screenshots. The main content area shows a table of contacts with a '+ Add Contact' button in the top right corner.

Name	Phone Number	Email	Office Location	Primary

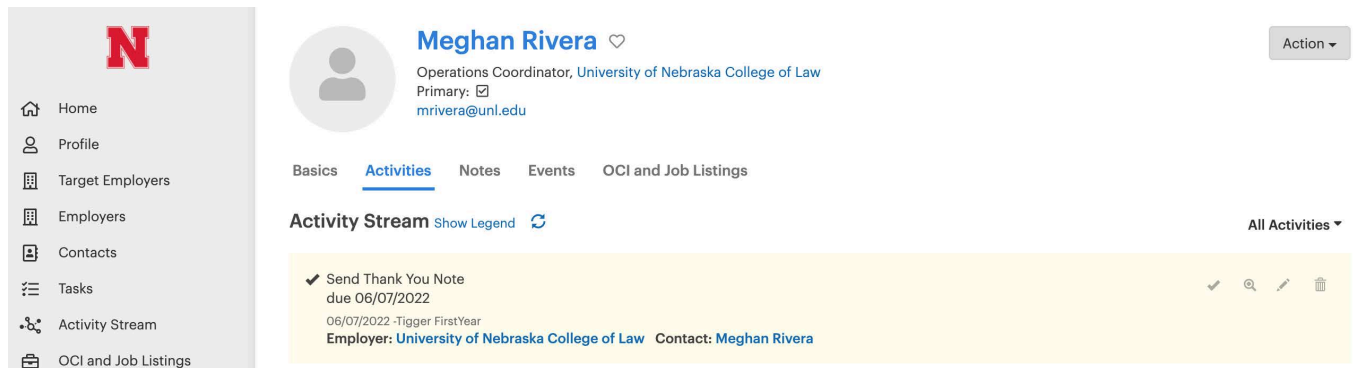
3) Click on the Contact to explore their “Contact Profile”

- Start tracking your networking relationship with the contact through the “**Action Button**” to document your **notes**, set up follow-up **tasks**, and keep track of **meetings**.
- Click on the “**Heart**” icon to add this person to your “**Target Contacts**” list
- **Basics Tab:** Shows you the person’s contact information and alumni status.



The screenshot shows the 'Basics' tab of a contact profile for Meghan Rivera. On the left is a navigation menu with a red 'N' logo and options: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, OCI and Job Listings, Appointments, and My Calendar. The main content area shows the contact's name 'Meghan Rivera' with a heart icon, her title 'Operations Coordinator, University of Nebraska College of Law', and her email 'mrivera@unl.edu'. Below this are tabs for 'Basics', 'Activities', 'Notes', 'Events', and 'OCI and Job Listings'. The 'Basics' tab is active, displaying fields for Prefix, Preferred Name, Phone, Email, LinkedIn URL, Address, and Is Alumni (No). An 'Additional Information' section states there is no further info. On the right, an 'Action' dropdown menu is open, showing options: Add Note, Create Task, and Meeting.

- **Activities / Notes Tab:** Shows a historical view of all of **your** recruiting activities (notes, tasks, meetings) related to the Contact. You can also see tips and resources shared by your career services employer relations team based on their relationships with this T

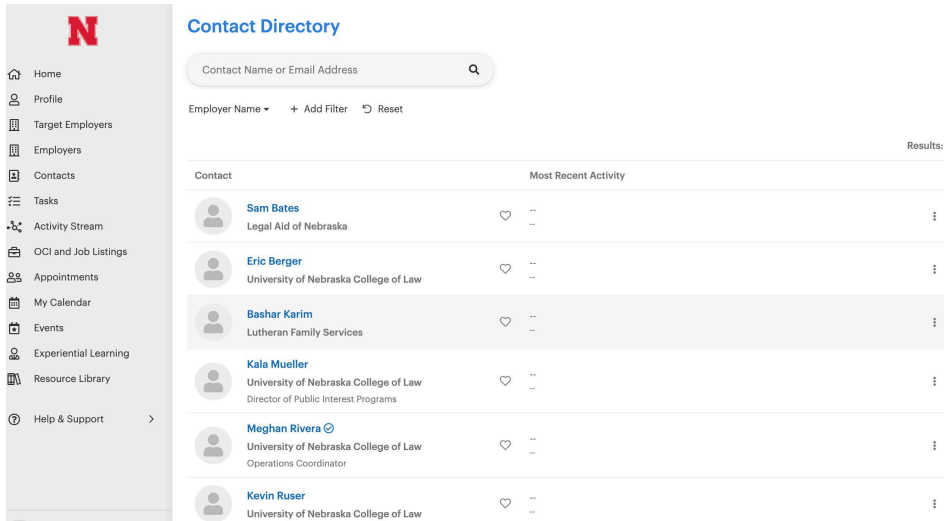


The screenshot shows the 'Activities' tab of the same contact profile. The navigation menu and contact header are identical. The 'Activities' tab is active, showing an 'Activity Stream' with a 'Show Legend' link and a refresh icon. The stream displays a task: 'Send Thank You Note due 06/07/2022'. Below the task, it shows the date '06/07/2022 -Tigger FirstYear' and the employer 'University of Nebraska College of Law' with the contact 'Meghan Rivera'. On the right, an 'All Activities' dropdown is visible. The 'Action' dropdown menu is also present in the top right corner.

- **Events Tab:** Shows if this Contact has attended any recruiting events(past and present).
- **OCI and Job Listings Tab:** Shows if this Contact has posted any job or participated in OCI interviews(past and present).

4) To research more networking contacts, let's navigate to the Contact Directory module

- Here, you will be able to see all the Contacts that your career center has relationships with that are available for you to network with.
- Click on the **"heart"** icon to add the Contact to your **"Target Contacts"** list.
- Click the **three ellipses**, to add notes and tasks right from the Directory list page.
- Click on the **Contact's name** in the Directory list to explore their **"Contact Profile"**

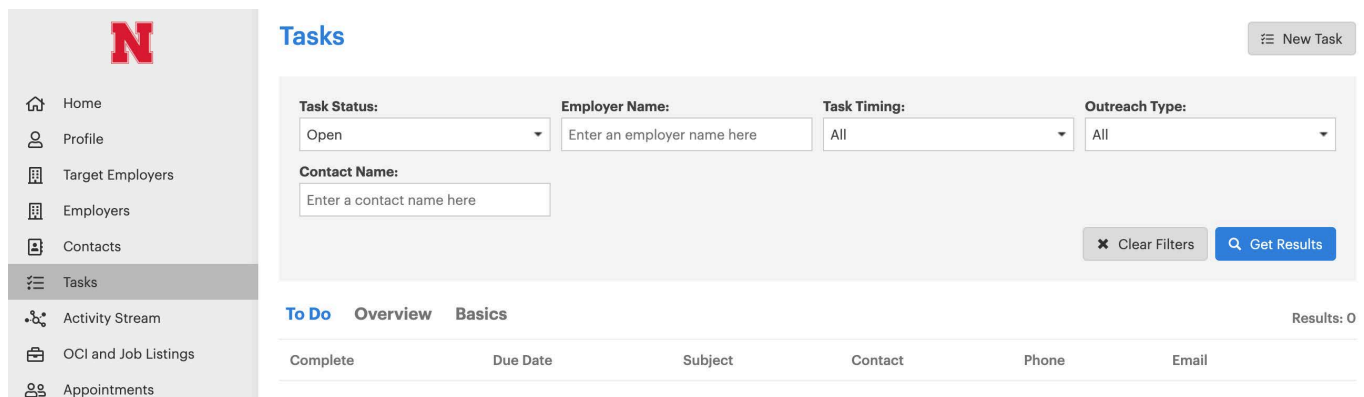


Tasks

The Tasks module is a virtual to-do list that will help you stay on top of your job search: interviews or employers you have not heard back from, the next steps in the job application process, and contacts you need to follow-up with.

1) Navigate to the "Task" module on your side nav bar

- You can complete an outstanding task by clicking the **"Complete"** button and later see it when you filter for **"Task Status = Complete"**



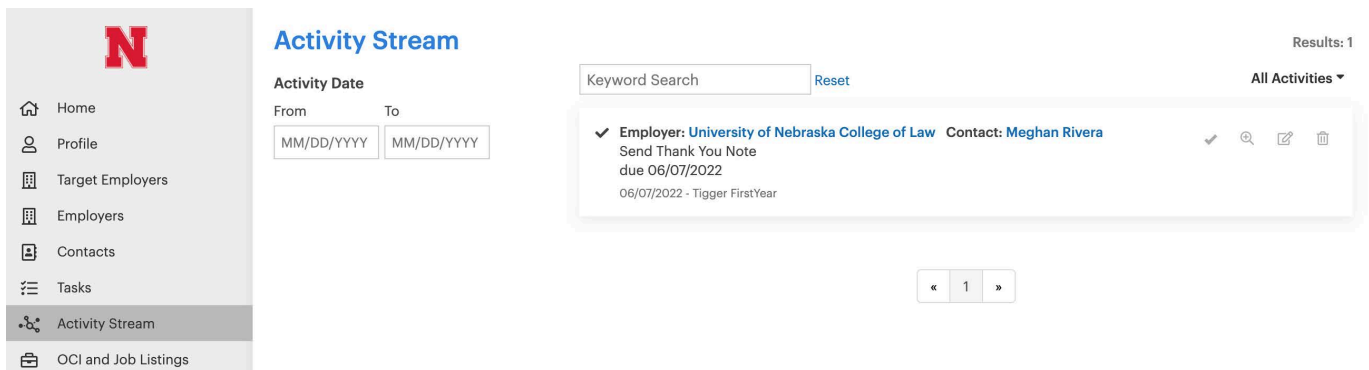
2) Next add a new task to the list by clicking the **" + New Task "** button and filling in the pop up form

Activity Stream

The Activity Stream page allows you to see all of your notes, meetings, and follow up tasks for every touchpoint with the employers and contacts you are building relationships in one place.

1) Navigate to the “Activity Stream” module from your left side nav bar

- Easily search through all of the active and historical actions taken on employer and contacts using the “All Activities” filter panel on the left
 - This leads to an easy to drop-down read legend that indicates what action was taken and color coded for quick viewing
- Search for specific activities by time frame using the “Activity Date” function
- You may also see tips and resources shared by your career services employer relations team based on their relationships with Employer and Contacts in the system.



