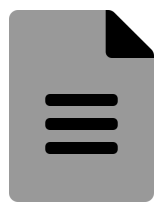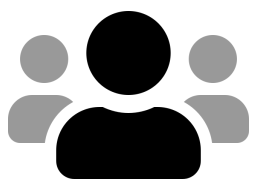# Bradley netWORK
Employer Toolkit

Bradley University students and alumni are hard at work acquiring the knowledge and skills needed to succeed in today's workforce. Our office has also been hard at work helping our employer partners to meet the challenges of digital recruiting with innovative programs and online student engagement tools.

We are excited to offer a set of recruitment tools ***powered by 12twenty***, to make it easy to connect your opportunities and brand with Bradley University's top talent! The 12twenty UI is accessible and compatible with any device: phone, tablet, and computer.

Meet your recruiting needs by promoting your organization to Bradley University's candidates seeking full-time jobs, internships, and more on Bradley netWORK. If you need assistance with Bradley netWORK, please contact Smith Career Center at careers@bradley.edu or (309) 677-2510.

- **Elana Arbuckle** - Contact for general questions including registration and sign up help, full-time job posting questions, and candidate search questions
- **Jean Berry** - Contact for general questions including registration and sign up help and internship and part-time job posting questions
- **Rick Smith, Ph.D.**, Senior Director for Employer Services - Contact for general questions, ways to engage with students, and OCI (on-campus interview) questions

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Welcome! Getting Started

Sign Up and Login

Bradley netWORK, *powered by 12twenty,* is Bradley University's official recruiting system. To get started, simply follow the steps below.
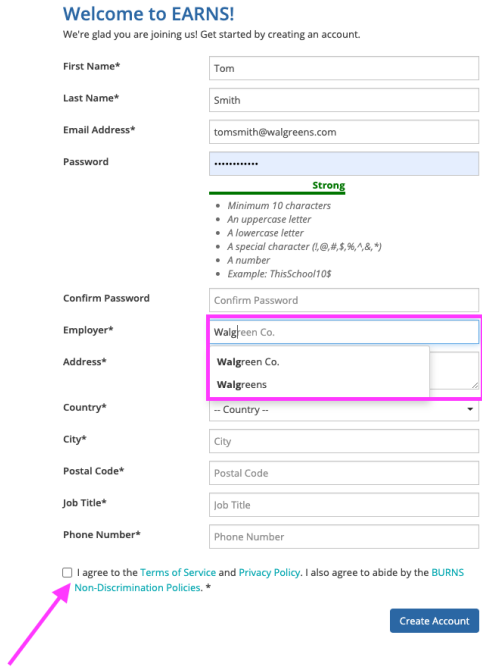
1. Navigate to http://bradley.12twenty.com/hire

2. Returning user? Welcome back!
- If you have previously used a recruiting platform "*powered by 12twenty*" simply use your existing **"Email Address"** and **"Password"** login combination.
- Clicking the "**Reset your Password**" button will initiate a password reset email and will reset your password across **all** of your 12twenty recruiting portals.

3. First time? Create a 12twenty account by clicking the "Sign up for an account" button
- Fill in the Account Creation form
  - When entering your company name in the **"Employer"** field, suggestions may appear. If your company already exists in our system, select it from the options; otherwise, enter your organization's official name.

- Finish entering your data, agree to the "terms," and click the **"Create Account"** button.
- Once you have created your account, a verification code will be sent to the email address you provided.
- Input the email verification code into the **"Email Address Verification"** pop up that appears to finalize the account creation process.


Note: *This code is active for 1 hour from the time it hits your inbox. If you do not see the email after 10 minutes, check your spam folder.*

Recruiting Options

Bradley netWORK is a quick and efficient way to communicate open job, internship and fellowship opportunities to target Bradley University populations and your homepage provides several options for connecting with the right-fit talent for your role.

