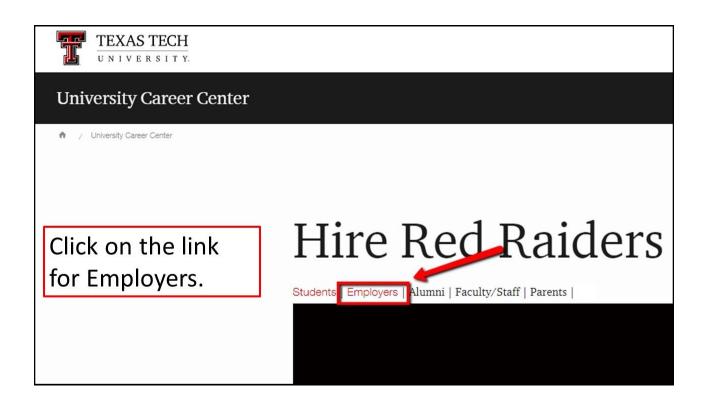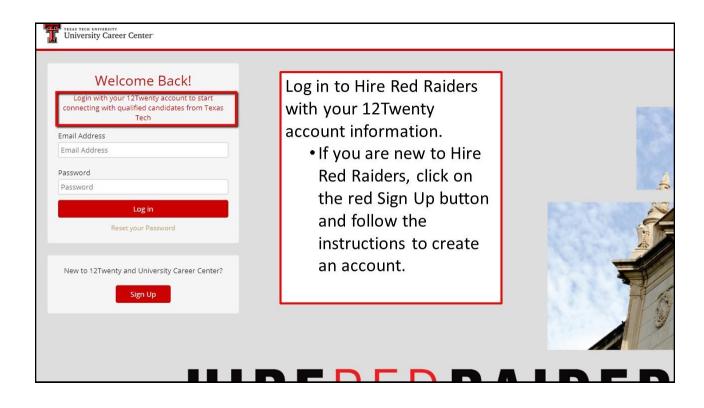# HOW TO POST A JOB
TUTORIAL

HIRERED**RAIDERS**

TEXAS TECH UNIVERSITY
University Career Center™

New Tab   ×

← → C   🗋 www.hireredraiders.ttu.edu

⠿ Apps   For quick access, place your bookmarks here on the bookmarks bar. Im

Go to
www.hireredraiders.ttu.edu

University Career Center

🏠 / University Career Center

Hire Red Raiders

Students | Employers | Alumni | Faculty/Staff | Parents |

Click on the link for Employers.

University Career Center

Welcome Back!

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

Email Address

Email Address

Password

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.

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

as Tech University Career Center Recruiting Guidelines & Policies prior

.edu/careercenter/images/RecruitingGuidelinesPolicies.pdf

ency 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

reer fairs are a great way
meet our students and
ld 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

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

Create Job Posting

Cancel Save Draft **Submit**

ⓘ 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 organization in question?

Job Title*

Paid or Unpaid

Location*

Wage / Salary

Location Type*

Preferred Years of Experience

Type of Job

Industry *

Job Function *

Interview Format

Job Dates

Application Begins On*

Application Deadline*   MM/DD/YYYY   H:MMpm

Anticipated Job Start Date   MM/DD/YYYY
Format: MM/DD/YYYY

Primary Job Contact

Use My Information

Name*   Name

Title*   Title
☐ Make Visible to Students

Email*   Email
☐ Make Visible to Students

Phone*   Phone
☐ Make Visible to Students

Address*   Address

☐ Make Visible to Students

Is Alumnus   ○ Yes ○ No

Target Audience

Work Auth Requirement*   -- Select a Work Auth Requirement -- ▾

Who Can Apply

Please select which student groups can see and apply to this job.

Student Group*
-- Select a Value -- ▾

Degree Level
-- Select a Value -- ▾

College/School

> In order to successfully post a job, you must fill out **all** of the required sections that are denoted by an asterisk (*).

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 Website ❓   ○ Yes ○ No

Apply via Email ❓   ○ Yes ○ No

Job Description*

B *I*   ☰ ☰   ∞ ✎   ⇤ ⇥

Attachments

Choose Files   No file chosen
Allowed file types: Any

or drag & drop files here to upload

Application Document Requirements

Request or require students to submit below documents when applying to this job:

Document Type	Document Display Name	Is Required?
Resume ▾	Resume	☑

> Continue filling out all of the required sections.
>
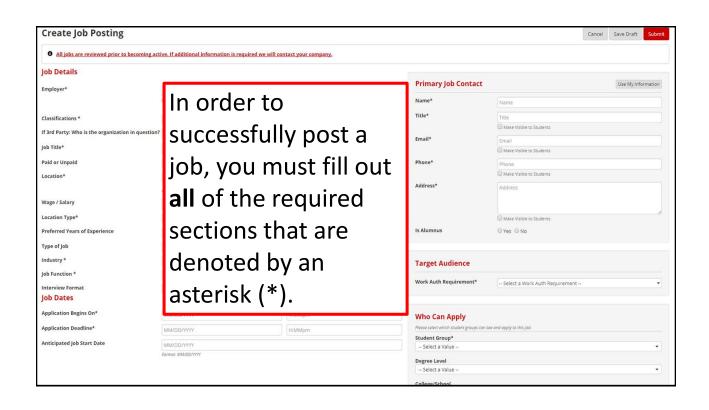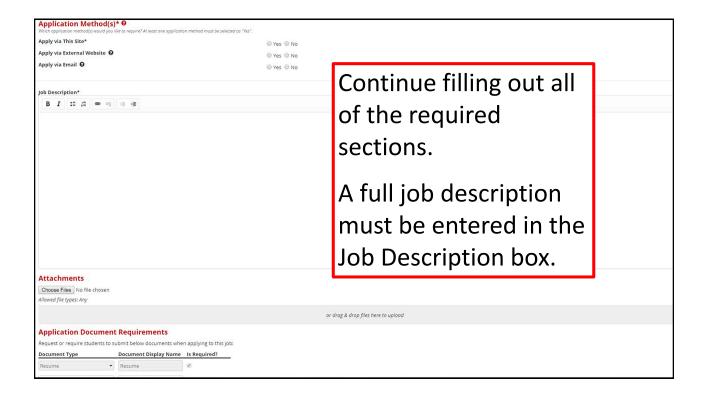> A full job description must be entered in the Job Description box.

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

Power

⟳ 12TWEN

Manager

Fake Company test

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

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.

1 JOB POSTING
Pending Approval

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
www.CareerCenter.ttu.edu

All text