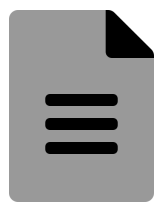
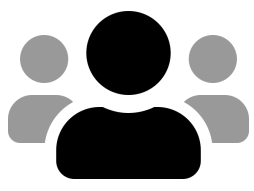


Bradley netWORK Employer Toolkit





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>

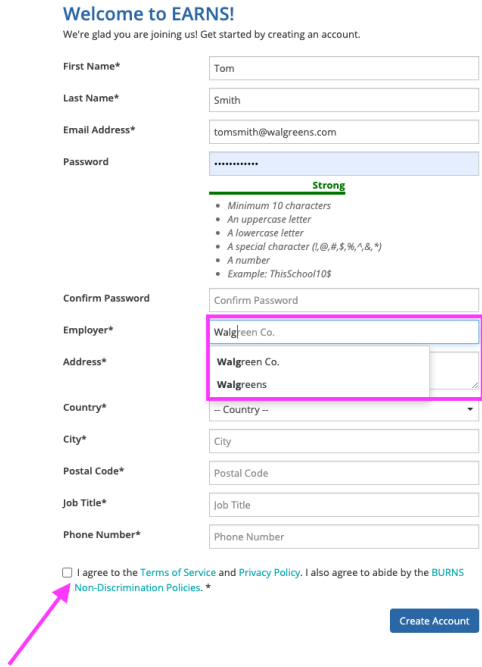
2. Returning user? Welcome back!

- 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.



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

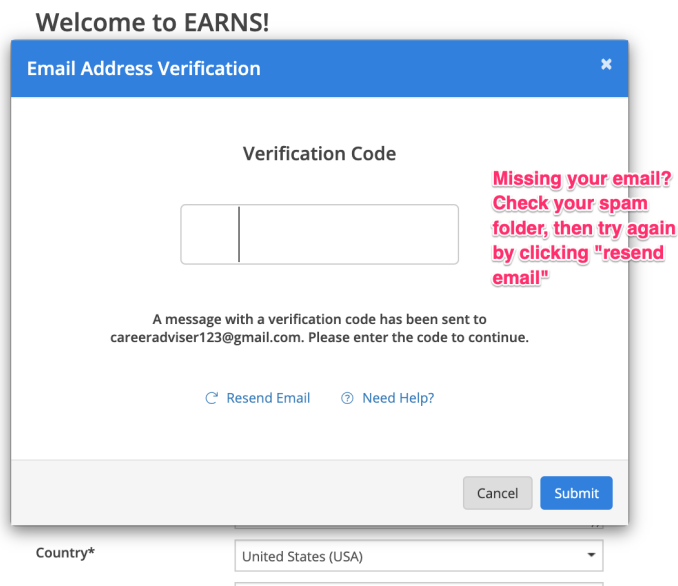
First Name* Tom
Last Name* Smith
Email Address* tomsmith@walgreens.com
Password* [masked]
Strong
• Minimum 10 characters
• An uppercase letter
• A lowercase letter
• A special character (!,@,#,\$,%,&,'*)
• A number
• Example: ThisSchool10\$

Confirm Password* Confirm Password
Employer* Walgreen Co.
Address* Walgreen Co.
Walgreens
Country* -- Country --
City* City
Postal Code* Postal Code
Job Title* Job Title
Phone Number* Phone Number

I agree to the [Terms of Service](#) and [Privacy Policy](#). I also agree to abide by the [BURNS Non-Discrimination Policies](#). *

Create Account

- 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.



Welcome to EARN!

Email Address Verification ✕

Verification Code

Missing your email?
Check your spam folder, then try again by clicking "resend email"

A message with a verification code has been sent to careeradviser123@gmail.com. Please enter the code to continue.

Resend Email Need Help?

Cancel Submit

Country* United States (USA)

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.

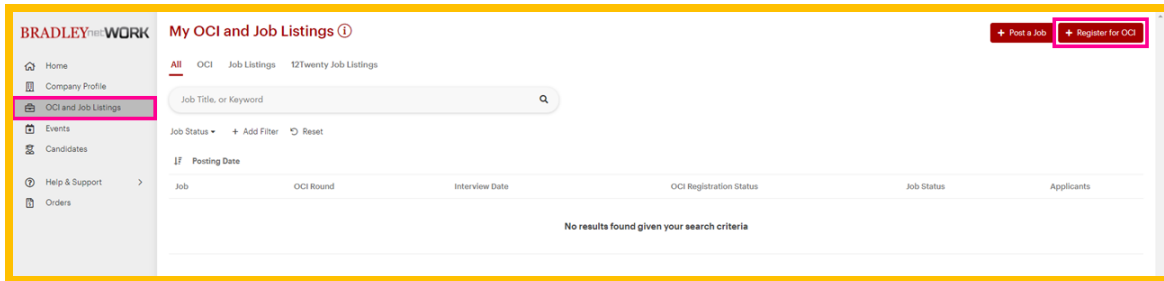
Conduct Virtual and On Campus Interviews (OCI)

Let us help you coordinate interview schedules with Bradley University talent that matches your open position. Join us for interviews, in-person or virtual, September-December and February-April. We also host After Job Fair Interviews in conjunction with the Fall and Spring all-campus fairs.