Homepage - Dashboard

- **Update Company Profile** - Build your digital presence and brand to attract top talent. *This is a link to the centralized 12twenty site if your organization recruit at other 12twenty schools.*

- **Post a Job** - Post and share your open jobs and internships

- **Host an Event** - Request to host and promote your event (virtual, on-campus, on site)

- **Participate in OCIs and Virtual Interviews** - Request to interview students (virtual, phone, on-campus, on site)

- **Attend a Career Fair** - Register to showcase your company at an upcoming career fair or networking event

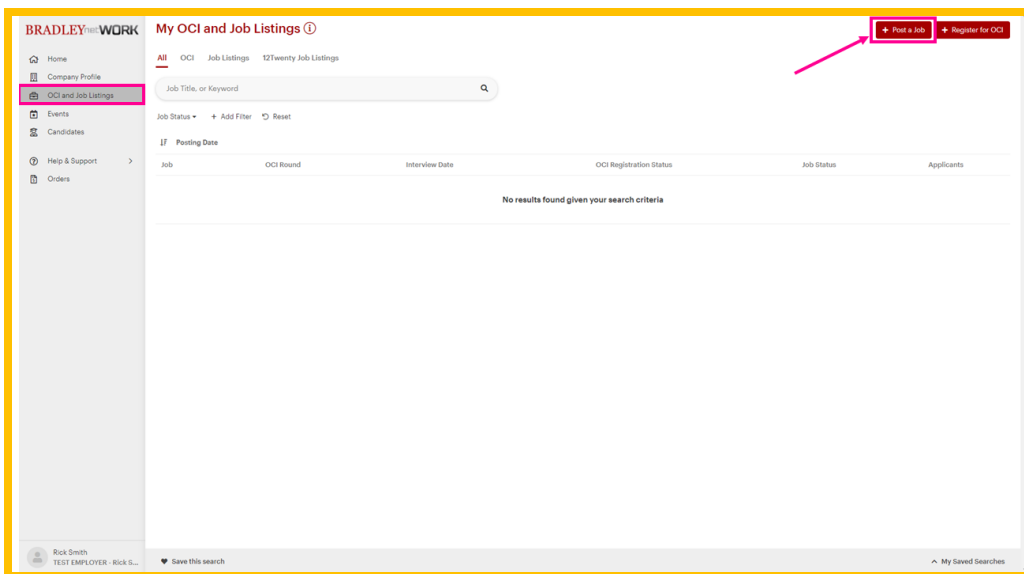- **Search for Candidates** - Proactively search resumes for qualified candidates that match your hiring criteria
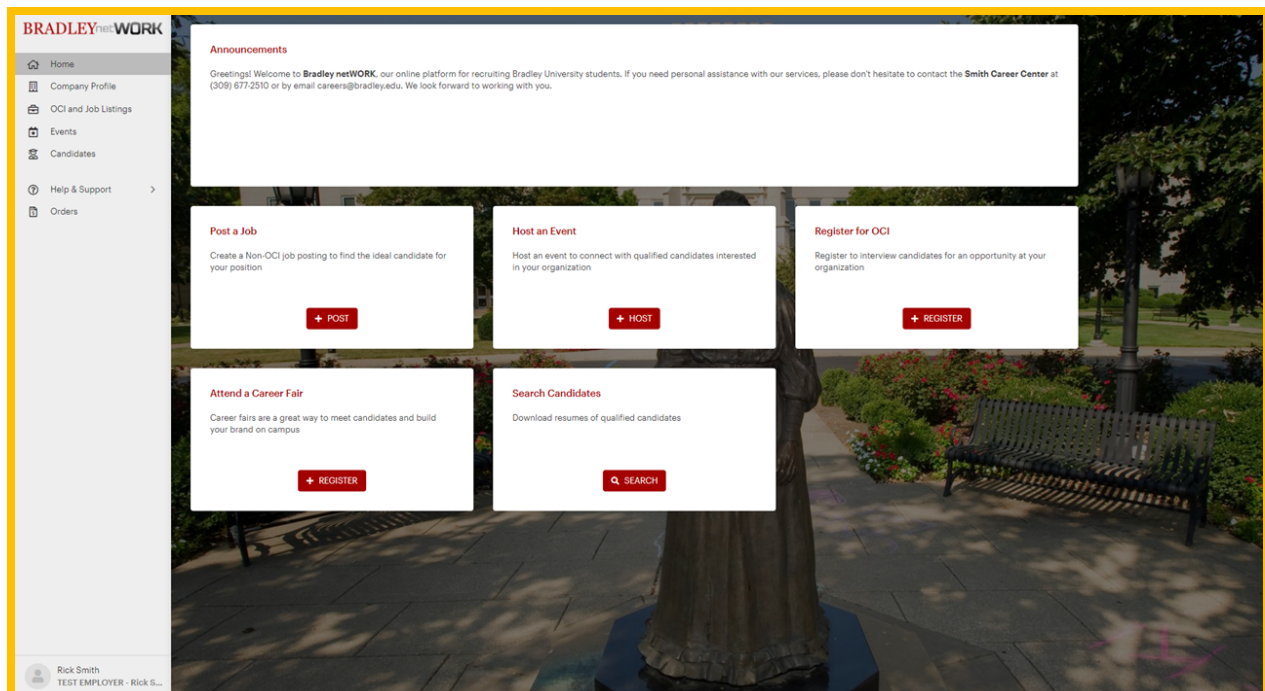
Post a Job

