JOB GRID STUDENT USER GUIDE

What is Job Grid?

Job Grid is the one-stop-shop for all things careers for Texas Tech Engineers. The site is only available to students and alumni of the Whitacre College of Engineering at Texas Tech. Companies that use Job Grid are specifically recruiting Texas Tech Engineers. Job Grid is extremely user friendly, but we hope this user guide will serve as an extra aid to help you navigate the site.

OVERVIEW OF FEATURES

I. Signing in and building a profile
II. Profile Tab
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Reminder: Job Grid is very specific about what you can see on your profile. If you do not qualify for a job based on classification, work authorization status, GPA, or major, you will not be able to see the posting or apply for it. You will need to enter your GPA in the background tab of your profile to see some postings. If you are foundational, be sure to add the major you are working toward as a second major until you are no longer Foundational. Please check your profile regularly to make sure that all of your information is up to date. Please know that the qualifications are set by recruiters and not by the EOC. We are unable to change qualifications unless directed by the recruiter.

If you have any questions after reading this tutorial in full, please contact coe.careers@ttu.edu.
1a. Signing in for the first time. Go to https://ttu-coe.12twenty.com/SignUp/Student and use your ttu.edu email address and create a password to sign in. If you enter your ttu.edu email address and it is shown as invalid, email coe.careers@ttu.edu.
1b. Signing in. Once you have created an account, go to https://ttu-coe.12twenty.com/Login and use your email address and password to log in.
1c. Complete the information in the requested fields to complete your profile. Complete the information as requested. You do not have to fill out information that is not required.
2a. Complete your profile. Add a picture (optional). Add full-time positions and future plans under Post Graduation. Add internships under Internships. Please update this as you receive and accept offers. Employers cannot view details of your previous employment information, including salary. This is for the EOC as we collect general statistics for the college. Your specific information will not be shared.
2b. Complete the application materials section of your profile. **Make sure to upload a resume ASAP since employers will search resumes to fill their open positions.** Other documents can be added as you apply to jobs.
2c. Complete or edit your profile under Background in the sections **Personal, Preferences, and Education.** **Make sure to enter your GPA since this will impact your ability to view jobs and events. If you are Foundational, please include the major you plan to declare in addition to the Foundational label.** If you are a freshman, leave GPA blank until you receive a GPA at the conclusion of your first semester. Please update this information whenever it changes.
3a. Search for OCI’s (On Campus Interviews). These are positions for which the employer plans to interview only TTU Engineers on campus. You will only be shown positions to which you can apply. You can use the filters at the top of the page to filter results based on location, industry, job type, etc. Keep in mind that the filters aren’t foolproof.
3b. **Viewing an OCI (On-Campus Interview).** To view an OCI, click on the hyperlink for the position you want to view. Be sure to read all details including the interview date and click Apply if you want to Apply.
3c. Applying for an OCI (On-Campus Interview). Upload the required documents to apply for the position and consider adding optional documents as appropriate. Click Apply to apply once you have uploaded your documents. You will be notified via email if you have been selected for the OCI.
3d. Search for Job Listings. Job listings are postings submitted by companies to Job Grid that will interview via the company’s normal interview process (not on campus). You will only be shown positions to which you can apply. Application requirements are set by companies, not the EOC. You can use the filters at the top of the page to filter results based on location, industry, job type, etc. Keep in mind that the filters aren’t foolproof.
3e. Viewing a Job Posting. To view a Job Posting, click on the hyperlink for the position you want to view. Be sure to read all details and click Apply if you want to apply. **Pay special attention to the Application Method listed by the recruiter.** You may need to complete more than one application method to be considered.
4a. Viewing Events. Upcoming events for the EOC will be shown on this page. Events may include: Workshops, Info Sessions, Job Fairs, Lunch & Learn Sessions, etc. You can only view events that you are invited to attend. You can use filters to help search for events. You can view events for which you’ve registered in the My Events tab.
4b. Click on the hyperlink for an event to learn more about it – details, location, dress code, etc. Click register to start the registration process for an Event.
4c. Click register to confirm your registration for an Event. Be sure to honor your commitment to attend events for which you’ve registered.
5a. **View Resume Books.** Click on the Resume Books tab to see the resume books for which you might qualify. Resume books are published for employer searching and serve as an easy way for employers to find and connect with you.
5b. Click Apply to apply to unpublished Resume Books for which you qualify. You will receive an email when you are approved for the resume book.
6a. Go to Account Settings (top right) to change your password, add an alternate email address, or change your resume search settings. You should only change your Resume Search Settings if you absolutely do not want to be contacted/viewed by recruiters.
6b. Check Job Grid notifications (top right). It’s a good idea to periodically check Job Grid notifications for important announcements and reminders.