



JOB GRID EMPLOYER USER GUIDE

What is Job Grid?

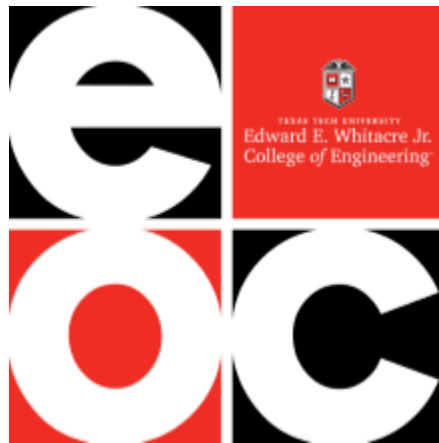
If you are looking to recruit and hire students or alumni from the Whitacre College of Engineering at Texas Tech, Job Grid is your one-stop-shop! Job Grid is extremely user friendly, but this user guide will serve as an extra aid to help you navigate the site.

OVERVIEW OF FEATURES

- I. [Creating an Account](#)
- II. [Posting a Job \(Not For On-Campus Interview\)](#)
- III. [Hosting an Info Session or Workshop](#)
- IV. [Registering for an OCI \(On-Campus Interview\)](#)
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- VI. [Searching Candidates](#)
- VII. [Downloading Resume Books](#)
- VIII. [Viewing/Editing Account Settings](#)

If you have any questions after reading this user guide, please contact coe.careers@ttu.edu.

Creating an Account



1a. Creating an Account/Signing In. Go to <https://ttu-coe.12twenty.com/hire>. If you are a new user, click on “Sign up for an account”. If you already have an account, enter your email/password and click “Employer Log In.”

Note: Our site provider, 12Twenty, does not support Internet Explorer as a browser. Please use Chrome, Firefox, or Safari when accessing Job Grid.

← → ↻ 🔒 ttu-coe.12twenty.com/hire

TEXAS TECH UNIVERSITY
Edward E. Whitacre Jr.
College of Engineering

Login with your 12Twenty account to start connecting with qualified candidates from TTU Engineering

Email Address

Password

Employer Log In

[Reset your Password](#) [Sign up for an account](#)

[Need Help?](#) [Privacy](#) [Terms](#)

Powered By
12twenty

1b. Creating a New Account. To create a new account, fill out all required fields, agree to the Terms of Service, and click “Create Account”. *A company email address is required when creating an account.* We cannot approve non-company emails (e.g. gmail, yahoo, etc.).

Welcome to Job Grid!

We're glad you are joining us! Get started by creating an account.

First Name*	<input type="text" value="First Name"/>
Last Name*	<input type="text" value="Last Name"/>
Email Address*	<input type="text" value="Email Address"/> *Required
Password	<input type="password" value="Password"/> *Required
	<ul style="list-style-type: none">• Minimum 10 characters• An uppercase letter• A lowercase letter• A special character (!, @, #, \$, %, ^, &, *)• A number• Example: ThisSchool10\$
Confirm Password	<input type="password" value="Confirm Password"/>
Employer*	<input type="text" value="Employer"/>
Address*	<input type="text" value="Street Address"/>
Country*	<input type="text" value="-- Country --"/>
City*	<input type="text" value="City"/>
Postal Code*	<input type="text" value="Postal Code"/>
Your Job Title*	<input type="text" value="Your Job Title"/>
Phone Number*	<input type="text" value="Phone Number"/>

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#). I also agree to abide by the [Whitacre College of Engineering Recruiting Policies and Procedures](#). *

Create Account

Posting a Job



2a. On the Home page, click “+ Post” under **Post a Job**.

TEXAS TECH UNIVERSITY
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College of Engineering

- Home
- Company Profile
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- Events
- Candidates
- Resume Books
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- Orders

Announcements

Thank you for recruiting Engineering students and alumni at Texas Tech!

If you have any recruiting questions, please call our office at 806-742-3451 or email coe.careers@ttu.edu.

All employers must abide by [Whitacre College of Engineering Recruiting Policies and Procedures](#).

Disclaimer: Career Services does not perform background checks on students applying for jobs. Employers and students are encouraged to request relevant information from each other as needed to establish qualifications, credentials and overall fit between the employer and the student applicant.

Post a Job

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

+ POST

Host an Event

Host an event to connect with qualified candidates interested in your organization

+ HOST

Register for OCI

Register to interview candidates for an opportunity at your organization

+ REGISTER

Attend a Career Fair

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

+ REGISTER

Search Candidates

Download resumes of qualified candidates


Q SEARCH

Download Resume Books

Access resumes of qualified candidates interested in your specific field

↓ DOWNLOAD

2b. Provide as much detail as possible on the opening and click “Submit”. *Please note: Job Grid will limit the students that can see your posting based on what you list for Work Authorization, Student Groups, Majors, and GPA. Please be as broad as possible to allow more students to view the posting and apply.*

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Create Job Posting

CancelSave DraftSubmit

Note: Job Grid will limit which students can view and apply to your posting based on the fields you choose in the "Eligibility" boxes. Please provide a detailed job description and be as broad as possible in the "Eligibility" fields to get a better applicant pool.

Job Details

Employer*

Example Company

☐ Hide Employer Name from Applicants

Job Title*

Job Title

Type of Job

-- Type of Job --

Location Type*

Specify Location(s)

Location*

-- Please Select a Country --

City

[+Add Additional Location](#)

Preferred Years of Experience

Preferred Ye

Interview Format

-- Interview Format --

Work Auth Requirement*

-- Work Auth Requirement --

If 3rd Party: Who is the organization in question?

If 3rd Party: Who is the organization in question?

Industry *

-- Select a Value --

Job Function *

-- Select a Value --

Application Method(s)*

Which application method(s) would you like to require? At least one application method must be selected as "Yes".