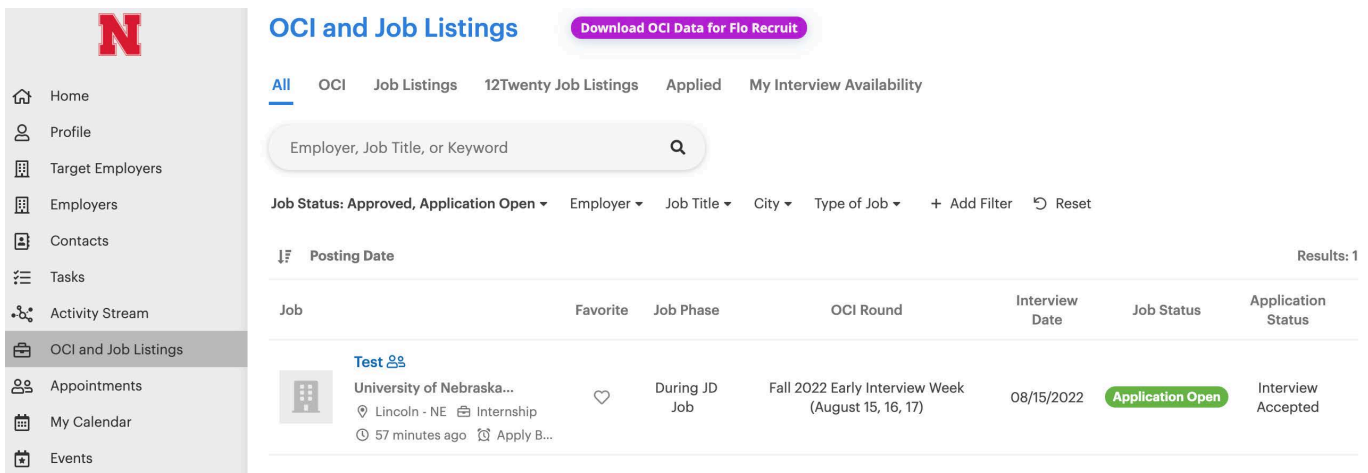
The screenshot displays the 'Activity Stream' page. On the left is a navigation sidebar with a red 'N' logo and menu items: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream (highlighted), and OCI and Job Listings. The main content area is titled 'Activity Stream' and features an 'Activity Date' filter with 'From' and 'To' date input fields (format MM/DD/YYYY). A 'Keyword Search' box with a 'Reset' button is also present. The activity list shows one result: a checkmark, 'Employer: University of Nebraska College of Law', 'Contact: Meghan Rivera', 'Send Thank You Note due 06/07/2022', and '06/07/2022 - Tigger FirstYear'. Action icons for edit, search, share, and delete are visible. The top right shows 'Results: 1' and 'All Activities' with a dropdown arrow. A pagination bar at the bottom shows '« 1 »'.

Applying for Jobs

Once your profile is set up, application documents have been uploaded, and you have used the employer/contact directory and research tools to prioritize your job search you can begin to apply to the active job, internship, full time, part time, etc opportunities.

1) Click on the **“OCI and Job Listing”** module from the left side nav bar

- **All Tab** - Shows you every type of opportunity you can apply for. If the listing has an “Interview Date” or “OCI Round” the employer is looking to host Interviews for the listing they have open (these can take place On/Off-Campus and virtually).
- **Job Listing Tab** - Click on this tab if would like to sort for just the job listings.
- **OCI Tab** - Click on this tab if would like to sort for Employers who are partnering with the Career Services team to host Interviews for the listing they have open (these can take place On/Off-Campus and virtually).
- **12Twenty GPS Tab** - The job listings on this tab allow you to see job opportunities from diverse nation wide and global employers. These are sourced and provided by our technology partner, 12Twenty, and usually require you to apply via the employers preferred portal.
- **Applied Tab** - This tracks your applications for listings within the career system.
- **My Interview Availability Tab**- Here you can block off any times you are not available for interviews with employers so that the careers office does not book you for that time.



OCI and Job Listings [Download OCI Data for Flo Recruit](#)

[All](#) [OCI](#) [Job Listings](#) [12Twenty Job Listings](#) [Applied](#) [My Interview Availability](#)

Employer, Job Title, or Keyword

Job Status: [Approved, Application Open](#) | Employer | Job Title | City | Type of Job | [+ Add Filter](#) | [Reset](#)

Posting Date Results: 1

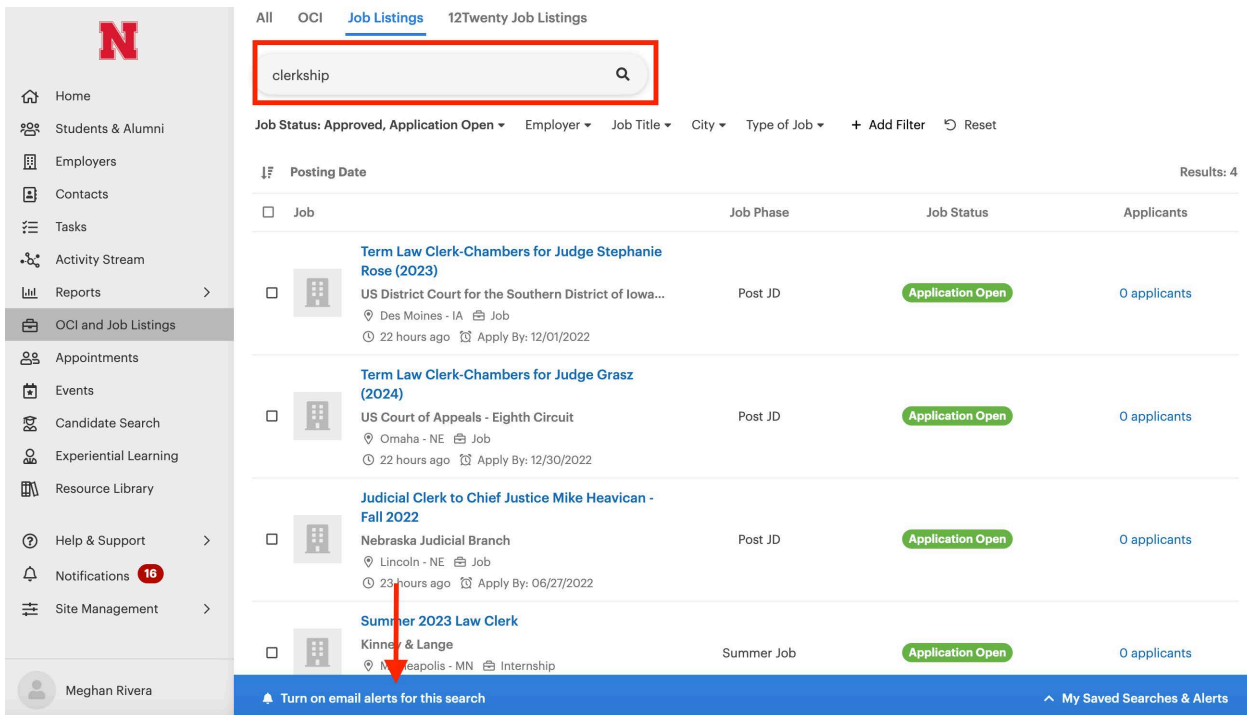
Job	Favorite	Job Phase	OCI Round	Interview Date	Job Status	Application Status
<p>Test</p> <p>University of Nebraska...</p> <p>Lincoln - NE Internship</p> <p>57 minutes ago Apply B...</p>	<input type="checkbox"/>	During JD Job	Fall 2022 Early Interview Week (August 15, 16, 17)	08/15/2022	Application Open	Interview Accepted

2) Use the **“Filters”** at the top of the page to search for jobs that match your criteria

- Searching is really robust and allows you to find your target opportunities quickly.
- Target your job search by location, type of job, application deadline, industry or practice area preferences.
- Click on the **“heart”** icon to favorite job posting you want to come back to later.

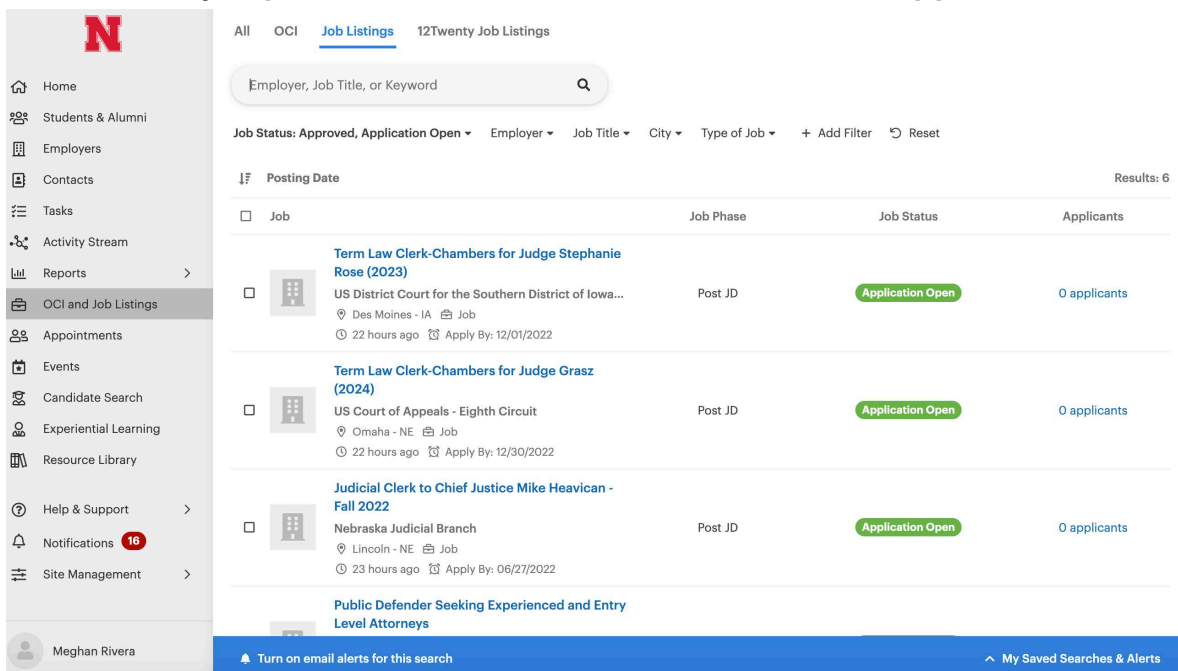
3) Set up “**Saved Search Notifications**” to get notified via email when new opportunities are available that match your criteria

- You can easily save any search results by clicking the bar at the bottom of the page that says “**Turn on email alerts for the search.**”
- Click the “**My Saved Searches & Alerts**” button from the bottom right hand corner to give your saved search a name and to let us know how often you want to be alerted of new opportunities that match your search.
- Easily access your saved searches in the lower right corner via the “**My Saved Searches & Alerts**” button to update your frequency of delivery and/or delete the saved search.



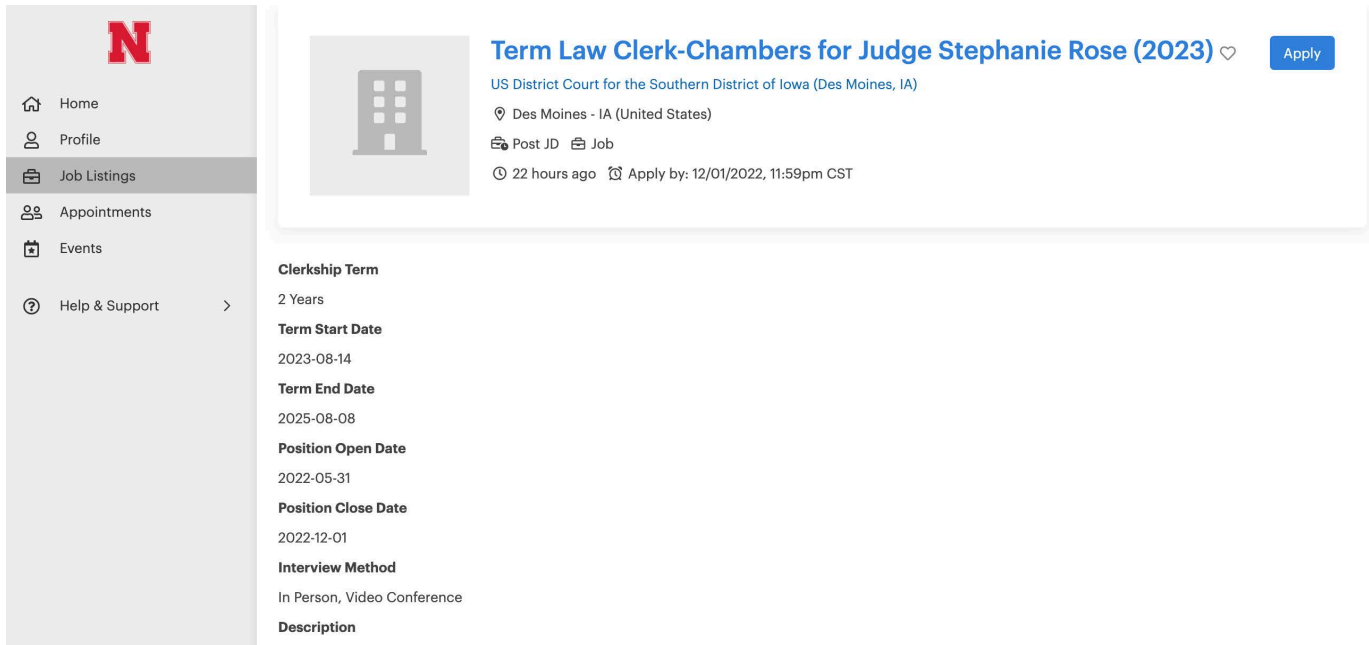
The screenshot shows the 12twenty job listings interface. The search bar at the top contains the word "clerkship". Below the search bar, there are filters for Job Status, Employer, Job Title, City, and Type of Job. The main content area displays a list of job listings with columns for Job, Job Phase, Job Status, and Applicants. The first job listing is "Term Law Clerk-Chambers for Judge Stephanie Rose (2023)". At the bottom of the page, there is a blue bar with the text "Turn on email alerts for this search" and a button labeled "My Saved Searches & Alerts". A red arrow points to the "Turn on email alerts for this search" button.