1. From the homepage click on the "Post a Job" button.
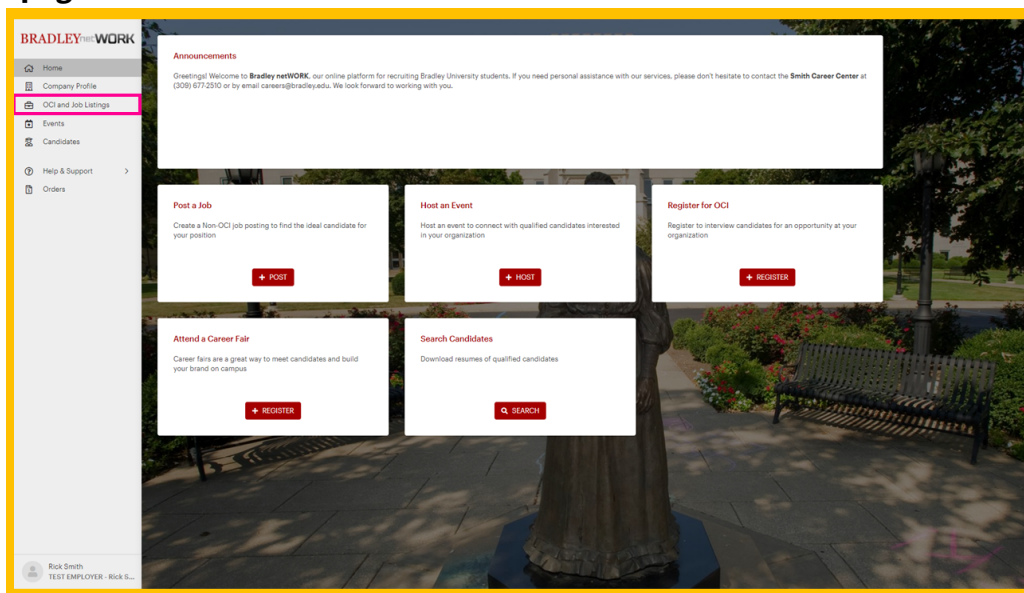
Or, **navigate to the "OCI and Job Listing" on the left-hand menu bar. Click on the "Post a Job" button in the top right hand corner.**

2. Complete the form with all required information about your job opening
- Enter as much information about your open opportunity as possible to ensure it is promoted to the right-fit talent. *Don't forget to include the appropriate work authorization.*
- Candidates often set up "job email alerts" based on their target industry, function, practice area, and location preferences. If your opportunity matches their preferences, it will be featured and promoted in the email alert.
- **NOTE:** Smith Career Center staff review all job postings prior to approval. If/when questions arise, a staff member will reach out to you for clarification. Staff may make adjustments based upon our experience in order to reach appropriate candidates (ex., if you enter "Alumni" for an entry-level opportunity, we may add "undergraduate student" since we know students are still listed as undergraduates within the system for a period of time after graduation)

- Select your **"Application Methods"** and define your "Job Description"

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 (Bradley netWORK)* ❓	○ Yes ○ No
Apply via External Link ❓	○ Yes ○ No
Apply via Email ❓	○ Yes ○ No
Apply via Other ❓	○ Yes ○ No
Apply via Postal Mail ❓	○ Yes ○ No

- **Apply via This Site** - If this is set to **Yes** candidates will submit their applications through the platform. A box will pop up lower on the screen for "Applicant Notifications". You will have two choices and you may select one or both.
  - Choice 1 – The Primary Contact may be notified as individual applicants submit their items
  - Choice 2 – Allows you to login to the platform at the end of the application deadline to create a PDF packet of all the application documents collected through the system.