Apply via This Site*

☐ Yes ☐ No

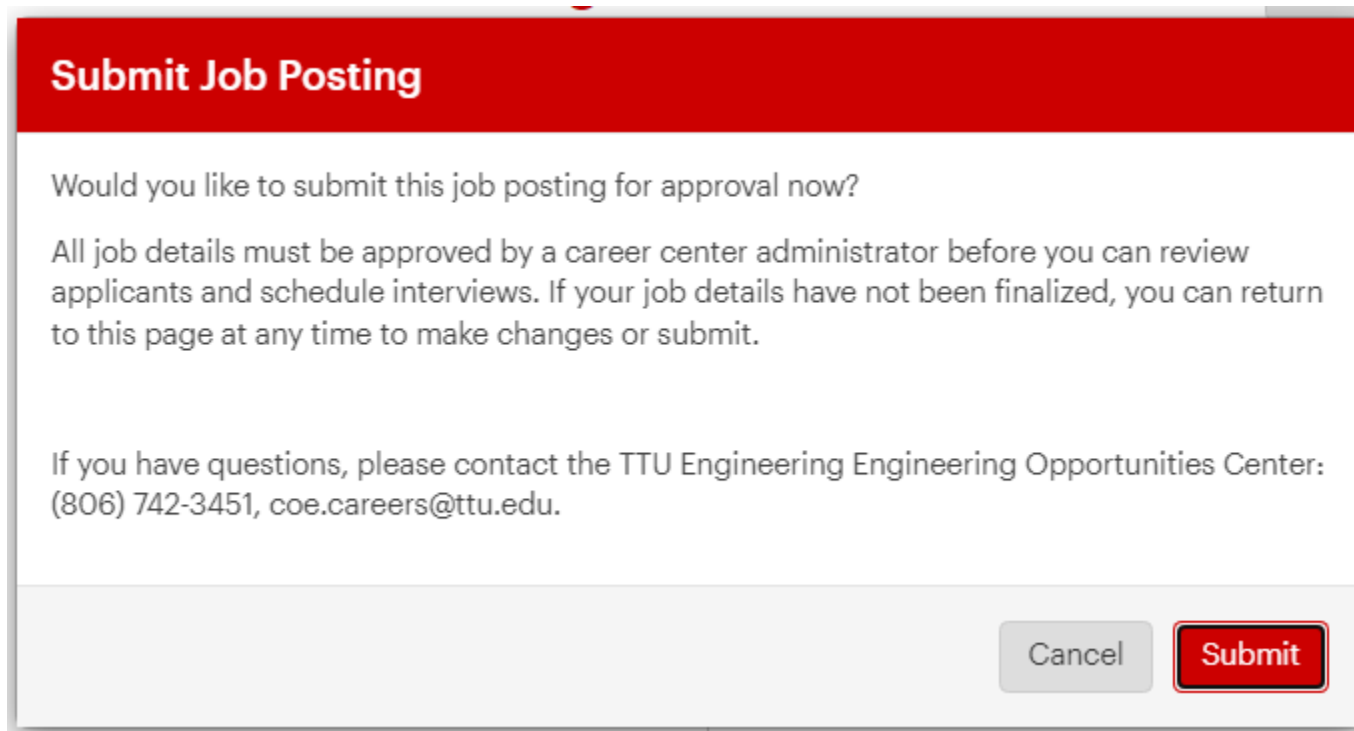
Apply via External Link

☐ Yes ☐ No

Apply via Email

☐ Yes ☐ No

2c. Click “Submit” and your job posting will be sent to the career center administrator for approval. You will receive an email when the posting has been approved.



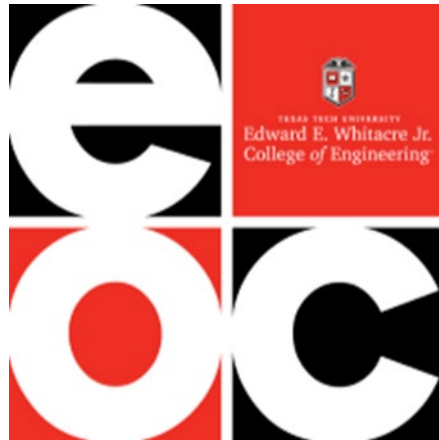
Submit Job Posting

Would you like to submit this job posting for approval now?

All job details must be approved by a career center administrator before you can review applicants and schedule interviews. If your job details have not been finalized, you can return to this page at any time to make changes or submit.

If you have questions, please contact the TTU Engineering Engineering Opportunities Center:
(806) 742-3451, coe.careers@ttu.edu.

Hosting an Info Session or Workshop



3a. To request an event for your company, click “+ Host” under **Host an Event** on the Home page.

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+ REGISTER

Attend a Career Fair

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

+ REGISTER

Search Candidates

Download resumes of qualified candidates

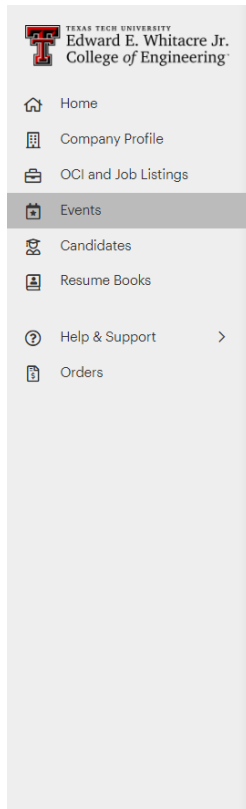
SEARCH

Download Resume Books

Access resumes of qualified candidates interested in your specific field

DOWNLOAD

3b. Enter your preferred details and click submit. Please provide as much detail as possible to help Career Services plan for your visit. *Please note: If your event will be on-campus, Career Services will reserve a room for you and add the location to the event as soon as possible.*