4) Click on the job you want to learn more about to see the application criteria



The screenshot shows the 12twenty job listings interface. The search bar at the top contains the text "Employer, Job Title, or Keyword". Below the search bar, there are filters for Job Status, Employer, Job Title, City, and Type of Job. The main content area displays a list of job listings with columns for Job, Job Phase, Job Status, and Applicants. The first job listing is "Term Law Clerk-Chambers for Judge Stephanie Rose (2023)". A red arrow points to the job title "Term Law Clerk-Chambers for Judge Stephanie Rose (2023)".

5) Once you click into a listing you will see all the pertinent information, job description, application deadlines, and application instructions.



The screenshot shows a user interface with a sidebar on the left containing navigation options: Home, Profile, Job Listings (highlighted), Appointments, Events, and Help & Support. The main content area displays a job listing for 'Term Law Clerk-Chambers for Judge Stephanie Rose (2023)' with an 'Apply' button in the top right. Below the job title, it lists the employer as 'US District Court for the Southern District of Iowa (Des Moines, IA)', location as 'Des Moines - IA (United States)', and application deadline as 'Apply by: 12/01/2022, 11:59pm CST'. A detailed list of job specifications follows:

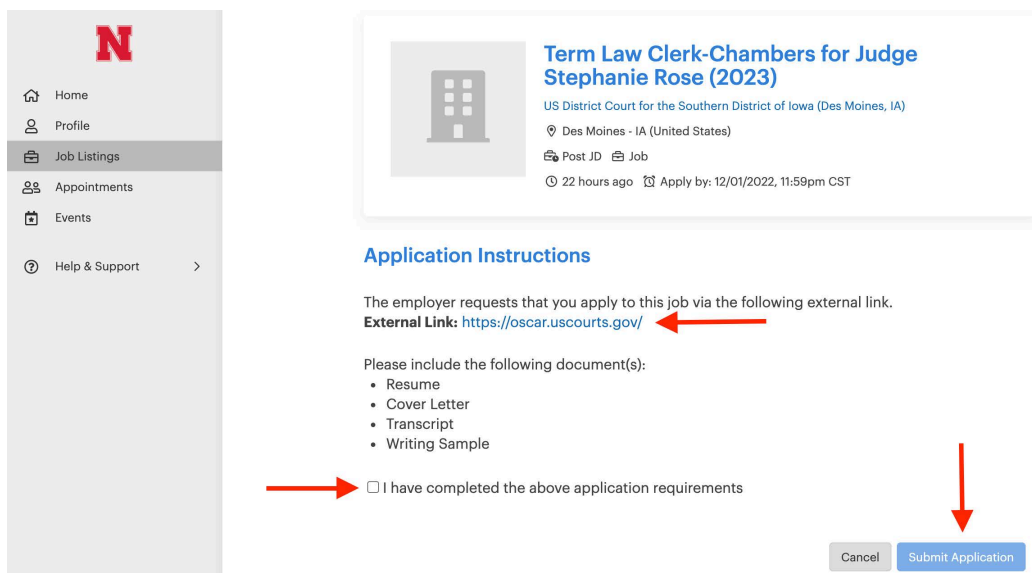
- Clerkship Term:** 2 Years
- Term Start Date:** 2023-08-14
- Term End Date:** 2025-08-08
- Position Open Date:** 2022-05-31
- Position Close Date:** 2022-12-01
- Interview Method:** In Person, Video Conference
- Description:**

6) Click the **"Apply"** button in the top right hand corner of the page to submit your application documents.

When the employer is posting the job, they can select from multiple application methods: collect applications via the system or applications by email, fax, external website.

External Application:

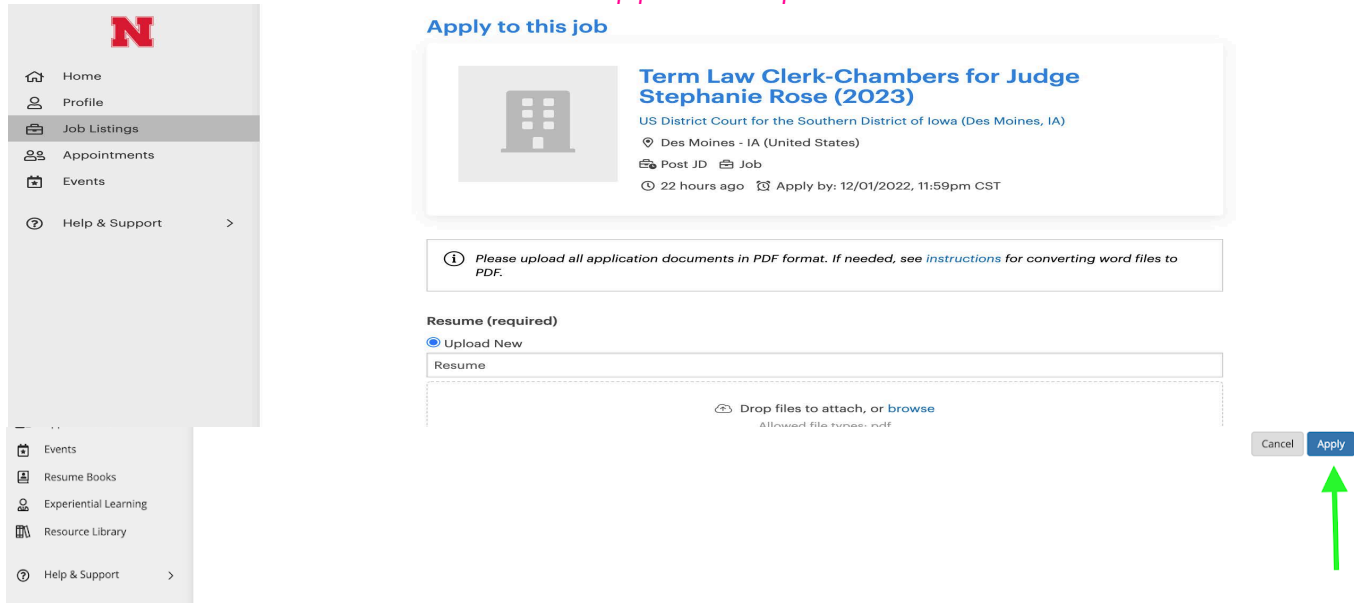
- If the employer has requested to receive the applications by email, fax, or an external website you will see this noted in the pop up window along with the required documents.
- These applications will not be automatically tracked in the careers portal. However, using the **"Target Employers"** module, you can track every step of this application by adding this employer to your Target list.



The screenshot shows the 'Application Instructions' section for the job listing. It states: 'The employer requests that you apply to this job via the following external link. External Link: <https://oscar.uscourts.gov/>'. Below this, it lists the required documents: Resume, Cover Letter, Transcript, and Writing Sample. At the bottom, there is a checkbox labeled 'I have completed the above application requirements' and two buttons: 'Cancel' and 'Submit Application'. Red arrows point to the external link, the checkbox, and the 'Submit Application' button.

Career System Application:

- If the employer has requested that you submit applications through the system, you will be prompted and able to submit the requested documents on the next screen.
- All required documents must be submitted in order to successfully apply
- You can choose from your existing /pre-saved documents or choose a new file from your computer.
 - *Note: Please upload all documents in PDF format to ensure employers can easily download these into an “Application packet.”*



Don't forget to click the “Apply” button on the bottom of the page to complete your application.

7) Confirmation of Application

- Once you have officially submitted your application documents and clicked the final “Apply” button at the bottom of the screen, you will see a “Congratulations” page confirming your application.
- You will also receive a confirmation email with a direct link back to this job listing so you can continue to edit your application before the application deadline.

Congratulations!

You have successfully applied to Test at University of Nebraska College of Law!

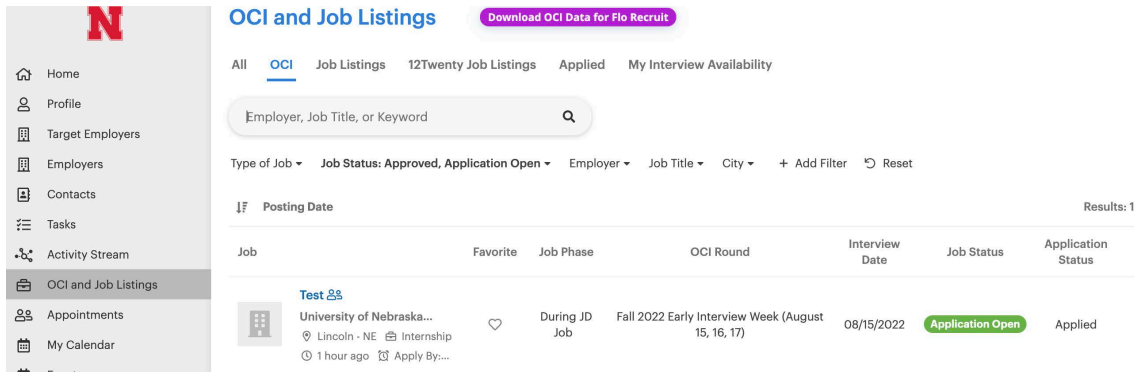
Pertinent Details

Location	Lincoln - NE (United States)
Primary Job Contact	Meghan Rivera mrivera7@unl.edu

Back to Job Details

8) Keep track of your Applications

- Use the “Applied” tab of the “OCI and Job Listing” module to track the applications you submit directly via the platform.
- If you submitted a job application via an external method like email, fax, postal mail, or an external website - you should keep track of this using the “Target Employers” module.