Applicant Notifications

🔔 Notify primary job contact of new applications ❓   Off

🔔 Notify primary job contact with application packet at the job posting deadline ❓   Off

- **Apply via External Website** - If this is set to **Yes** candidates will be able to apply via the website you desire. You can also provide an external URL and Job ID.
- **Apply via Email** - If this is set to **Yes** candidates will be prompted to send their application materials directly to the email address you provide.
- **Apply via Fax / Postal Mail** - If this is set to **Yes** students will be able to send their application materials directly to a fax or Postal Address you provide.

- Define your **"Application Document Requirements"**
  - By marking the **checkbox**, you will require the document to be submitted. *Resume is automatically checked.* Cover letter will show as optional. To require cover letter, check the box.
  - You are able to add other Document types by clicking "+Add Additional Document Type". The image below shows all choices available.
  - Click the **X** to remove a document from being requested

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	☑	
Cover Letter ▾	Cover Letter	☐	✖
Transcript ▾	Transcript	☐	✖
Recommendation Letter ▾	Recommendation Letter	☐	✖
Writing Sample ▾	Writing Sample	☐	✖
Other ▾	Other	☐	✖
URL ▾	URL	☐	✖

➕ Add Additional Document Type

- Enter the "Primary Job Contact" information. You can save time by clicking the **"Use my Information"** button in the "Primary Job Contact" box (if you are the main point of contact for the job opportunity.)
  - You can also make selected contact information **"visible to students."** This isn't required but can be valuable information for candidates applying for the job.

Primary Job Contact   Use My Information

Name* | Name
               | ☑ Make Visible to Students

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

- **Eligibility**: In this section, use the "Student Groups" filter to target the job opportunity to the right-fit candidates. Choices include:
  - "Undergraduate Student" - includes First-year through Senior *(keep in mind recent graduates)*
  - "Graduate Student" - Masters and Doctoral-level students
  - "Alumni" - graduates of all levels, including new graduates and beyond

3. Once you "Submit" the job posting it will be sent to our administrative team for review and approval.

4. 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.

5. Your job is stored in our database, so you may edit the posting or repost an expired posting by clicking the 3 stacked dots (ellipses action menu) to "Duplicate" the job.