Host an Event

Cancel Save Draft **Submit**

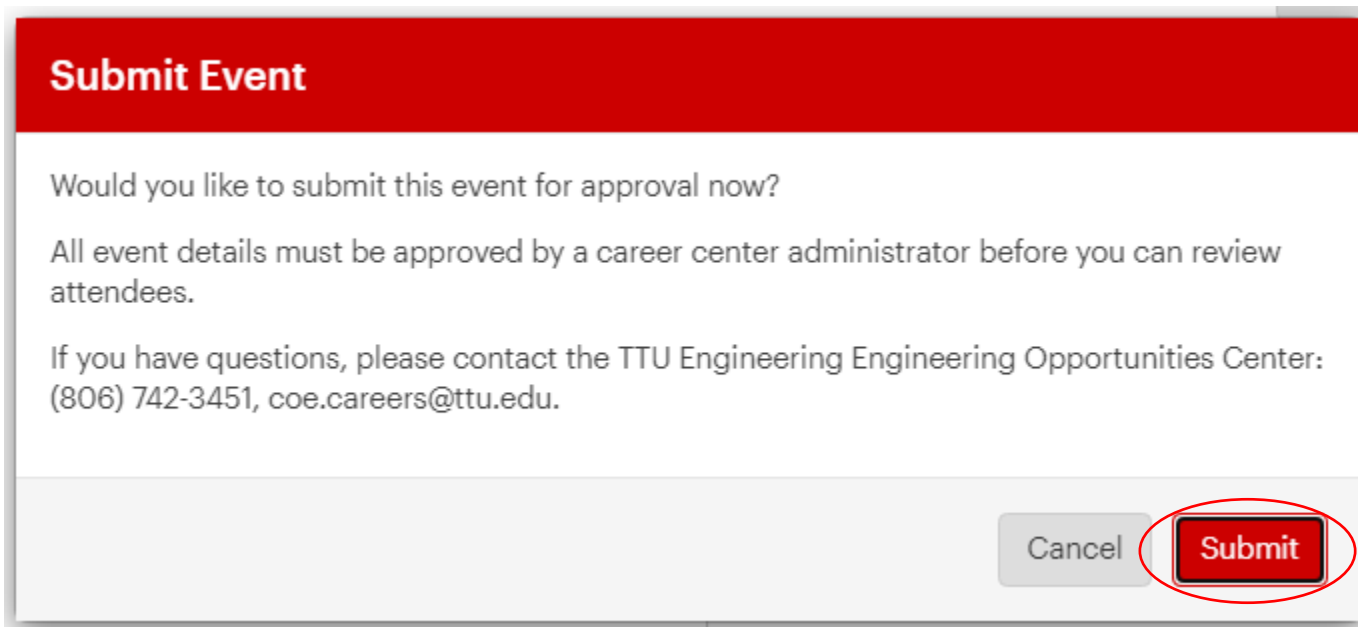
General Info

Event Name*	<input type="text" value="Event Name"/>
Event Type*	<input type="text" value="-- Event Type --"/>
Event Format	<input type="text" value="-- Event Format --"/>
Additional Employer Information	<input type="text" value="Additional Employer Information"/>
Target Audience	<input type="text" value="Briefly describe who this event is meant for"/>
Dress Attire*	<input type="text" value="-- Dress Attire --"/>
Employer Name	<input type="text" value="Example Company"/>
Presenter	<input type="text" value="Presenter"/>
Industry	<input type="text" value="-- Industry --"/>
Work Auth Requirement*	<input type="text" value="-- Work Auth Requirement --"/>

Employer Event Date Preferences

1st Preferred Date*	<input type="text" value="MM/DD/YYYY"/>	1st Preferred Time*	<input type="text" value="-- 1st Preferred Time --"/>
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 --"/>

3c. Click “Submit” to send your request to a career services administrator for approval. We will reach out if we have any questions. You will receive an email with details once your event request has been approved.

A screenshot of a web-based dialog box titled "Submit Event" in a red header bar. The main content area is white and contains three lines of text: "Would you like to submit this event for approval now?", "All event details must be approved by a career center administrator before you can review attendees.", and "If you have questions, please contact the TTU Engineering Engineering Opportunities Center: (806) 742-3451, coe.careers@ttu.edu." At the bottom right of the dialog box, there are two buttons: a light gray "Cancel" button and a red "Submit" button. The "Submit" button is circled with a red oval.

Submit Event

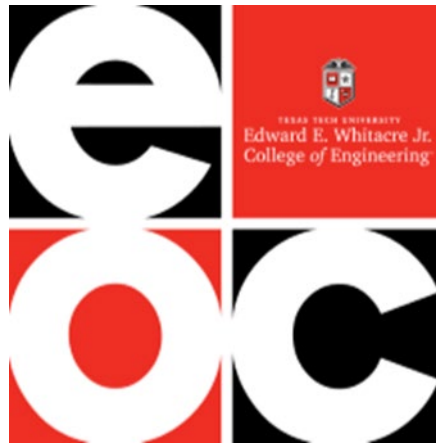
Would you like to submit this event for approval now?

All event details must be approved by a career center administrator before you can review attendees.

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(806) 742-3451, coe.careers@ttu.edu.

Cancel Submit

Registering for an On-Campus Interview (OCI)



4a. Click “+ Register” under **Register for OCI** on the Home page.

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+ REGISTER

Attend a Career Fair

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

+ REGISTER

Search Candidates

Download resumes of qualified candidates


SEARCH

Download Resume Books

Access resumes of qualified candidates interested in your specific field

DOWNLOAD

4b. Fill out details for your on-campus interview request and click ‘Next’. Please provide as much detail as possible to help our staff approve your request and plan for your visit.

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Register for OCI

CancelSave DraftNext

❶

- If you are building your own interview schedule, there is no need to submit a job posting with your OCI Registration form. Completing and submitting the registration form will enable us to reserve rooms for you, and you can handle the rest.
- If you are building your schedule through Job Grid, please submit your job description as soon as possible.

OCI Details

Employer*Example Company

Interview Date Preferences

Preferred Interview Dates cannot be the same.

First Choice *

MM/DD/YYYY

Second Choice

MM/DD/YYYY

Third Choice

MM/DD/YYYY

Interview Preferences

of Total Interview Slots*

of Total In

of Interview Rooms Needed*

of Intervie

Length of Interview*

Length of Ir

Number of Interview Days Needed *

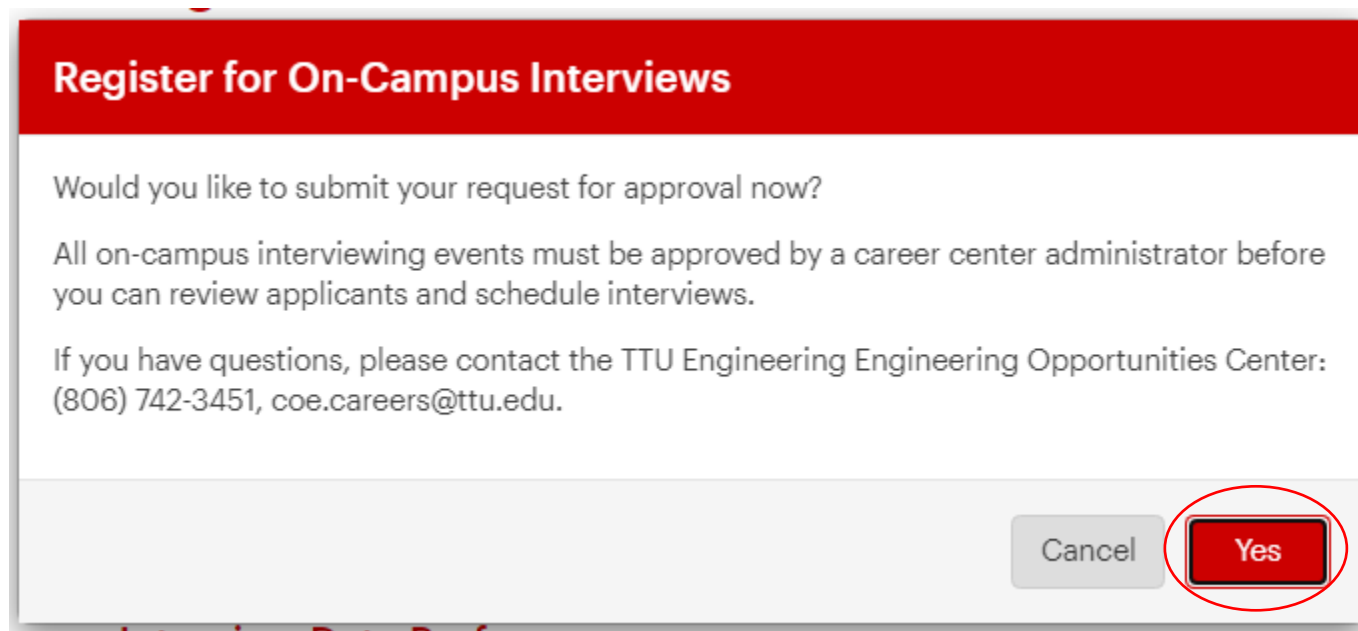
Number of Interview Days Needed

4c. Click yes to submit your request, and your OCI will be sent to the career center administrator for approval.

Career Services will notify you of your interview location via email once the request is approved and a location is assigned.