The screenshot shows the 'OCI and Job Listings' page with a search bar containing 'Test'. The results table is as follows:

Job	Favorite	Job Phase	OCI Round	Interview Date	Job Status	Application Status
Test University of Nebraska... Lincoln - NE Internship 1 hour ago Apply By:...	♥	During JD Job	Fall 2022 Early Interview Week (August 15, 16, 17)	08/15/2022	Application Open	Applied

Navigating OCIs

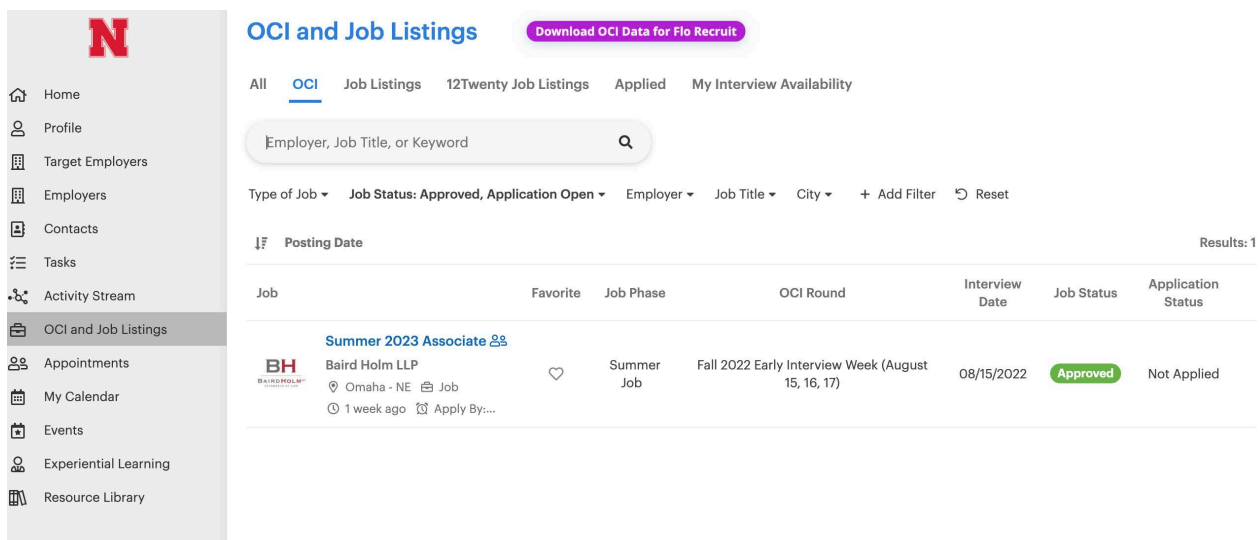
Employers who often partner with the Career Services team to host Interviews for the listing they have open (these can take place On/Off-Campus and virtually). Every year we have a handful of employers that come back to participate in these recruiting programs called “OCIs.” Let’s take a look at how to apply for an interview with employers participating in Interview Programs.

1) From the “OCI and Job Listings” module click on the OCI Tab

- **OCI Tab** - This tab allows you to sort for just the OCI listings. On the screen below, you will see all the OCI opportunities available to you.
- **OCI Round** - We may host multiple Interview programs every year. This column will notify you of the OCI Program the employer is attending.
- **Interview Date** - In the search results you will see the employer’s interview date.

2) Identify the employers you want to apply to interview with during OCI

- Use the “filters” to target your search by location, OCI Round, interview date, industry, etc.
- Click on the “heart” icon to favorite a listing.

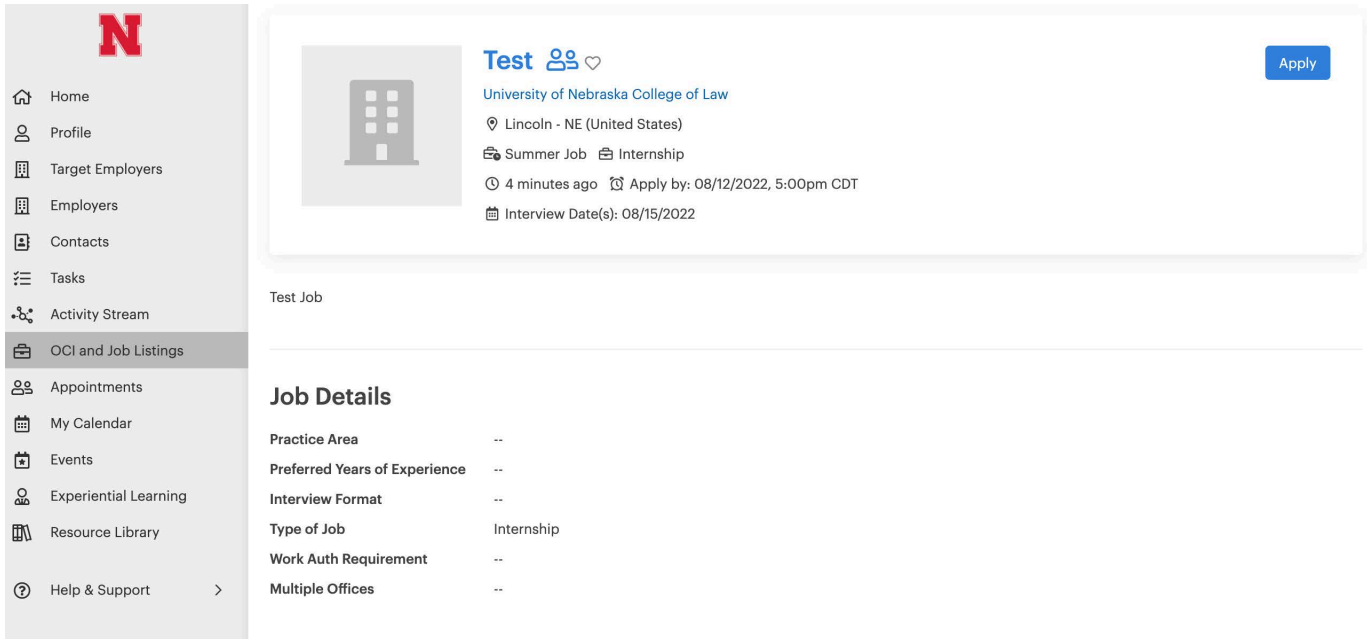


The screenshot shows the 'OCI and Job Listings' page with a search bar containing 'Summer 2023 Associate'. The results table is as follows:

Job	Favorite	Job Phase	OCI Round	Interview Date	Job Status	Application Status
Summer 2023 Associate BH Baird Holm LLP Omaha - NE Job 1 week ago Apply By:...	♥	Summer Job	Fall 2022 Early Interview Week (August 15, 16, 17)	08/15/2022	Approved	Not Applied

3) Once you click into an OCI listing you will see all the pertinent information and interview requirements

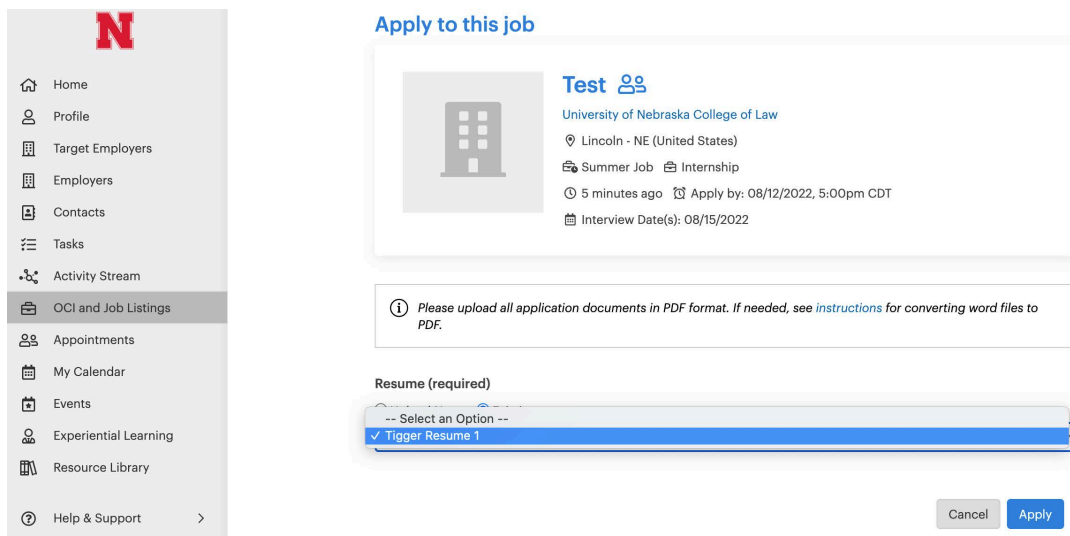
- You'll be able to see the employer's interview and hiring criteria, application deadlines, and the application documents that are required to apply to interview with the employer.
- Click the **"Apply"** button in the top right hand corner of the page to submit your application documents directly through the system.



The screenshot shows a user interface for an OCI listing. On the left is a navigation menu with a red 'N' logo and various options like Home, Profile, Target Employers, etc. The main content area displays the job title 'Test' with a building icon, the employer 'University of Nebraska College of Law', location 'Lincoln - NE (United States)', job type 'Summer Job Internship', and application details: '4 minutes ago', 'Apply by: 08/12/2022, 5:00pm CDT', and 'Interview Date(s): 08/15/2022'. An 'Apply' button is in the top right. Below the job card, a 'Job Details' table lists fields like Practice Area, Preferred Years of Experience, Interview Format, Type of Job (Internship), Work Auth Requirement, and Multiple Offices, all with '--' values.

4) On the next screen, you will be able to upload your applications documents

- All required documents must be submitted in order to successfully apply for the OCI.
- You can choose from your existing, pre-saved documents, or choose a new file from your computer.
 - *Note: Please upload all documents in PDF format to ensure employers can easily download these into an **"Application packet."***

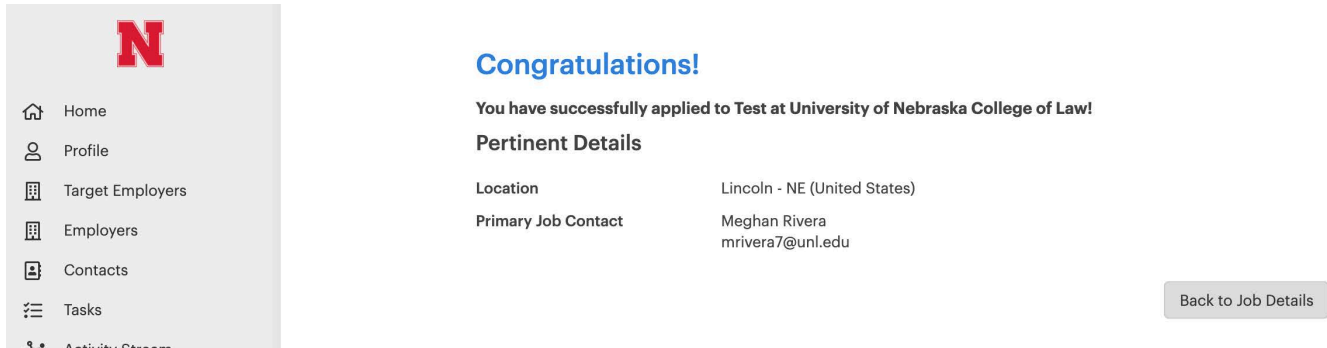


The screenshot shows the 'Apply to this job' screen. It features the same job card as the previous screen. Below the card is an information box: 'Please upload all application documents in PDF format. If needed, see instructions for converting word files to PDF.' Underneath is a 'Resume (required)' section with a dropdown menu showing 'Tigger Resume 1' selected. At the bottom right are 'Cancel' and 'Apply' buttons.

Don't forget to click the **"Apply"** button on the bottom of the page to complete your application.

5) Once you have officially submitted your application documents and clicked the final “Apply” button at the bottom of the screen, you will see a “Congratulations” page confirming your application.

- You can edit your application materials before the “Application Deadline by clicking the “Back to Job Details” button.
- You will also receive a confirmation email with a direct link back to the listing so you can continue to edit your application before the application deadline.



Application Confirmation: Application submitted for Test - University of Nebraska College of Law



○ Career Development <notifications@law-unl.12twenty.com>

To: ● Career Development



Today at 1:59 PM

Non-NU Email



Application Confirmation: Application Submitted for Test - University of Nebraska College of Law

Congratulations!