TEST JOB - Entry-Level Worker
TEST EMPLOYER - Rick Smith
⌖ Peoria - IL (United States)
💼 Full-Time 📊 Analytics
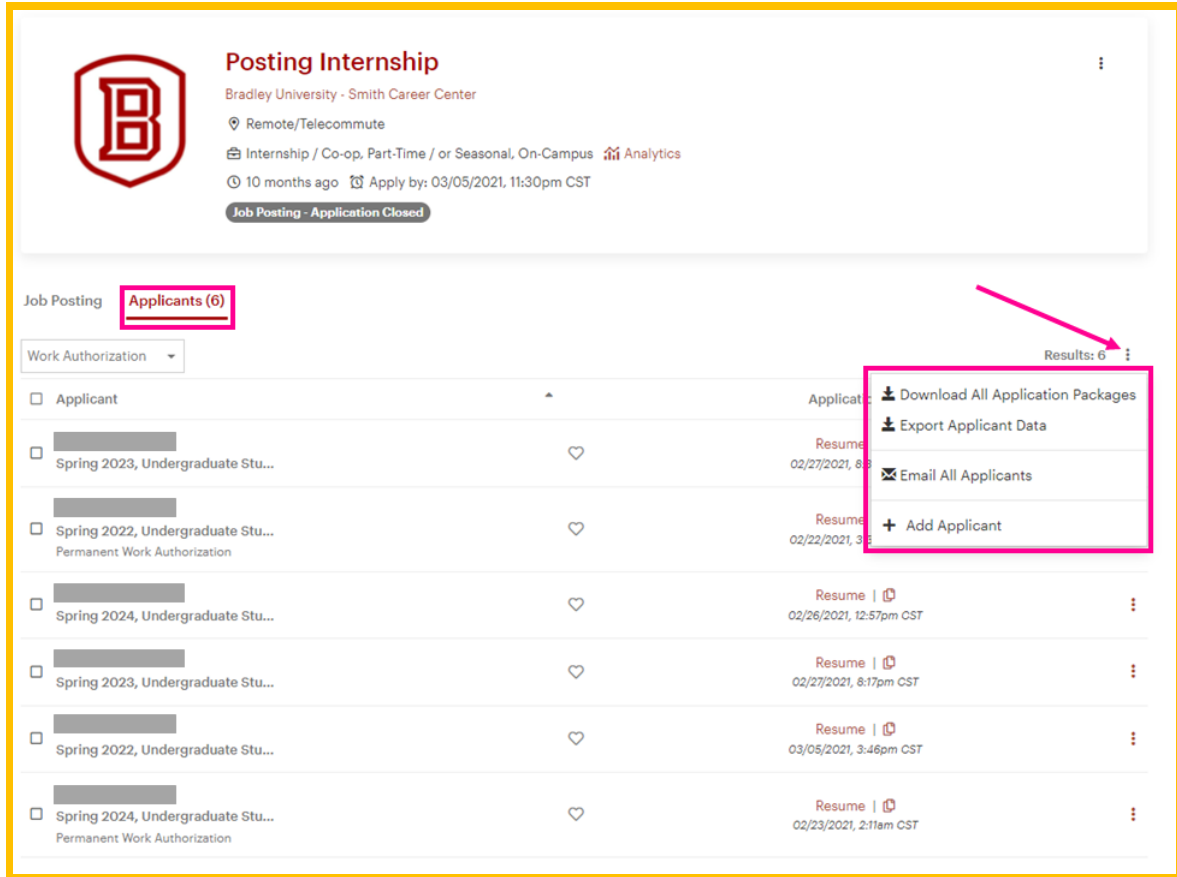⌚ 1 minute ago ⏰ Apply by: 02/09/2022, 11:30pm CST
`Job Posting - Application Open`

⋮

Job Posting Actions
📋 Duplicate
⏻ Deactivate

Shareable Links ❓
🔗 Copy Student URL

6. If your Application Method was "Apply via This Site," you can login to the system to review application documents by clicking on the "Applicants" tab of your job posting.

- Click to see each candidate's resume OR **"Download All Application Packages"** by clicking on the **3 stacked dots** (ellipses action menu).

