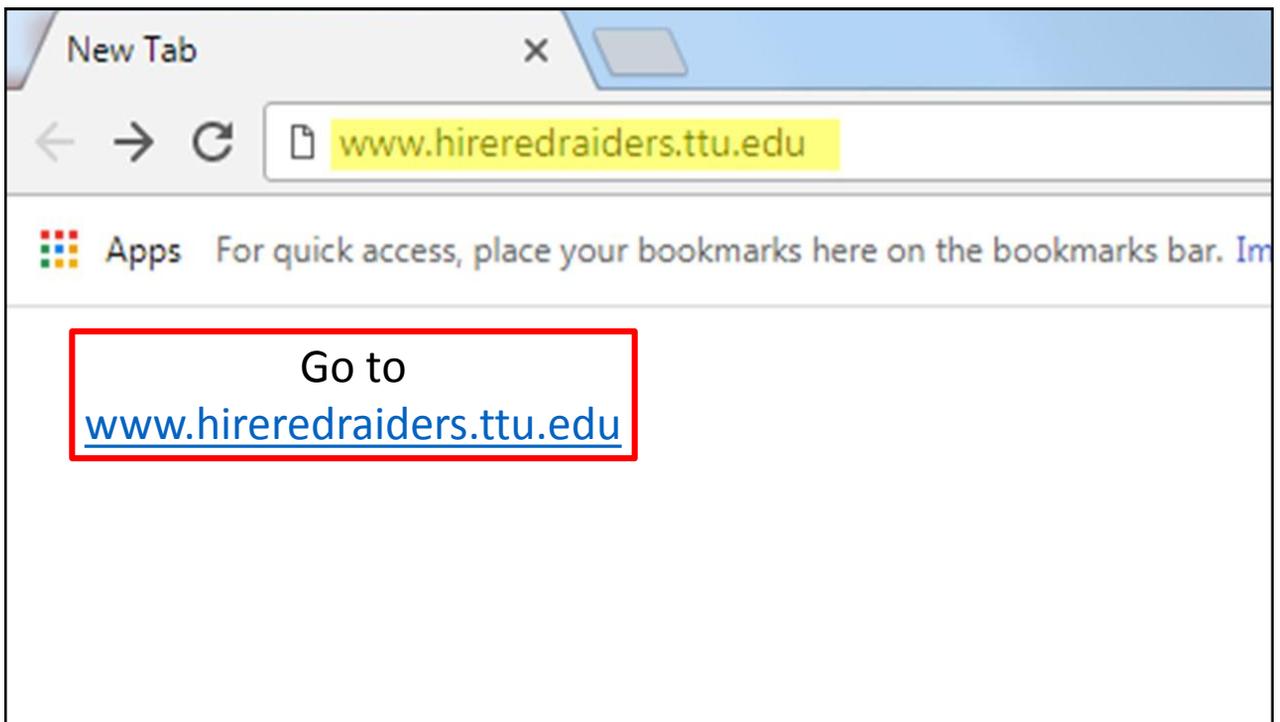


# HOW TO POST A JOB TUTORIAL

# HIRE RED RAIDERS



TEXAS TECH UNIVERSITY  
University Career Center™





## University Career Center

Home / University Career Center

Click on the link for Employers.

# Hire Red Raiders

[Students](#) | [Employers](#) | [Alumni](#) | [Faculty/Staff](#) | [Parents](#) |



### Welcome Back!

Login with your 12Twenty account to start connecting with qualified candidates from Texas Tech

Email Address

Password

Log in

[Reset your Password](#)

New to 12Twenty and University Career Center?

Sign Up

Log in to Hire Red Raiders with your 12Twenty account information.

- If you are new to Hire Red Raiders, click on the red Sign Up button and follow the instructions to create an account.



# HIRE RED RAIDERS

Our recruitment tools make it easy to connect with Texas Tech students.  
Select an option below to get started.

## Texas Tech University Career Center Recruiting Guidelines & Policies prior

[www.depts.ttu.edu/careercenter/images/RecruitingGuidelinesPolicies.pdf](http://www.depts.ttu.edu/careercenter/images/RecruitingGuidelinesPolicies.pdf)

Agency you will not be able to search student resumes in the site.

### Register for OCI

Register for On-Campus Interviews

+ Register

### Post a Job

Create a Non-OCI job posting to find the ideal students for your position

+ Post

### Attend a Career Fair

Career fairs are a great way to meet our students and build your brand on campus

+ Register

Under **Post a Job**, click on the red **Post** button.

## Create Job Posting

**i** All jobs are reviewed prior to becoming active. If additional information is required we will contact your company.

### Job Details

Employer\*

Classifications \*

If 3rd Party: Who is the c

Job Title\*

Job Title

Please note that all jobs are reviewed before being approved. **You can review the Texas Tech University Career Center Recruiting Guidelines & Policies at this link:**

<http://www.depts.ttu.edu/careercenter/images/RecruitingGuidelinesPolicies.pdf>



When you are finished filling out all of the information, click on the red Submit to This School Only button at the bottom right of the page. You also have the option to submit the posting to additional schools.

If you need to wait to post the job, you can click on the gray Save Draft button on the left side of the Submit button to save and come back later.



Cancel

Save Draft

Submit To This School Only

Submit To This School & Select Additional Scho



## Manager

Fake Company test

Application Deadline: 8/2/2017, 5:00 PM

1 JOB POSTING

Pending Approval

After you submit the job posting, you will be redirected to a confirmation page that states your job will be posted, pending approval. You will receive an email if we require more information for your posting.

Job approvals take 24-48 hours and you will receive an approval confirmation e-mail.

**Job Posting Status:** Pending Approval. You will be notified when this posting has been reviewed.



Did you know, you can post this job to multiple schools and thousands of candidates with a single job posting? **Let's do it!**

If you need to **Duplicate** the job posting, click on the gray **Action** button in the top right corner.

Action ▾

If you need to make any changes to your job posting, click on the gray **Edit** button in the top right corner.

Edit

If you have any questions, you can find the University Career Center contact information at the bottom left hand corner of the page.

## Contact University Career Center

Phone: (806) 742-2210

Email: [careercenter@ttu.edu](mailto:careercenter@ttu.edu)

[www.CareerCenter.ttu.edu](http://www.CareerCenter.ttu.edu)

All text