Note: For interview requests the day after the WCOE Job Fair, locations may not be assigned until ~1 week prior to the interview date; however, if you receive an approval notice, you are guaranteed space on that day.

If you are not building your schedule through Job Grid, this is your last step. If you are selecting candidates and building a schedule via Job Grid, please continue reading.



Register for On-Campus Interviews

Would you like to submit your request for approval now?

All on-campus interviewing events must be approved by a career center administrator before you can review applicants and schedule interviews.

If you have questions, please contact the TTU Engineering Engineering Opportunities Center:
(806) 742-3451, coe.careers@ttu.edu.

Cancel Yes

4d. If you are selecting candidates through the Job Grid portal, you must submit a job posting. Please be sure that the application deadline for the job allows enough time for you to select candidates and allow candidates to sign up for time slots. *Note: We allow students a minimum of 48 hours to sign up for a time slot.*

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Create Job Posting

Cancel Save Draft Submit

Note: Job Grid will limit which students can view and apply to your posting based on the fields you choose in the "Eligibility" boxes. Please provide a detailed job description and be as broad as possible in the "Eligibility" fields to get a better applicant pool.

Job Details

Job Title*	<input type="text"/>
Type of Job	-- Type of Job --
Location Type*	-- Location Type --
Preferred Years of Experience	<input type="text"/>
Interview Format	In Person Interview
Work Auth Requirement*	-- Work Auth Requirement --
If 3rd Party: Who is the organization in question?	<input type="text"/>
Industry *	-- Select a Value --
Job Function *	-- Select a Value --

Application Method(s)* ?

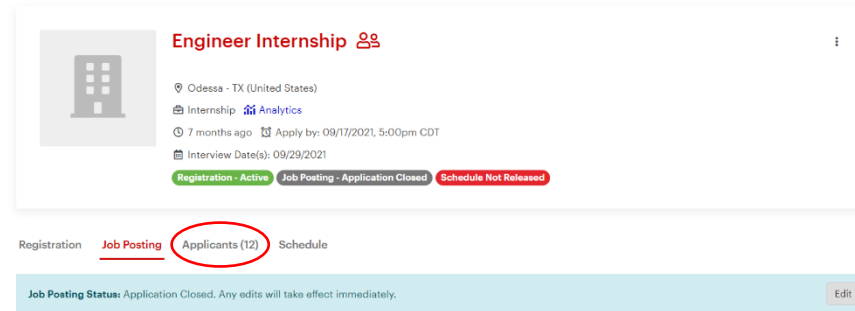
Which application method(s) would you like to require? At least one application method must be selected as "Yes".

Apply via This Site*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Apply via External Link ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Apply via Email ?	<input type="radio"/> Yes <input checked="" type="radio"/> No

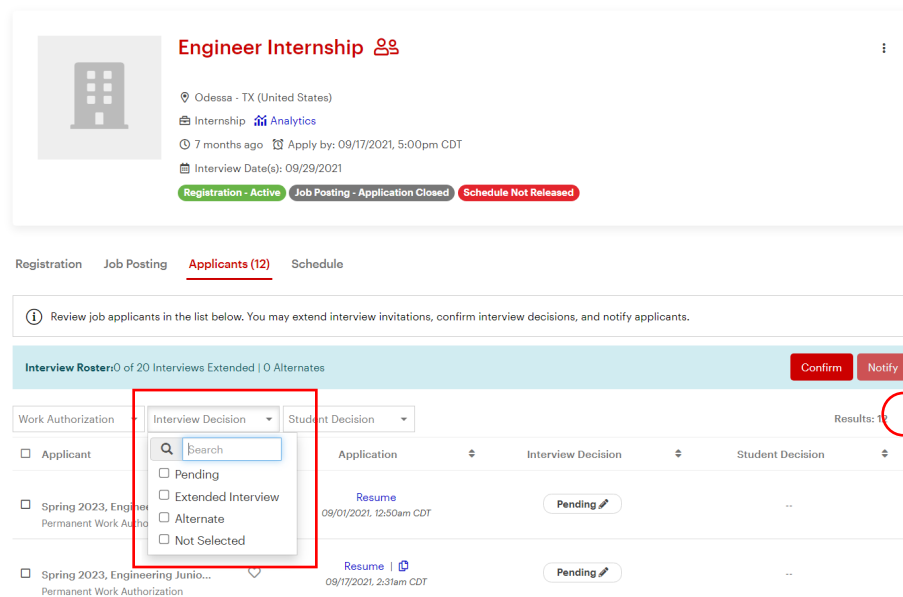
Job Description

Job Description*


4f. Selecting candidates (if building your schedule through Job Grid). Once the job posting has expired, view applicants through the Applicants tab to select those to whom you would like to extend an interview.



To select candidates for interview, click the checkbox(es) next to the name(s) you want to select, select the three vertical dots to the right of the screen, and make a decision on the group of applicants from the menu options. You can also select and make decisions on individual applicants via the dropdown menu.




4g. Selecting candidates, part 2. Once you have made your selections, click Confirm to notify Engineering Career Services. A staff member will then notify students that they have been selected and can sign up for times.



Engineer Internship

📍 Odessa - TX (United States)

📅 Internship  Analytics

🕒 7 months ago 🕒 Apply by: 09/17/2021, 5:00pm CDT

📅 Interview Date(s): 09/29/2021

Registration - Active

Job Posting - Application Closed


Schedule Not Released

Registration

Job Posting

Applicants (12)

Schedule

 Review job applicants in the list below. You may extend interview invitations, confirm interview decisions, and notify applicants.

Interview Roster:0 of 20 Interviews Extended | 0 Alternates


Confirm

Notify

Work Authorization ▾


Interview Decision ▾

Student Decision ▾



Results: 12 

<input type="checkbox"/> Applicant	Application	Interview Decision	Student Decision
------------------------------------	-------------	--------------------	------------------

4h. Viewing the interview schedule. Career Services will email you when your schedule is ready to be viewed. This could be during student interview signups or after signups are completed. Once the schedule is released to you, you can download the schedule and resumes via the Schedule Actions option on the right side of the page.



Engineer Internship

Odessa - TX (United States)
 Internship  Analytics
 7 months ago  Apply by: 09/17/2021, 5:00pm CDT
 Interview Date(s): 09/29/2021

Registration - Active
Job Posting - Application Closed
Schedule Not Released

[Registration](#)
[Job Posting](#)
[Applicants \(12\)](#)
[Schedule](#)

Employer has been notified on 09/01/2021 2:01pm by EOC Career Center

+ Add Schedule(s)
Notify Employer

Interview Date Preferences

- 09/15/2021
- 09/16/2021
- 09/17/2021

Interview Preferences

# of Total Interview Slots	10
# of Interview Rooms Requested	2
Length of Interview	45

Visit Details




We are looking to bring in 4 interns for our 2022 internship program.