Dynamically Search for Candidates

You can request access to use the Candidate Search tool to proactively search for Bradley University talent that matches your hiring criteria. Our staff reviews candidate access requests weekly. Once you have been granted access, you will be able to search through our database of available candidates based on their Profile and Primary Resume.
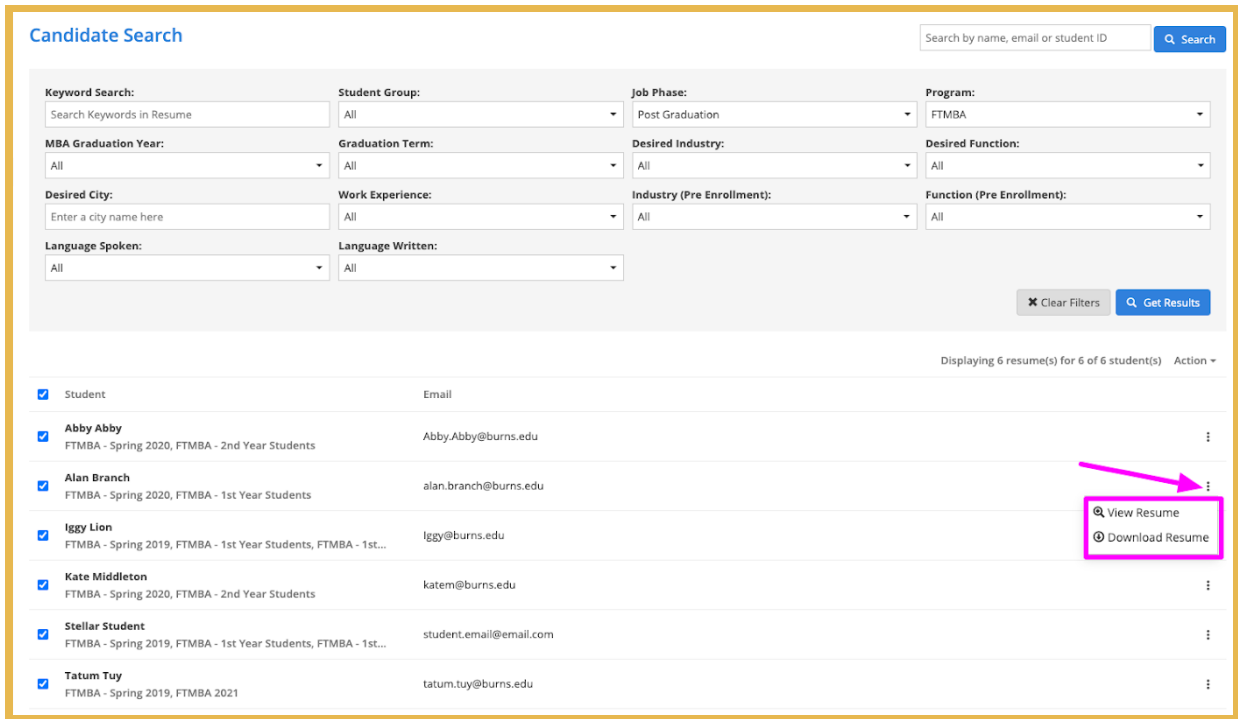
1. **First time user? From the homepage click on the "Candidate Search" button and"Request Access" on the following page.**
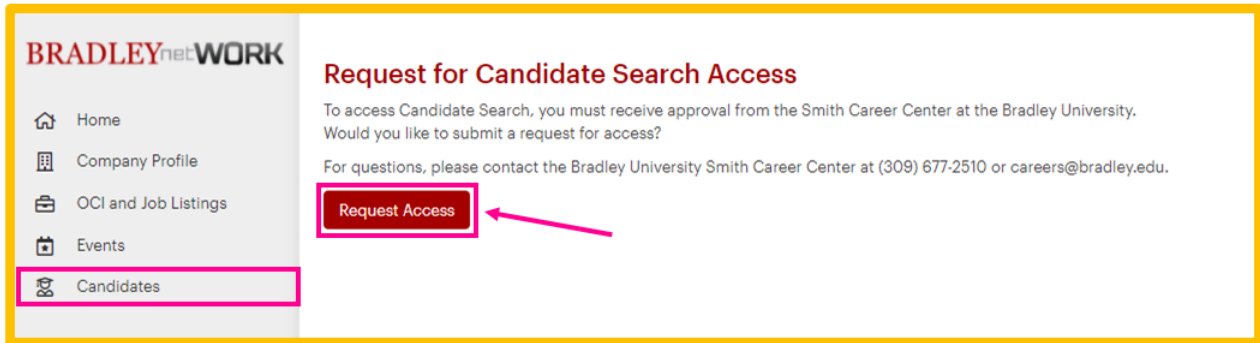
2. **Once your request is approved, you will receive an email confirming your access to the Candidate Search Database**

3. **Use the drop-down filters at the top of the Candidate Search tool to define your target candidate pool**

4. **Use the "keyword search" to pull all resumes that feature your desired words.**