You have successfully submitted your application for [Test - University of Nebraska College of Law](#). If you were instructed in the job description to also apply through the company’s website, please remember to do so.

This message was sent by Nebraska Law Career Portal
[Contact Us](#)

6) Check the status of your OCI applications

- You can check the status of your applications and interviews from the “Applied” tab of the “OCI and Job Listings” module.
- You will also receive emails throughout the Interview Program with a direct link to the OCIs so you can take the next steps at the right time.
- After the application deadline, the employer will receive your application materials and make a decision on the students they want to interview.

7) Once you have been extended an offer to interview, you will need to pick an interview time

- If you are extended an interview, you will receive an email prompting you to log into 12Twenty to pick your interview time.
- You can click the link in the confirmation email or navigate to the OCI listing from the Applied tab to select an interview time.

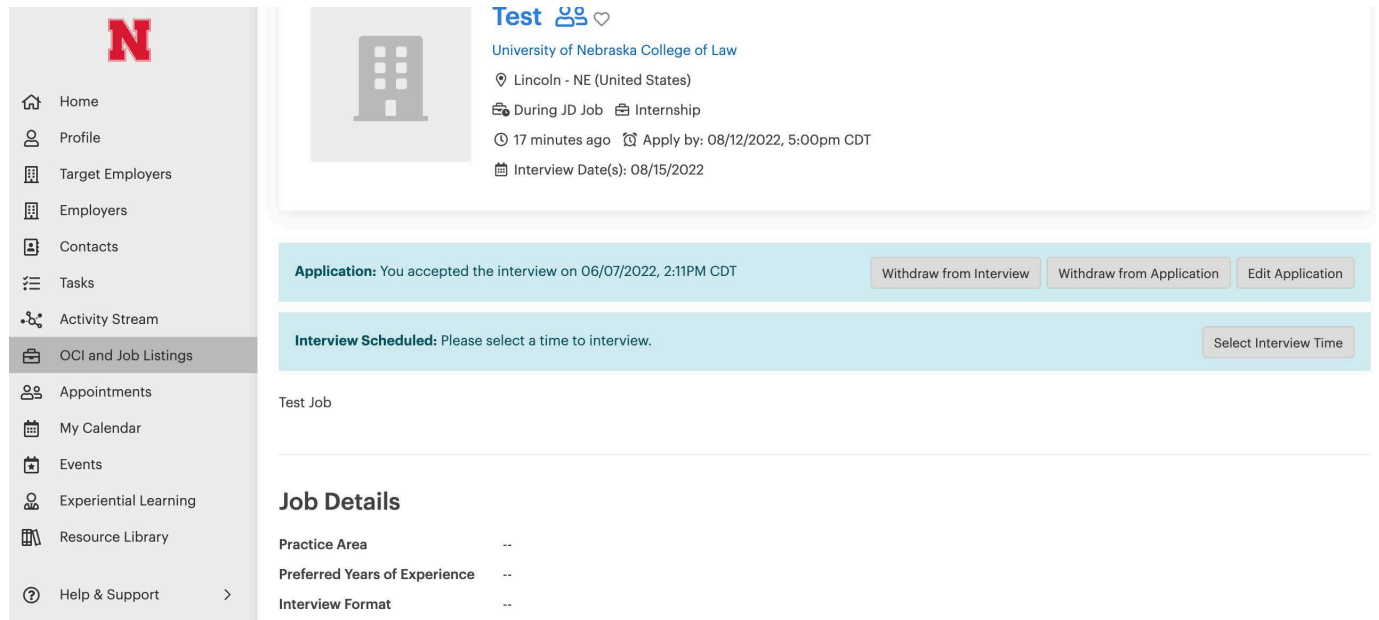


Interview Invitation for Test - University of Nebraska College of Law

Dear Tigger FirstYear,

Congratulations!

You have been invited to interview for [Test - University of Nebraska College of Law](#). You need to accept or decline this invitation as soon as possible via Nebraska Law Career Portal.

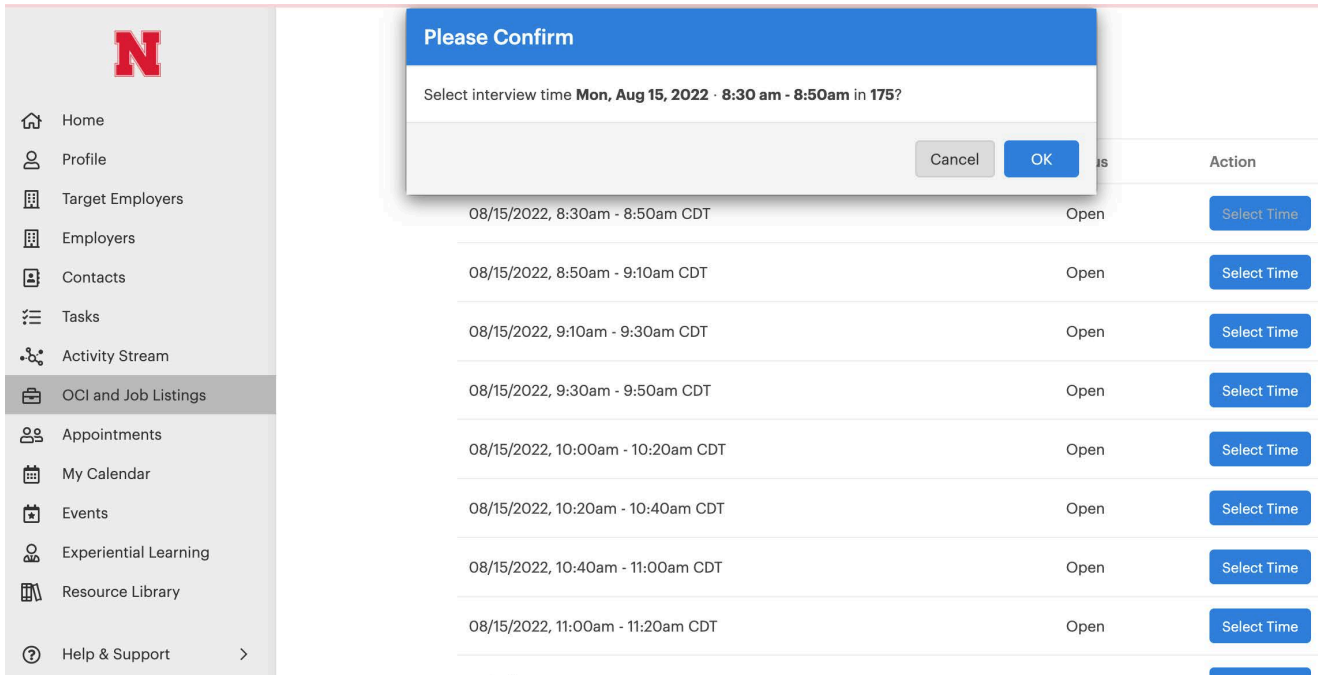


The screenshot displays the 12Twenty user interface. On the left is a sidebar with a red 'N' logo and navigation links: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, OCI and Job Listings (highlighted), Appointments, My Calendar, Events, Experiential Learning, Resource Library, and Help & Support. The main content area shows a job listing for 'Test' at the University of Nebraska College of Law. The listing includes a building icon, location (Lincoln - NE), job type (During JD Job, Internship), application time (17 minutes ago), apply deadline (08/12/2022, 5:00pm CDT), and interview date (08/15/2022). Below the listing are two action bars: the first indicates the user has accepted the interview on 06/07/2022 and provides buttons for 'Withdraw from Interview', 'Withdraw from Application', and 'Edit Application'; the second indicates the interview is scheduled and provides a 'Select Interview Time' button. At the bottom, a 'Job Details' section shows 'Practice Area', 'Preferred Years of Experience', and 'Interview Format' all set to '--'.

Note: If you are an alternate and have moved up into an alternate slot in the selection process, you will be notified via email. Please follow the instructions for selecting your interview time.

8) Select your Interview Time on a first come, first serve basis

- You will see a list of all the available interview slots and you can pick your desired interview time by clicking the “Select Time” button.
- Once you have selected an interview time, you will receive an email confirming your interview time and the location of the interview (On Campus, Off Campus, or Virtual).



The screenshot shows the 12twenty user interface. On the left is a navigation menu with a red 'N' logo at the top and items: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, OCI and Job Listings (highlighted), Appointments, My Calendar, Events, Experiential Learning, Resource Library, and Help & Support. The main content area displays a 'Please Confirm' dialog box with the text 'Select interview time Mon, Aug 15, 2022 - 8:30 am - 8:50am in 175?' and 'Cancel' and 'OK' buttons. Below the dialog is a table of interview slots.

Time Slot	Status	Action
08/15/2022, 8:30am - 8:50am CDT	Open	Select Time
08/15/2022, 8:50am - 9:10am CDT	Open	Select Time
08/15/2022, 9:10am - 9:30am CDT	Open	Select Time
08/15/2022, 9:30am - 9:50am CDT	Open	Select Time
08/15/2022, 10:00am - 10:20am CDT	Open	Select Time
08/15/2022, 10:20am - 10:40am CDT	Open	Select Time
08/15/2022, 10:40am - 11:00am CDT	Open	Select Time
08/15/2022, 11:00am - 11:20am CDT	Open	Select Time



Sign up to Interview for [Test - University of Nebraska College of Law](#)

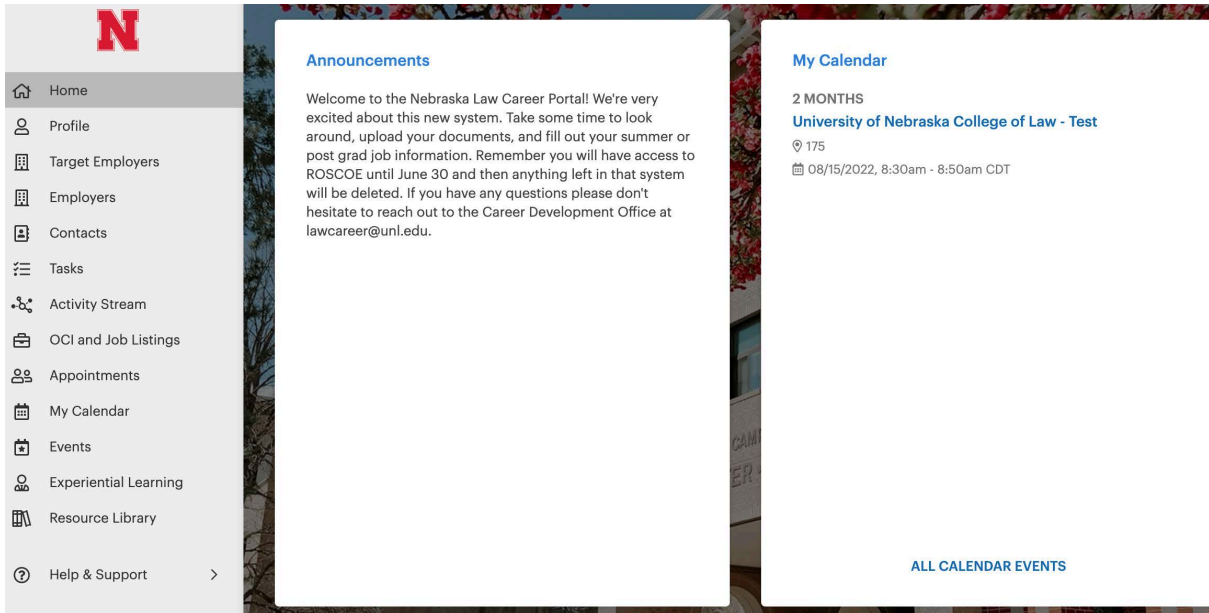
Dear Tigger FirstYear,

This email is to confirm that you have signed up to interview for Test - University of Nebraska College of Law.