Schedule 20 Slot(s), 2 Room(s)

Room #1: 09/29/2021, 8:30am - 5:00pm CDT , 10 Slot(s)

University Career Center 4 - Wiggins Complex

Seats: 3, Equipment: none

<input type="checkbox"/>	Interview Time	Interviewer Name	Slot Notes	Applicant	Notification Status
<input type="checkbox"/>	8:30am - 9:15am CDT	--			
<input type="checkbox"/>	9:15am - 10:00am CDT	--			
<input type="checkbox"/>	10:00am - 10:45am CDT	--			

Schedule Actions ▾

Room Actions ▾

Registering for Job Fair



5a. Select “+ Register” under Attend a Career Fair on the Home page.

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

[+ REGISTER](#)

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[SEARCH](#)

Download Resume Books

Access resumes of qualified candidates interested in your specific field

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5b. View upcoming events and click on the desired event to view more details. Filters are available to help you see events by date.

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Events


Event Name, or Keyword

Event Type: Engineering Job Fair Start Date: 08/01/2022 - 12/31/2022 + Add Filter Reset


Results: 1

Event	Student Event Status	Employer Event Status	Registration Status	Registrants (Waitlist)
 Fall 2022 Whitacre College of Engineering Job Fair Engineering Job Fair 08/21/2022, 10:00am CDT Lubbock Memorial Civic Center	Viewable on Publish Date	Registration Open	Not Registered	0

5c. After reviewing details, select “Register” in the top right corner to register for the event.

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Fall 2022 Whitacre College of Engineering Job Fair

Engineering Job Fair

Wednesday 09/21/2022, 10:00am - 4:00pm CDT [Analytics](#)

Student Registration Period: 08/01/2022, 8:00am - 09/21/2022, 4:00pm CDT

Employer Registration Period: 03/21/2022, 8:00am - 09/09/2022, 5:00pm CDT

Lubbock Memorial Civic Center

Action

Register

Event Details

Registered Students (0)

Students: The Whitacre College of Engineering Job Fair is the perfect chance to meet companies looking for Texas Tech engineers for internships, co-ops, and full-time positions. Whether you are a graduating senior looking for a full-time position or a first year student exploring internships and co-ops, come to the Engineering Job Fair to talk to representatives across the engineering industry. This is a come-and-go event from 10am-4pm, but you are encouraged to spend as much time as possible at the Fair.

We will have a FREE SHUTTLE SERVICE running to/from the Civic Center from 9am-4pm. Look for the Job Fair shuttle sign at the bus stop by the Terry Fuller Petroleum Engineering Research Building. Limited boxed lunches will be available to students from 12:00pm-1:30pm. Get your resumes ready, dress to impress, and come meet companies that want to meet you!

Pre-Registration: Pre-Registration for this event must occur in-person. To pre-register, stop by the EOC Foyer and pick up a registration nametag (your ticket into Job Fair) between 9am and 4pm Monday-Friday 9/12-9/16 or Monday, 9/19 in the EOC Foyer. You must bring your student ID to pre-register and you may only register for yourself.

If you don't pre-register, you will have to wait in line to register at the Job Fair!

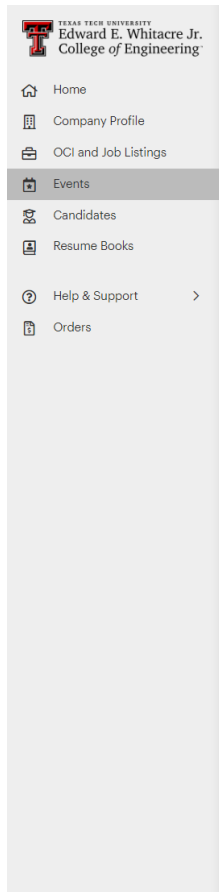
*Come all day *Bring your updated resumes *Dress professionally - dress code WILL be enforced!!

You can view the list of employers registered to attend at any time via the Employer tab in this event. This list is updated on a daily basis to help you prepare for the Fair.

Event Info

Event Format	Off Campus
Target Audience	Whitacre College of Engineering undergraduate and graduate students and alumni
Dress Attire	Business Professional
# of Registrants	--
Work Authorization	All Work Authorizations Accepted
Additional Employer Information	Employers: The Fall 2022 Whitacre College of Engineering Job Fair will be held on Wednesday, September 21, 2022 from 8:00am - 4:30pm (student walk-through 10:00am - 4:00pm) at the Lubbock Memorial Civic Center. We are excited to help you find qualified students for co-op, internship and/or full-time positions. We have over 5000 students represented in our ten majors: Chemical Engineering, Civil Engineering, Computer Engineering, Computer Science, Construction Engineering, Electrical Engineering, Environmental Engineering, Industrial Engineering, Mechanical Engineering, and Petroleum Engineering. Space is limited, so register now! (Visa, Mastercard, American Express, and checks accepted). *Any excess funds will be used for WCOE Career Services Activities.


5d. Fill out the requested information and click submit at the bottom of the page when finished. Please fill out as much information on your company as possible to help students target you at the Fair.



Fall 2022 Whitacre College of Engineering Job Fair - Employer Registration

Full Name	Example Company <input type="checkbox"/> Make Name Visible to Students
Title	Example <input type="checkbox"/> Make Title Visible to Students
Email	coe.careers.critiques@ttu.edu <input type="checkbox"/> Make Email Visible to Students
Phone	(806) 742-3451 <input type="checkbox"/> Make Phone Visible to Students
Additional Contacts	-- Select a Contact --
Registration Type *	<div><div><input type="radio"/> Student Hospitality Sponsorship \$5000 This sponsorship includes a double booth, your company logo on water bottles passed out to students, and your logo on a ceiling sign in the Exhibit Hall.</div><div><input type="radio"/> Student Registration Sponsorship \$5000 This sponsorship includes a double booth, your company logo on the registration booth and student lanyards, and a ceiling sign in the Exhibit Hall.</div><div><input type="radio"/> Student Lunch Sponsorship \$4000 This sponsorship includes a double booth, your logo on Student Lunch signs, and your logo on a ceiling sign in the Exhibit Hall. 2 lunch sponsorships are available.</div><div><input type="radio"/> Student Transportation Sponsorship \$4000 This sponsorship includes a double booth, your logo on the buses transporting students to/from the Civic Center, and your logo on a ceiling sign in the Exhibit Hall.</div><div><input type="radio"/> Student Lounge Sponsorship \$2500 This sponsorship includes a double booth, your logo on signs at two Student Lounges, and your logo on a ceiling sign in the Exhibit Hall.</div><div><input type="radio"/> Triple Booth \$1625 For this event we will provide you with publicity, a 30x10 draped booth space with three 8ft. skirted tables, 6 chairs, an electrical outlet, wireless internet service, and breakfast and lunch for your company's representatives.</div><div><input type="radio"/> Double Booth \$1100 For this event we will provide you with publicity, a 20x10 draped booth space with two 8ft. skirted tables, 4 chairs, an electrical outlet, wireless internet service, and breakfast and lunch for your company's representatives.</div><div><input type="radio"/> Single Booth \$575 For this event we will provide you with publicity, a 10x10 draped booth space with 8ft. skirted table, 2 chairs, an electrical outlet, wireless internet service, and breakfast and lunch for your company's representatives.</div></div>

5e. After you click submit, your registration will show as Pending until it is approved by Career Services staff. Once your registration has been approved, you will receive an approval packet via email with more detail on the Fair and instructions on how to pay for the event.