5. **Click the "Action button" to "Download the Resumes" or to "Export" the list of candidates into an Excel document.**
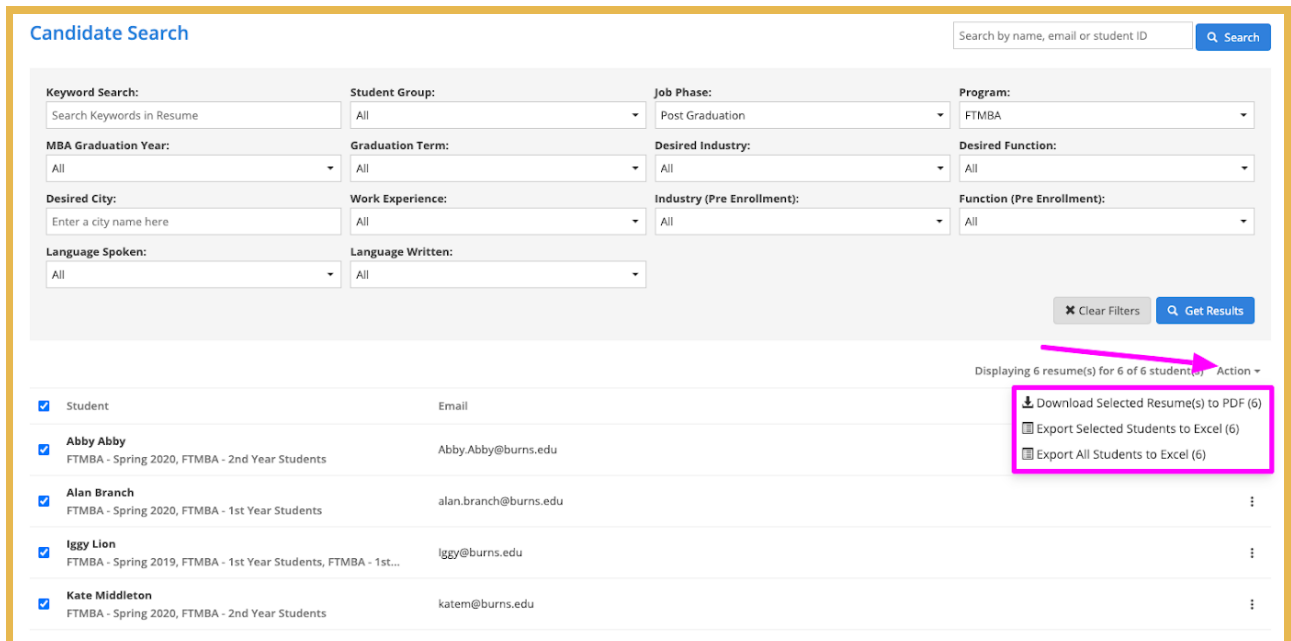
6. **From the list: You can also review individual resumes by clicking the three dots in the same column as the candidate's name and selecting "View Resume" or "Download Resume"**
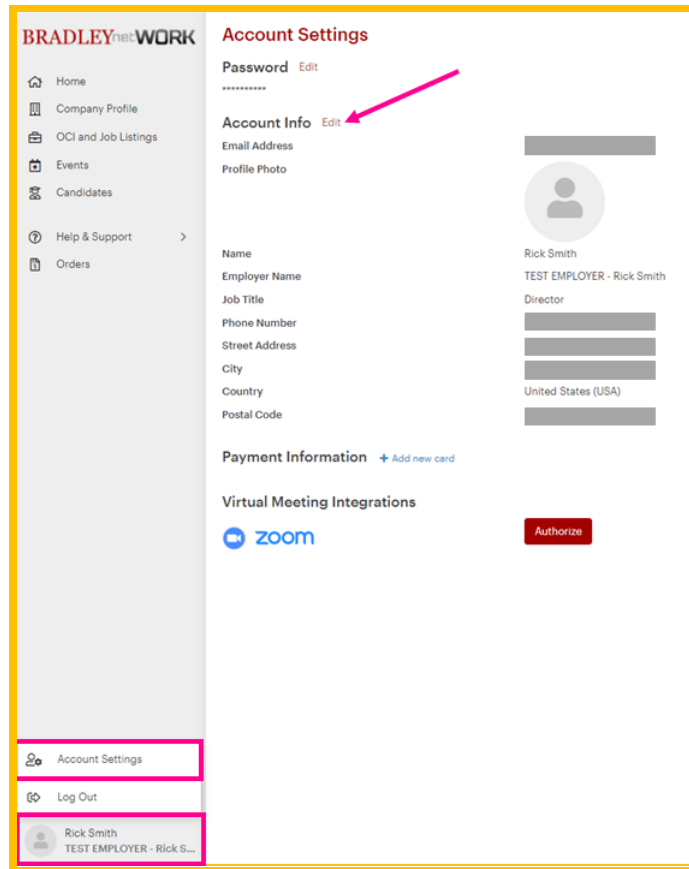
User Profile Set-Up and Updates

Keeping your account information updated is easy and allows us 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**
   - Password
   - Account Info
   - Payment Information
   - Virtual Meeting Integration (ex., Zoom)

FAQs
   - You can find answers to the 12twenty FAQs here
   -