Please click [here](#) to see details.

9) Final Schedule Notification

- Once the administrative team releases the final interview schedule you will receive one final email confirming your interview and time.
- The interview will also appear on the “Upcoming Tile” of your Homepage and in the “My Interview Availability Calendar” tab of the “OCI and Job Listings” module.

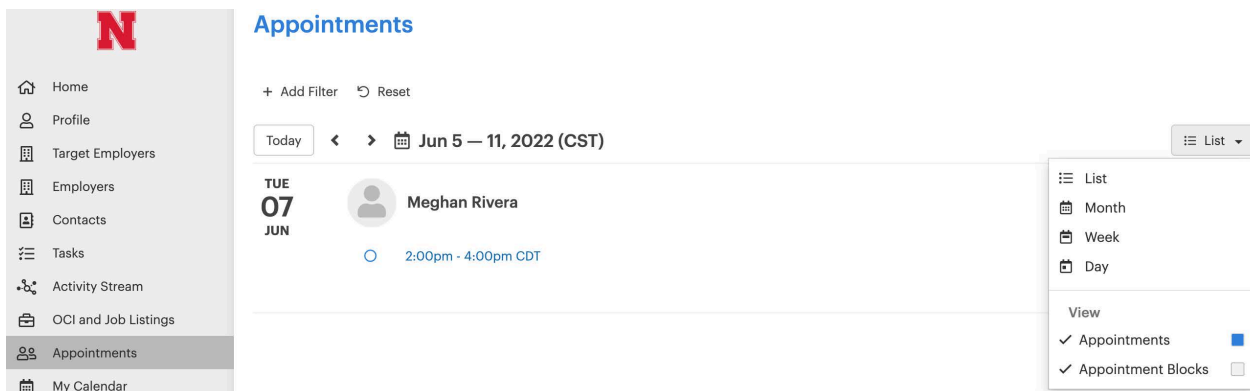


Appointments

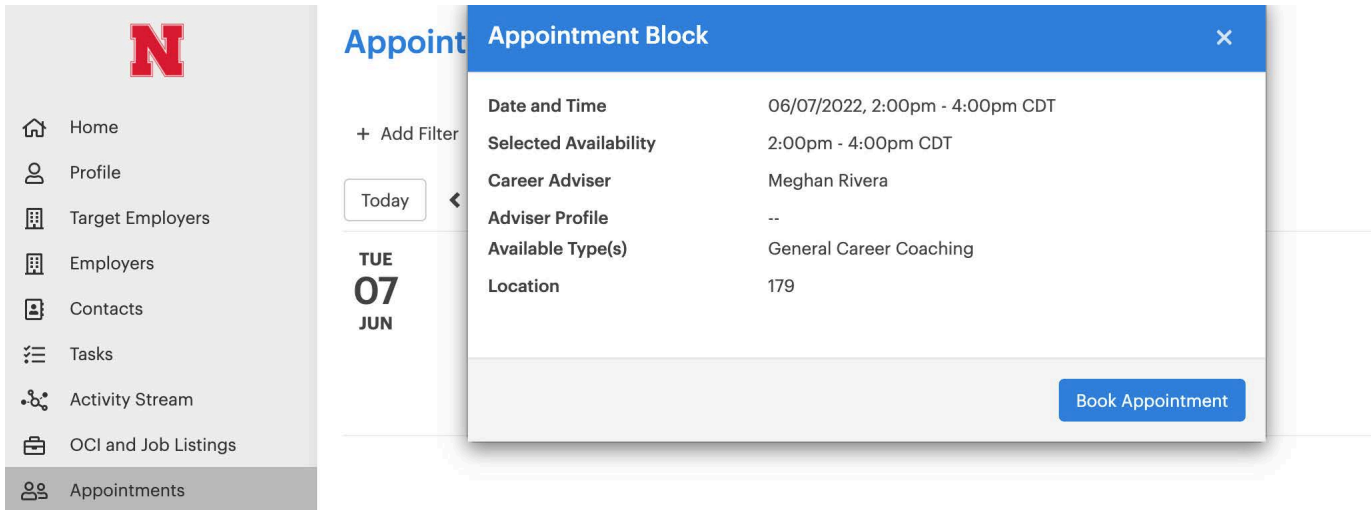
The Appointments tool will help you stay connected to your career advising team - whether on-campus or virtual. These one-on-one meetings can address all aspects of career planning including: resume and cover letter drafting, application procedures, market and employer information, industry/practice area career exploration, interview preparation, salary negotiation, and professional development.

1) Let's navigate to the appointments module from the left side nav bar

- From here, you can navigate to your preferred date, career coach, or type of appointment.
- You can also toggle between different views (List, Month, Week, Day).

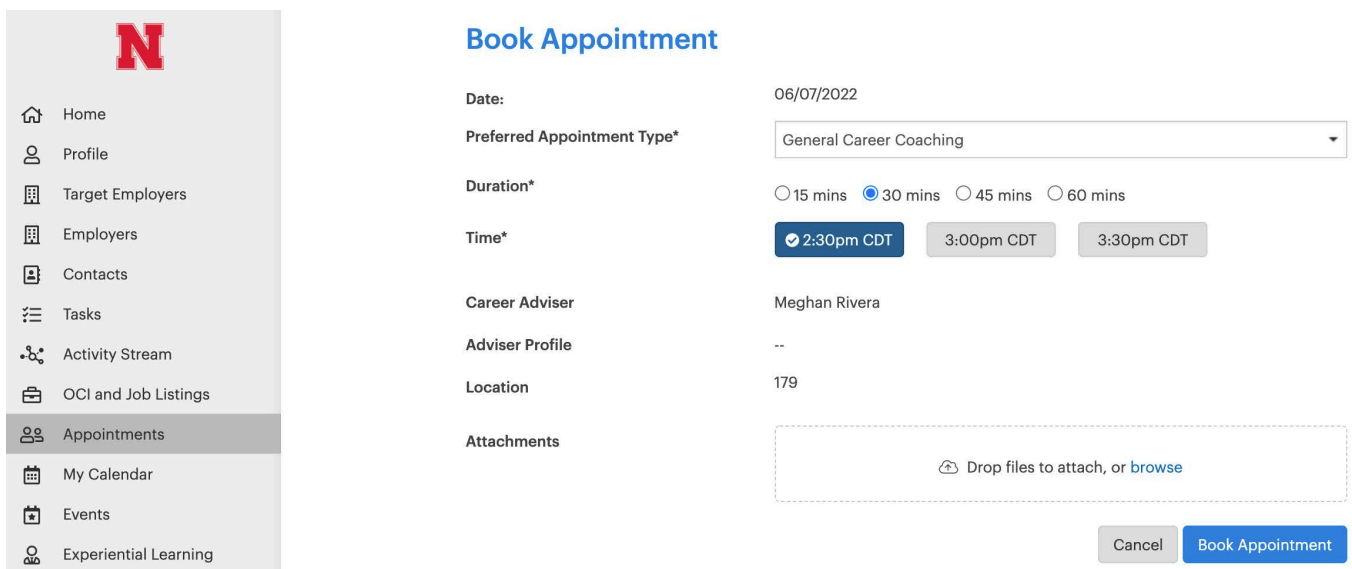


2) Simply click on your preferred appointment block/time and the **“Book Appointment”** button



3) Next fill in the quick appointment form so your counselor knows how to prepare for the meeting

- Select your preferred appointment type, time, see all pertinent information about the career coach, and provide additional information to help your coach better understand your appointment needs.



In the above example, we are booking a General Career Coaching appointment with Chandler at 1:30 pm. The appointment will be held virtually via Zoom. Chandler's Zoom link is placed in the **“Advisor Profile”** section of the appointment request.

4) Don't forget to add a supporting document as an attachment!

- The "Attachments" area is excellent for notifying your career counselor about the employment opportunities you are considering, resumes, cover letters, documents that need to be reviewed. This allows you to maximize the time you have with your counselor.
- Simply drag and drop any relevant attachments or choose a file from your computer.

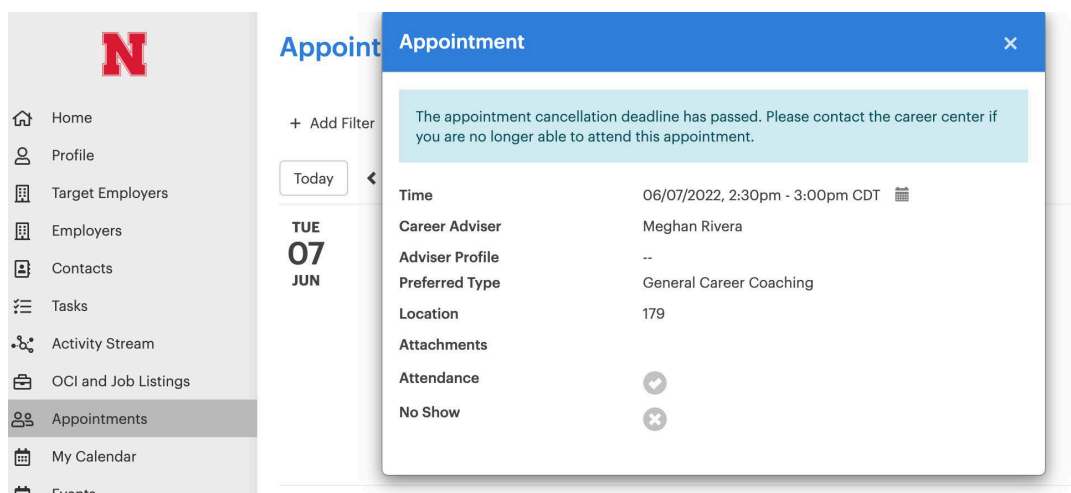
5) Add the appointment to your personal calendar

- After you book your appointment - you will receive a confirmation email with a calendar invite so you can add the Appointment to your personal calendar.

Tigger,

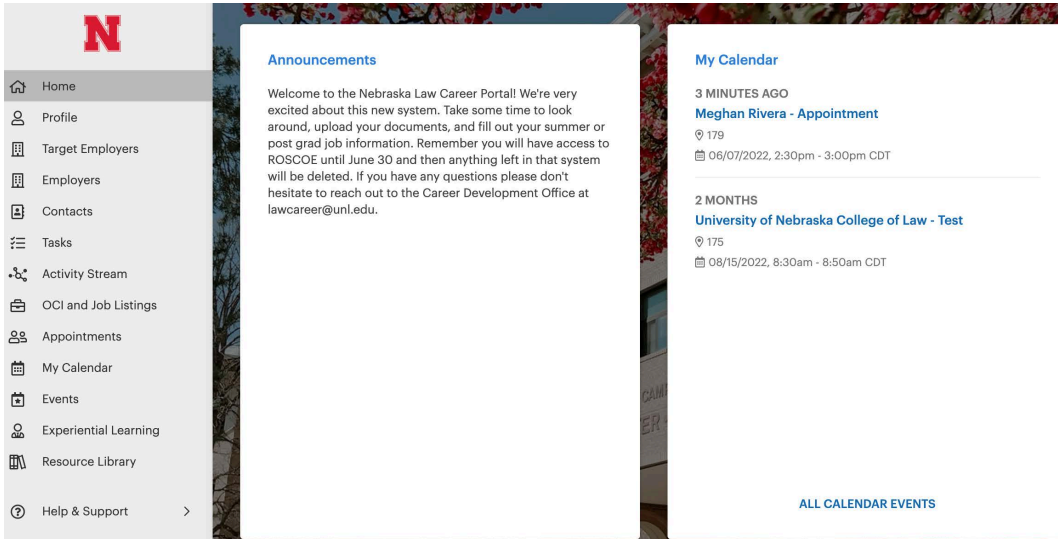
Your counseling appointment is scheduled for Tuesday, June 7 at 2:30pm. We look forward to chatting with you!

