

A Guide for Employers: Host an Event

SIGN-IN OR CREATE AN ACCOUNT

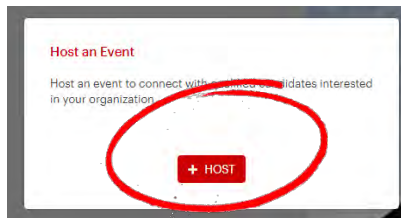
1. Visit ttu.12twenty.com/hire

- 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.

Host an Event

Cancel

Save Draft

Submit

General Info

Event Name*

Event Name

*Required

Event Type*

-- Event Type --

*Required

Event Format

-- Event Format --

Target Audience

Briefly describe who this event is meant for

Dress Attire*

-- Dress Attire --

*Required



3. Please share your preferred date and time.

Employer Event Date Preferences

1st Preferred Date*	<input type="text" value="MM/DD/YYYY"/>	1st Preferred Time*	<input type="text" value="-- 1st Preferred Time --"/>
	<small>*Required.</small>		<small>*Required</small>
2nd Preferred Date	<input type="text" value="MM/DD/YYYY"/>	2nd Preferred Time	<input type="text" value="-- 2nd Preferred Time --"/>
3rd Preferred Date	<input type="text" value="MM/DD/YYYY"/>	3rd Preferred Time	<input type="text" value="-- 3rd Preferred Time --"/>

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

Description

← → | Format - | **B** *I* ~~S~~ | *I*_x | | | | |

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 student counselors and individualized help in breakout rooms. Please bring a copy of your documents to be critiqued. This webinar will last one-hour with a Q&A at the end.

Please email careercenter@ttu.edu with any questions.

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.

