SIGN-IN OR CREATE AN ACCOUNT

1. Visit ttu.12twenty.com/hire
   - If you already have an account, login with your email address and password.
   - If you have not set up an account, click on Sign up for an account.

HOST AN EVENT

1. After you login to your account, you will be taken to the home screen.
   - Click on + HOST under Host an Event

2. Please fill in required boxes. Although not required, we ask that you select a preferred Event Format.
   - If you select Virtual, you will be able to add a virtual meeting URL on the next page.
3. Please share your preferred date and time.

**Employer Event Date Preferences**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Preferred Date*</td>
<td>1st Preferred Time --</td>
</tr>
<tr>
<td>2nd Preferred Date</td>
<td>2nd Preferred Time --</td>
</tr>
<tr>
<td>3rd Preferred Date</td>
<td>3rd Preferred Time --</td>
</tr>
</tbody>
</table>

*Required.

4. Since HRR only allows you to select *morning, afternoon, or nights*, please include preferred specific times in the event description along with any other details about your event.

**Event Description**

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Hello Texas Tech students,

Join us on Wednesday, February 14th at 12:30pm – 1:30pm to learn how to land your dream internship by building a better resume or CV and strengthening those technical interview skills.

You will get tips from our friendly counselors and individualized help in breakout rooms. Please bring a copy of your documents to be critiqued. This webinar will last 1 hour with a Q&A at the end.

Please email careercenter@ttu.edu with any questions.
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5. After you have completed all required forms, click **Submit**. Your form will be reviewed. You will be contacted if additional information is required.

**Questions?** Please contact us at careercenter@ttu.edu or call 806-742-2210.