- You can also add this appointment to your personal calendar simply by clicking on the appointment block you just booked and clicking "calendar icon" next to the appointment date and selecting your calendar type from the dropdown.



The screenshot shows a web application interface. On the left is a navigation sidebar with a red 'N' logo and menu items: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, OCI and Job Listings, Appointments (highlighted), My Calendar, and Events. The main content area shows a calendar for June 7th (Tuesday). A modal window titled 'Appointment' is open, displaying a cancellation notice: 'The appointment cancellation deadline has passed. Please contact the career center if you are no longer able to attend this appointment.' Below the notice, appointment details are listed: Time (06/07/2022, 2:30pm - 3:00pm CDT), Career Adviser (Meghan Rivera), Adviser Profile (--), Preferred Type (General Career Coaching), Location (179), Attachments, Attendance (checked), and No Show (unchecked).

- Lastly, the booked appointment will show up on the “Upcoming” tile of your homepage to easily remind you!

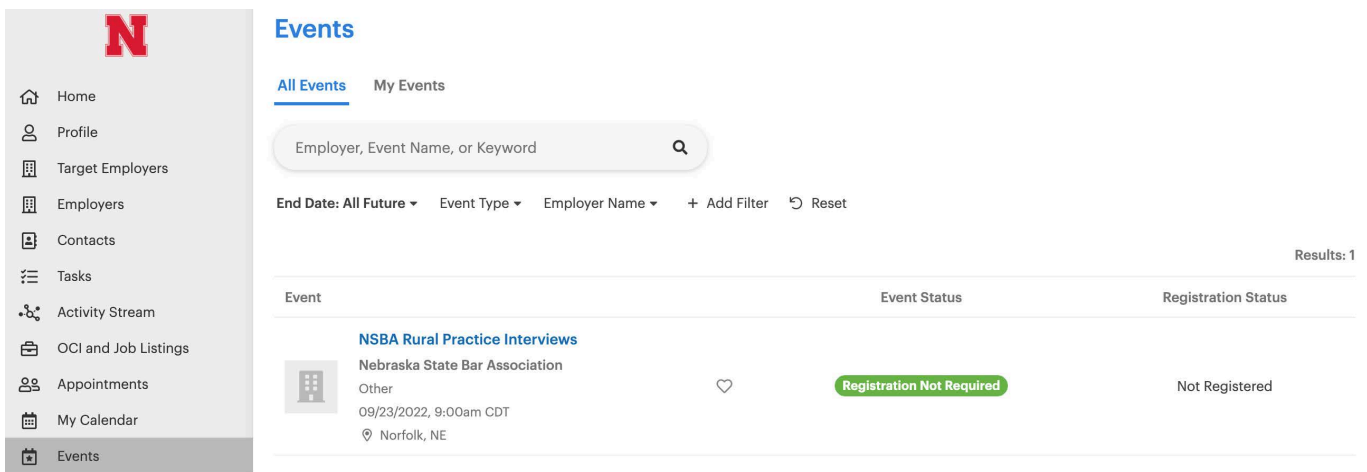


Events

In the events module, you can register for upcoming events (i.e. Workshops, Webinars, TedTalks, Employer Presentations, Resume Review Groups, Career Fairs, Mock Interviews, etc)

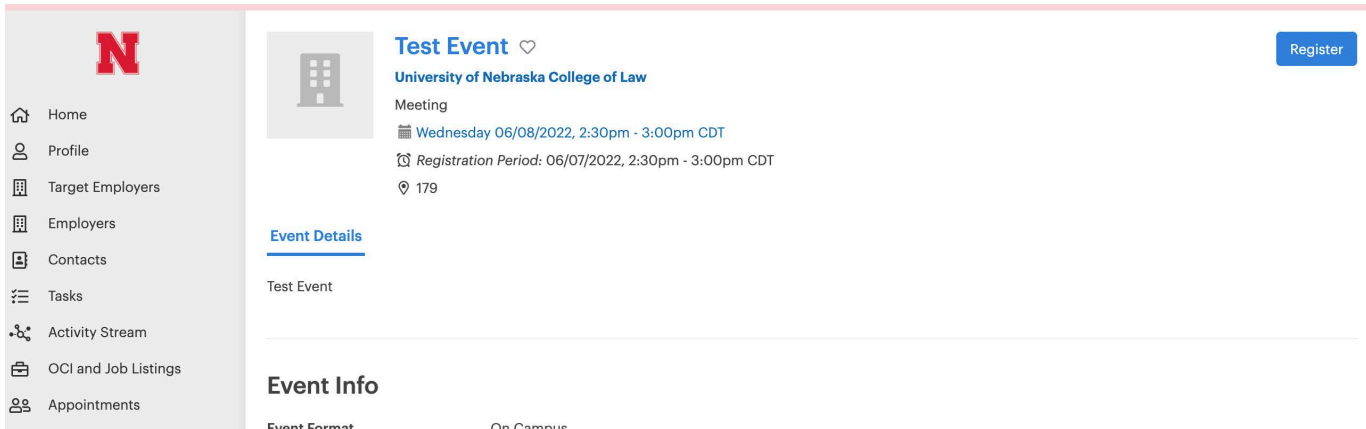
1) Let's head over to the Events module from the your side nav bar to see all of the upcoming events (On Campus, Off Campus, and Virtual)

- Here you can apply filters to target your search, for example: add the "Event Type = Job Fair" filter to quickly find the job fairs available.



2) Clicking on the name of the event, opens the event details page.

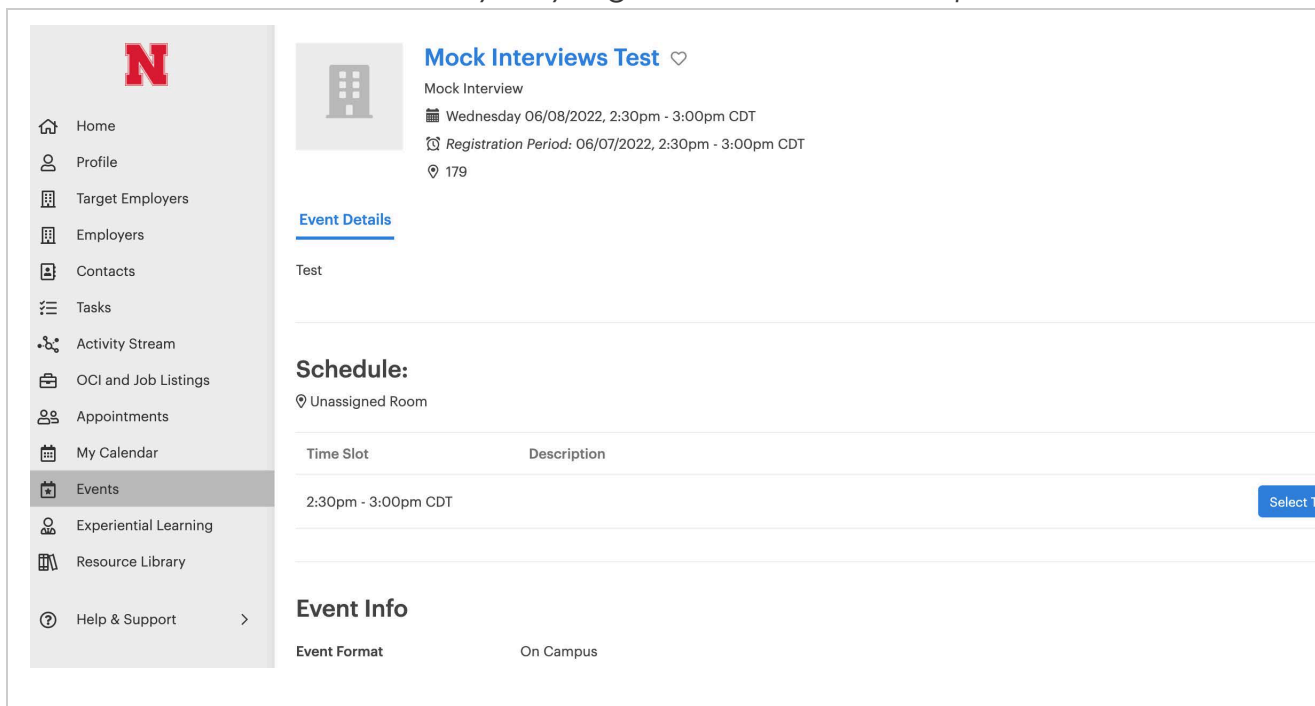
- From here, you can click the “Register” button in the top right hand corner to RSVP



The screenshot shows the 'Test Event' page. On the left is a navigation menu with a large red 'N' logo and items: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, OCI and Job Listings, and Appointments. The main content area features a building icon, the event title 'Test Event' with a heart icon, and the host 'University of Nebraska College of Law'. Below this, it says 'Meeting' and provides the date 'Wednesday 06/08/2022, 2:30pm - 3:00pm CDT' and registration period '06/07/2022, 2:30pm - 3:00pm CDT'. A 'Register' button is in the top right. Under 'Event Details', the event is listed as 'Test Event'. The 'Event Info' section shows 'Event Format' as 'On Campus'.

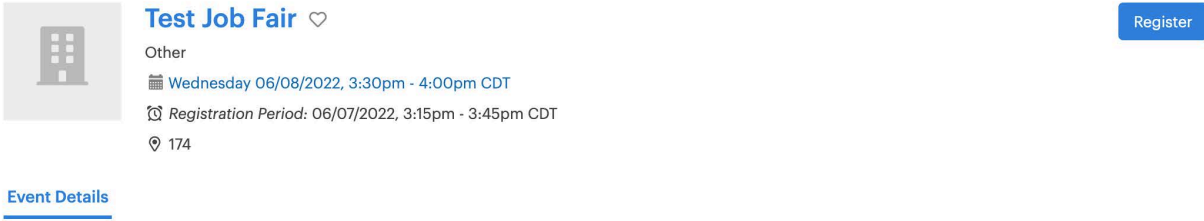
+ Some events are “time-slotted” like Mock Interviews and Coffee Chats so you’ll be able to register for a specific time instead

- On the Event Details tab of a “time-slotted” event, you will click “Select Time-Slot” button to select your time
- Note: Students may only register for one time-slot per event.*



The screenshot shows the 'Mock Interviews Test' page. The navigation menu is similar to the previous page but includes 'My Calendar', 'Events' (highlighted), 'Experiential Learning', 'Resource Library', and 'Help & Support'. The main content area features a building icon, the event title 'Mock Interviews Test' with a heart icon, and the host 'Mock Interview'. It provides the date 'Wednesday 06/08/2022, 2:30pm - 3:00pm CDT' and registration period '06/07/2022, 2:30pm - 3:00pm CDT'. Under 'Event Details', the event is listed as 'Test'. The 'Schedule:' section shows 'Unassigned Room' and a table with one time slot: '2:30pm - 3:00pm CDT'. A 'Select Time Slot' button is next to the time slot. The 'Event Info' section shows 'Event Format' as 'On Campus'.