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Home

Company Profile

OCI and Job Listings


Events

Candidates


Resume Books

Help & Support

Orders



Example Company

 --

[← Back to Event](#)

Your registration status is **Pending Approval**. You will be notified when this request has been approved.

Registration Details **Pending Approval**

Employer

Example Company

Contact Name

Example Company
(visible to students)

Title

Example
(visible to students)

Email

coe.careers.critiques@ttu.edu
(visible to students)

Phone

(806) 742-3451
(visible to students)

Registration Type

Single Booth - \$575

Is Permanent US Work
Authorization required to work
at this company?

No

Company Description

Example

Company Website

Example

Majors Hiring

Chemical Engineering, Civil Engineering, Computer Engineering,
Computer Science, Construction Engineering, Electrical Engineering,
Environmental Engineering, Industrial Engineering, Mechanical
Engineering, Petroleum Engineering, Bioengineering

Position Types Hiring

Co-Op, Full-Time, Internship, Military, Part-Time, Part-Time On-Campus,
Other

Positions Hiring

Example

Event Information

Date & Time

09/21/2022, 10:00am - 4:00pm CDT

Location

Lubbock Memorial Civic Center

Event Format

Off Campus

Target Audience

Whitacre College of Engineering undergraduate and graduate students
and alumni


Job Postings

No active job postings

Events

No upcoming events

5f. To pay for the event, go to the **Orders** tab and click on your order number.

 TEXAS TECH UNIVERSITY
Edward E. Whitacre Jr.
College of Engineering

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Orders

Unpaid Paid Refunded

Results: 1 Export Results

Order # ^	Order Date	Detail	Amount	Status
200089335	04/08/2022	Fall 2022 Whitacre College of Engineering Job Fair	\$575.00	Unpaid

Previous 1 Next

You can pay for the event via credit card by clicking “Pay Online Via Credit Card” or follow the instructions under **Payment Method** to pay via check. If you need an invoice, go to Action → Download Order Details in the top right corner:

Order #200088471 Unpaid

Order Date 03/30/2022

Order Details

Item	Detail	Amount
Job Fair Registration	Fall 2022 Whitacre College of Engineering Job Fair - Registration Type: Single Booth	\$575.00
Sub Total		\$575.00
TOTAL		\$575.00

Payment Details

Payment Status Unpaid

Payment Method

Received Date --

Note

Contact

Name Example Company

Company Example Company

Title Example

Email Address coe.careers.critiques@ttu.ed...


Phone Number (806) 742-3451

Payment Method

If you would like to pay with credit card, you can do so through your [Job Grid](#) account. If you would like to pay with check, please make checks payable to Whitacre College of Engineering and mail to the address below:

Texas Tech University
Whitacre College of Engineering, Attn: EOC
902 Boston Ave
Engineering Center Suite 102
Lubbock, TX 79409

Please call 806-742-3451 with any questions.

 PAY ONLINE VIA CREDIT CARD

5g. Your registration information can be edited at any time once your registration is approved.

First, click “View Registration” under the event:

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Fall 2022 Whitacre College of Engineering Job Fair

Engineering Job Fair
Wednesday 09/21/2022, 10:00am - 4:00pm CDT Analytics
Student Registration Period: 08/01/2022, 8:00am - 09/21/2022, 4:00pm CDT
Employer Registration Period: 03/21/2022, 8:00am - 09/09/2022, 5:00pm CDT
Lubbock Memorial Civic Center

Registration: Your company registered for this event on 03/30/2022, 1:40pm CDT. View Registration

Event Details Registered Students (0)

Students: The Whitacre College of Engineering Job Fair is the perfect chance to meet companies looking for Texas Tech engineers for internships, co-ops, and full-time positions. Whether you are a graduating senior looking for a full-time position or a first year student exploring internships and co-ops, come to the Engineering Job Fair to talk to representatives across the engineering industry. This is a come-and-go event from 10am-4pm, but you are encouraged to spend as much time as possible at the Fair.

We will have a FREE SHUTTLE SERVICE running to/from the Civic Center from 9am-4pm. Look for the Job Fair shuttle sign at the bus stop by the Terry Fuller Petroleum Engineering Research Building. Limited boxed lunches will be available to students from 12:00pm-1:30pm. Get your resumes ready, dress to impress, and come meet companies that want to meet you!

Then, select → Edit in the top right corner:

Example Company

Back to Event

Edit

Registration Fee Status: Unpaid (\$575.00) Order Details

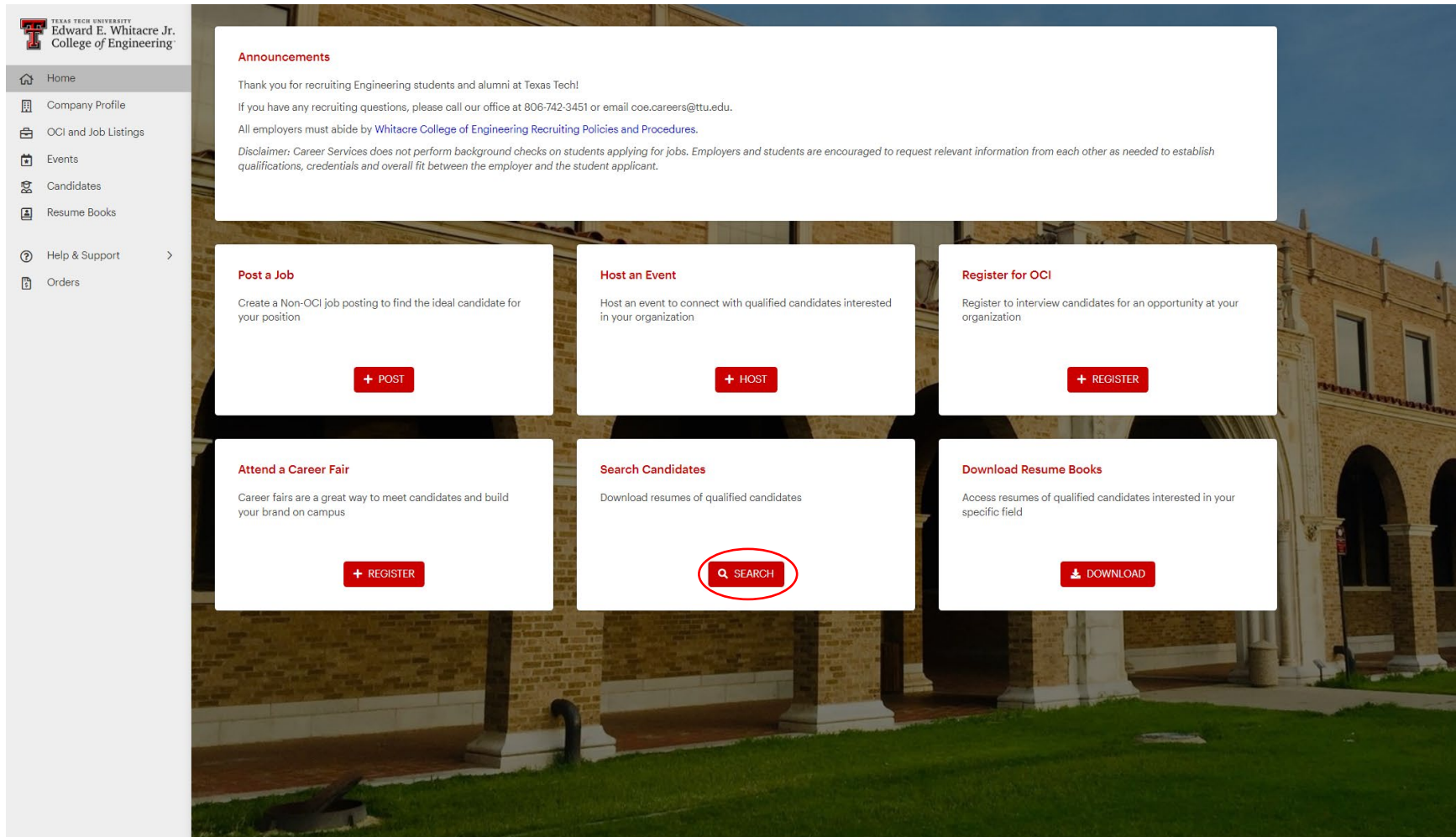
Registration Details Approved Job Postings

