Valpo CareerHub Employer Toolkit

Getting Started

1. Navigate to [Valpo CareerHub](#)
2. **Returning user**? Welcome back!
   a. If you've previously used a recruiting platform "*powered by 12twenty*" simply use your existing email address and password login combination
   b. Clicking "Reset your Password" will initiate a password reset email which will reset your password across all 12twenty recruiting portals
3. **First time** creating a 12twenty account? Click the **"sign up for an account"**
   a. Fill in the account creation form
      i. When entering your company name in the "employer field", suggestions may appear. Select your company if it already exists in the 12twenty system. If not, enter your organization's official name
   b. Finish entering your data and agree to the "terms of service", clicking the "create account" button
      i. An email verification code will be sent to the email address provided which should be entered into the "Email Address Verification" pop up
      ii. The code is active for one hour after being sent. If you do not receive the code after 10 minutes, check your spam folder.

User Profile Set-Up and Updates

Keeping your account information updated is as easy and allows Valparaiso University Administrators to better support you with your hiring needs.

1. Once logged in, click on your name located at the bottom left corner and from the pop up menu select **"Account Settings"**
2. Click "Edit" next to the section you want to manage and update
   a. Password
   b. Account Information
   c. Payment Information
   d. Zoom Information
3. Update your Company Profile

Posting a Job / Internship

1. From the homepage, click the **"Post a Job"** button OR navigate to the **"OCI and Job Listing"** on the left-hand menu bar and click the **"Post a Job"** button in the top right corner
2. Complete the form with all required information about your job opening
    a. Enter as much information about your posting as possible to ensure it is promoted to the right talent
    b. Students often set up "job email alerts" based on their desired industry, function, and location preferences. If your opportunity matches their preferences, it will be featured and promoted via the email alert
    c. Select "Application Methods" and define your "Job Description"
        i. Apply via This Site - when set to yes allows candidates to submit their application through the Valpo CareerHub. At the end of application deadline, you can download a PDF packet of all application documents collected through the system
        ii. Apply via External Website - when set to yes allows candidates to apply via the website you desire. You can also provide an external URL and Job ID.
        iii. Apply via Email - when set to yes candidates will be prompted to send their application materials to an email address you indicate
    d. Define your "Application Document Requirements"
        i. Clicking "Add Additional Document Type" will allow you to request more than a resume for applications
        ii. Clicking a checkmark requires this document, clicking the "X" will remove a document from being requested
        iii. If you are the hiring contact, you can save time by hitting the "Use my Information" button in the "Primary Job Contact" box.
            1. You can make select contact information "visible to students" if you chose
        iv. You can filter target this job opportunity to right-fit candidates in the "Eligibility" section
3. Once you hit submit, the job posting will be sent to the Valparaiso University administrative team for review and approval
4. While your job is in the approval queue, complete your Company Profile to enhance your digital brand within the Valparaiso University community
5. If your posting is approved, you will be notified via email. From there, your job will be promoted to qualified candidates and applicants will be directed to submit their application materials according to your "Application Method" instructions
6. Your job is stored in our database, so you may edit the posting or repost an existing posting by clicking "Action" and "Duplicate"
7. If your Application Method was "Apply via This Site", you can login to the system and review application materials by clicking on the "Applicants" tab of your job posting
    a. You can either see each candidates resume OR "Download All Application Packages" by clicking on the 3 dots (ellipses action menu)

FAQs

You can find the answers to the 12twenty FAQs here