- + Some events like Job Fairs allow employers and students to register for the event which gives you the opportunity to see a list of all the employers that plan to attend the event. This allows you to do your research before the event start date.
 - On the Event page, you will be able to click on the “Employers” tab of the event to see and search through a list of all attending employers

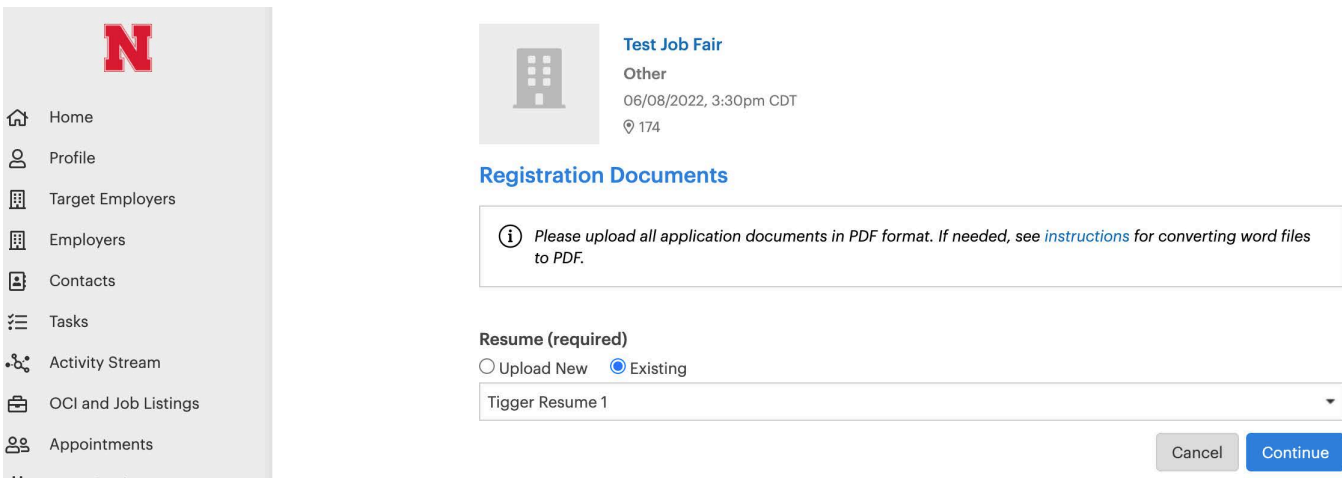


Event Info

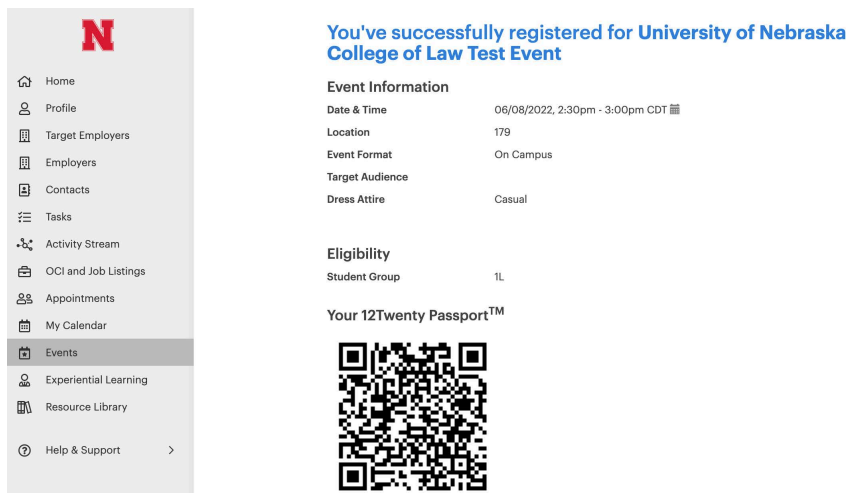
Event Format On Campus

3) Submit required Event registration documents (as needed)

- Some events may require you to submit a document to confirm your registration.
- Once you have clicked to “Register” for the event, you will be prompted to upload the necessary document(s) on the next page.

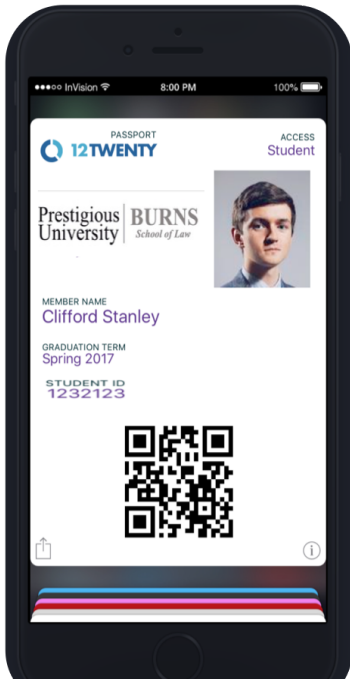


4) Once you are registered, you will see a confirmation screen



4) You will also receive a confirmation email with your 12Twenty Passport attached (if enabled) and you can add the 12Twenty Passport, QR code, to your mobile (Apple Wallet or Android Pay)

- The 12Twenty Passport can be used for easy check-in to any event or appointment you booked in the system.
- Simply present the 12Twenty Passport and a school admin can scan the QR Code to check you into the event and appointment.

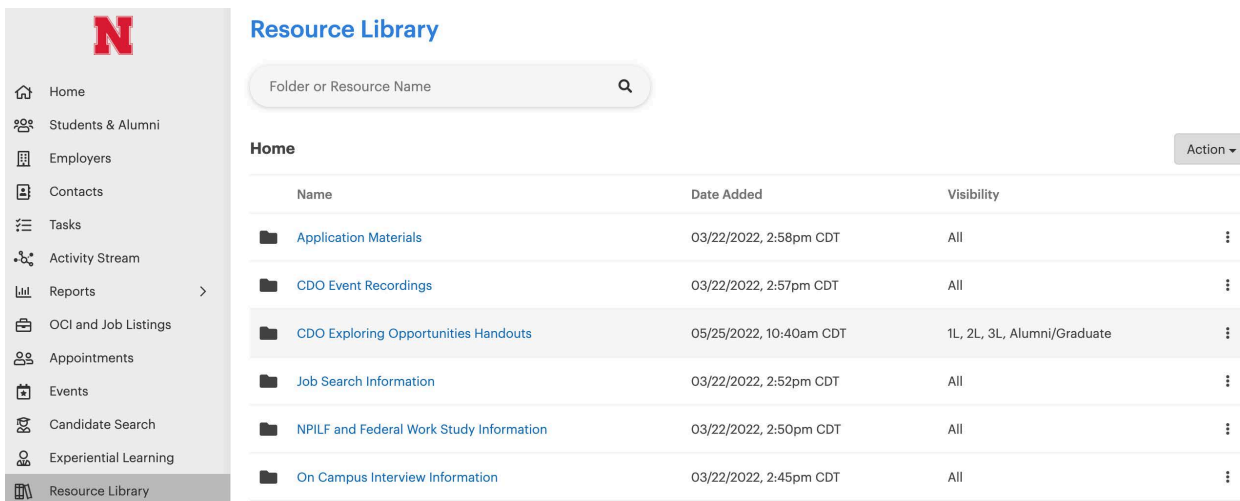


Resource Library

This powerful tool will allow you to access helpful career resources such as recorded webinars, interview best practices, job search tips and much more! It is a one-stop-shop for all the resources you need to be successful as you navigate your career. Refresh the “Resource Library” frequently so that you can see updated tools and tips.

1) Navigate to the Resource Library from the left side nav sidebar

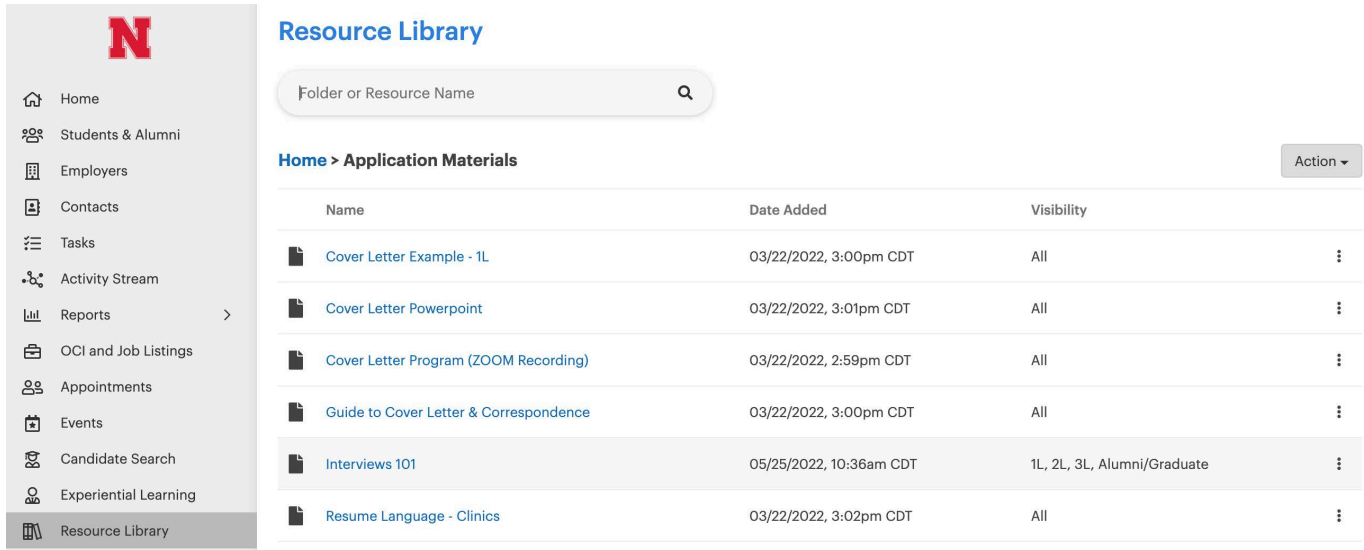
- From here you can click on a folder to further see the content within the folder.









Name	Date Added	Visibility	Action
Application Materials	03/22/2022, 2:58pm CDT	All	⋮
CDO Event Recordings	03/22/2022, 2:57pm CDT	All	⋮
CDO Exploring Opportunities Handouts	05/25/2022, 10:40am CDT	1L, 2L, 3L, Alumni/Graduate	⋮
Job Search Information	03/22/2022, 2:52pm CDT	All	⋮
NPILF and Federal Work Study Information	03/22/2022, 2:50pm CDT	All	⋮
On Campus Interview Information	03/22/2022, 2:45pm CDT	All	⋮

2) Click on any of the resources within the folder to be redirected to that specific resource

- In the example below, we clicked on the “Virtual Recruiting Success Resources” folder and then navigated to “Interview Best Practices” link.
 - Clicking the link, leads us to a video and an article by Forbes.com



The screenshot displays the 'Resource Library' interface. On the left is a navigation sidebar with a red 'N' logo and various menu items. The main content area is titled 'Resource Library' and features a search bar. Below the search bar, the breadcrumb path is 'Home > Application Materials'. A table lists several resources, with 'Interviews 101' highlighted in grey. Each row includes a document icon, the resource name, the date added, the visibility level, and a vertical ellipsis for actions.

Name	Date Added	Visibility	
 Cover Letter Example - 1L	03/22/2022, 3:00pm CDT	All	⋮
 Cover Letter Powerpoint	03/22/2022, 3:01pm CDT	All	⋮
 Cover Letter Program (ZOOM Recording)	03/22/2022, 2:59pm CDT	All	⋮
 Guide to Cover Letter & Correspondence	03/22/2022, 3:00pm CDT	All	⋮
 Interviews 101	05/25/2022, 10:36am CDT	1L, 2L, 3L, Alumni/Graduate	⋮
 Resume Language - Clinics	03/22/2022, 3:02pm CDT	All	⋮