Note: Your registration type, e.g. single to double booth, cannot be changed after your invoice is paid. To change your registration type, contact coe.careers@ttu.edu.

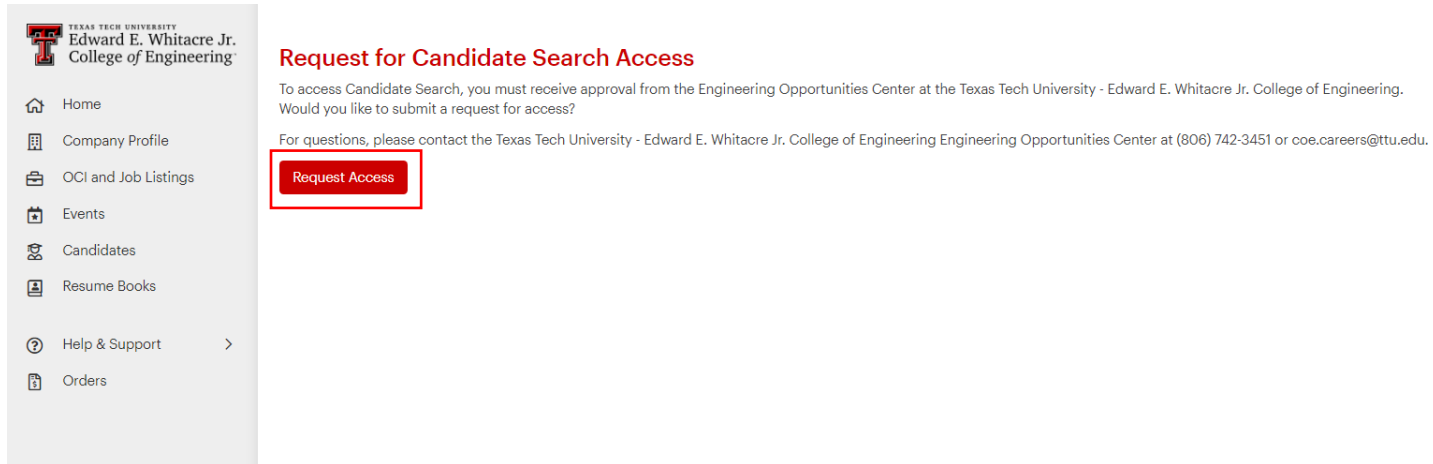
Searching Candidates



6a. Click “Search” under Search Candidates on the Home page.




6b. If you do not already have access to Candidate Search, click the “Request Access” button on the page.



The screenshot displays the website for the Texas Tech University - Edward E. Whitacre Jr. College of Engineering. On the left is a navigation menu with the following items: Home, Company Profile, OCI and Job Listings, Events, Candidates, Resume Books, Help & Support (with a right arrow), and Orders. The main content area is titled "Request for Candidate Search Access" in red. Below the title, it states: "To access Candidate Search, you must receive approval from the Engineering Opportunities Center at the Texas Tech University - Edward E. Whitacre Jr. College of Engineering. Would you like to submit a request for access?". Further down, it provides contact information: "For questions, please contact the Texas Tech University - Edward E. Whitacre Jr. College of Engineering Engineering Opportunities Center at (806) 742-3451 or coe.careers@ttu.edu." A red rectangular box highlights a red button labeled "Request Access".

6c. Once approved, use the filters provided to search resumes. *Note: Not all job-seeking students and alumni have a resume posted on Job Grid. If you do not see the candidates you are looking for, please reach out to Career Services or try the Resume Books tab (see instructions below).*

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Candidate Search

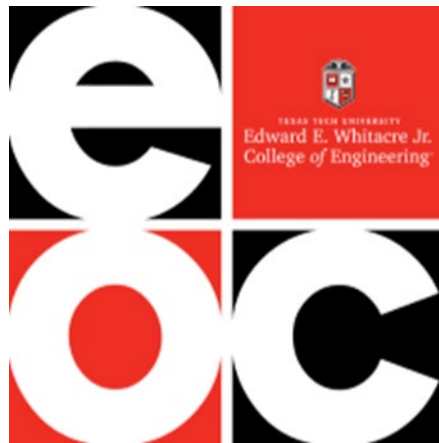
Search by name, email or student ID [Search](#)

Keyword Search: <input type="text" value="Search Keywords in Resume"/>	Student Group: <div>All</div>	Job Phase: <div>Post Graduation</div>	Program: <div>All</div>
Graduation Year: <div>All</div>	Graduation Term: <div>All</div>	College/School: <div>All</div>	Degree Level: <div>All</div>
Major/Academic Program: <div>All</div>	Minimum Undergraduate/Graduate GPA: <input type="text"/>	Desired Industry: <div>All</div>	Desired Function: <div>All</div>
Desired City: <input type="text" value="Enter a city name here"/>	Work Experience: <div>All</div>	Language Spoken: <div>All</div>	Language Written: <div>All</div>

[✕ Clear Filters](#) [🔍 Get Results](#)

Please specify your search criteria above

Viewing/Downloading Resume Books



7a. Click “Download” under **Download Resume Books** on the Home page.

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Announcements

Thank you for recruiting Engineering students and alumni at Texas Tech!

If you have any recruiting questions, please call our office at 806-742-3451 or email coe.careers@ttu.edu.

All employers must abide by [Whitacre College of Engineering Recruiting Policies and Procedures](#).

Disclaimer: Career Services does not perform background checks on students applying for jobs. Employers and students are encouraged to request relevant information from each other as needed to establish qualifications, credentials and overall fit between the employer and the student applicant.

Post a Job

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

[+ POST](#)

Host an Event

Host an event to connect with qualified candidates interested in your organization

[+ HOST](#)

Register for OCI

Register to interview candidates for an opportunity at your organization

[+ REGISTER](#)

Attend a Career Fair

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

[+ REGISTER](#)

Search Candidates

Download resumes of qualified candidates


[Q SEARCH](#)

Download Resume Books

Access resumes of qualified candidates interested in your specific field

[DOWNLOAD](#)

7b. The page will display resume books from multiple organizations and student groups related to the WCOE. Click on the hyperlink of the organization you want to view to see resumes from their members.



- Home
- Company Profile
- OCI and Job Listings
- Events
- Candidates
- Resume Books**
- Help & Support
- Orders

Resume Books

Name Search:

Student Group:
All

Academic Year:
All

Status:
All

Clear Filters
Get Results

Results: 34

Resume Book	Description	Status
Alpha Omega Epsilon (2021-2022)	Alpha Omega Epsilon is a professional and social sorority composed of female engineering and technical science students. The soror...	Published
American Institute of Chemical Engineers (AIChE) (2021-2022)	Students in the American Institute of Chemical Engineers student organization (self-reported).	Published
American Society of Civil Engineers (2021-2022)	Students in the American Society of Civil Engineers student organization (self-reported).	Published
American Society of Mechanical Engineers (ASME) (2021-2022)	Students in The American Society of Mechanical Engineers student organization (self-reported).	Published
Associated General Contractors of America (AGC) (2021-2022)	Students in the Associated General Contractors of America student organization (self-reported).	Published
Chemical Engineering Students	Students in this resume book are in the Chemical Engineering Department.	Published
Civil Engineering Students	Students in this resume book are in the Civil Engineering Department.	Published
Computer Engineering Students	Students in this resume book are in the Computer Engineering Department.	Published
Computer Science Students	Students in this resume book are in the Computer Science Department.	Published
ConocoPhillips Center for Engineering Enrichment and Diversity	Students actively participating in the ConocoPhillips Center for Engineering Enrichment and Diversity Programs. https://www.depts....	Published
Construction Engineering Students	Students in this resume book are in the Construction Engineering Department.	Published
Electrical Engineering Students	Students in this resume book are in the Electrical Engineering Department.	Published
Engineering Ambassadors (2021-2022)	Engineering Ambassadors are representatives of the Whitacre College of Engineering. Engineering Ambassadors typically communicat...	Published
Environmental Engineering Students	Students in this resume book are in the Environmental Engineering Department.	Published
Extraordinary Women of Computer Science (EWoCS)	Students in the Extraordinary Women of Computer Science student organization (self-reported).	Published
Formula Society of Automotive Engineers (2021-2022)	The Red Raider Racing team is a collegiate, co-ed, multidisciplinary, student-run organization that competes against other univers...	Published
Graduating Seniors (2021-2022)	Students in this resume book are graduating in December 2019, Spring 2020, or August 2020 and seeking full-time employment.	Published

7c. After clicking on the hyperlink, the page will take you to a description of the organization. Click on the **Resumes** tab to view the list of individual resumes in that organization or click **Download Full Book** to download all resumes at once.

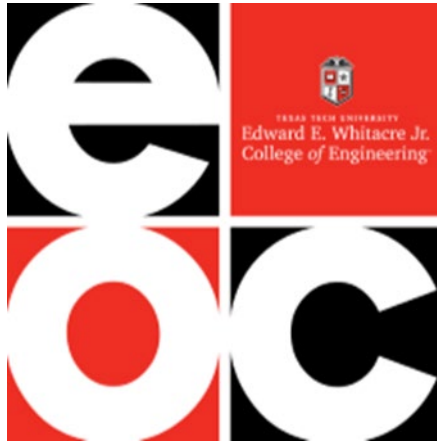
The screenshot displays the website interface for the Texas Tech University Edward E. Whitacre Jr. College of Engineering. On the left is a vertical navigation menu with the following items: Home, Company Profile, OCI and Job Listings, Events, Candidates, Resume Books (highlighted), Help & Support, and Orders. The main content area is titled "Graduating Seniors (2021-2022)" with a "Published" status indicator. Below the title are two tabs: "Resume Book Details" and "Resumes" (which is circled in red). A "Back to List" link is visible on the right. A red box highlights a "Download Full Book" button. The "Description" section states: "Students in this resume book are graduating in December 2019, Spring 2020, or August 2020 and seeking full-time employment." The "Resume Book Details" section includes a table with the following information:

Student Application Start Date	08/23/2021, 8:00am CDT
Student Application End Date	05/14/2022, 11:45pm CDT
Academic Year	2021-2022

The "Eligibility" section includes a table with the following information:

Student Group	Engineering Freshman, Engineering Sophomore, Engineering Junior, Engineering Senior, Engineering Graduate Student, Engineering Alumni, Current Student
---------------	--

Account Settings



8a. You can access Account Settings at the bottom left corner of your account.

The screenshot displays the Texas Tech University Career Services portal. On the left is a vertical navigation menu with the following items: Home, Company Profile, OCI and Job Listings, Events, Candidates, Resume Books, Help & Support, and Orders. The main content area features an 'Announcements' section at the top, followed by six action cards: 'Post a Job', 'Host an Event', 'Register for OCI', 'Attend a Career Fair', 'Search Candidates', and 'Download Resume Books'. Each card includes a brief description and a red button with a plus icon and the action name. At the bottom left, a red box highlights the user profile section, which contains 'Account Settings' and 'Log Out' links, along with the user's name 'Example Company' and a profile picture icon.

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Post a Job
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Host an event to connect with qualified candidates interested in your organization
[+ HOST](#)

Register for OCI
Register to interview candidates for an opportunity at your organization
[+ REGISTER](#)

Attend a Career Fair
Career fairs are a great way to meet candidates and build your brand on campus
[+ REGISTER](#)

Search Candidates
Download resumes of qualified candidates
[Q SEARCH](#)

Download Resume Books
Access resumes of qualified candidates interested in your specific field
[DOWNLOAD](#)

[Account Settings](#)
[Log Out](#)
Example Company
Example Company

View and edit your Account Settings (password, personal information, and payment information) as needed:

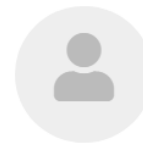
Account Settings

Password [Edit](#)

Account Info [Edit](#)

Email Address

Profile Photo



Name

Employer Name

Job Title

Phone Number

Street Address

City

Country

Postal Code

Payment Information [+ Add new card](#)

Your credit and debit cards Expires on

Virtual Meeting Integrations



Authorize