If you would like help conducting an interview, please contact our office at careers@bradley.edu or (309) 677-2510. You may also request an interview schedule in a self-service way using the steps below.

Register for OCI Programs and Services

1. From the homepage click the **“Register for OCI”** button OR go to the **“OCI and Job Listing”** module from the left side menu and click the **“Register for OCI”** button in the top right corner.



2. Complete the OCI Registration form with all required fields including your **“Interview Scheduling Preferences”** and information for the **“Primary Contact”** we should communicate with during the scheduling process.

Register for OCI

OCI Details

Employer*

OCI Round*

OCI Periods

Period	Start and End Date/Time

Interview Date Preferences
Preferred interview Dates cannot be the same.

First Choice*

Second Choice

Third Choice

Time Preference*

Interview Preferences

of Total Interview Slots*
Expected a maximum of 15 digits only.

of Interview Rooms Needed*
Expected a maximum of 15 digits only.

Length of Interview (Min.)*
Expected a maximum of 15 digits only.

Rotating Schedule Yes No

How many different position types are you interviewing for?

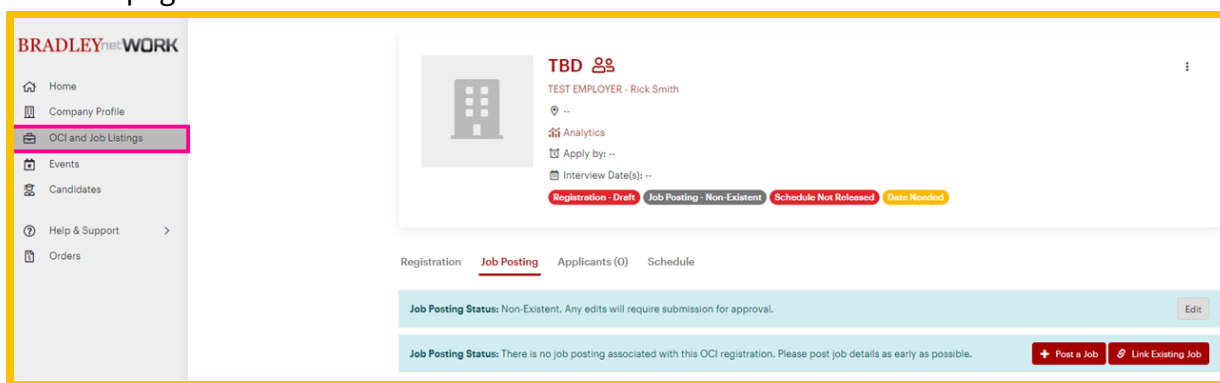
Interview Type*

3. After your OCI Registration Form is submitted for review, you will be notified via email if your request to participate in our Interview Programs was approved.

Linking a Job to the OCI Registration

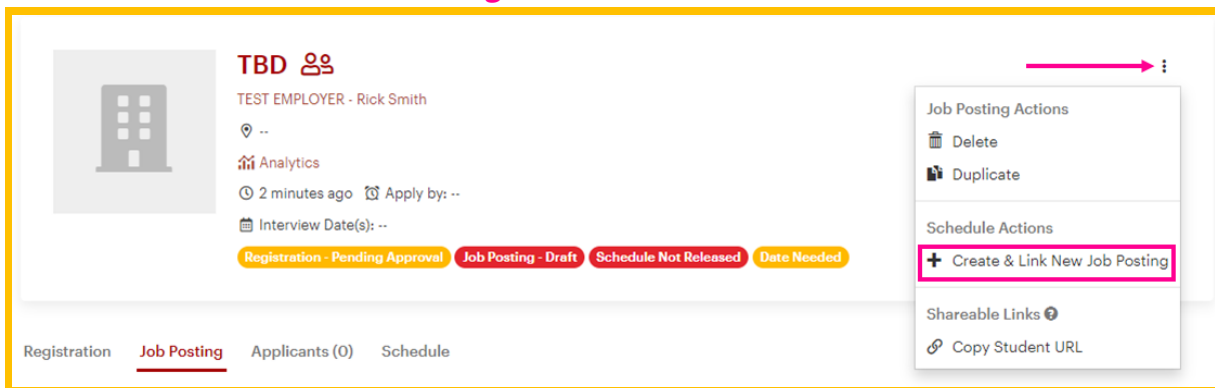
Once you have submitted the OCI Registration Form, you will need to share details about the job for which you will be interviewing. This is critical to help you attract the ideal candidate for the role. The Job Posting form allows you to communicate your hiring criteria, application requirements, and target the job to the right-fit candidate.

- 1. From your OCI Registration, navigate to the “Job Posting” tab and click “+Post a Job” button.**
 - Share the details of the job you are interviewing candidates for using the form that appears on the next page.



2. Link multiple job opportunities to the Interview Registration

- If you are interviewing for more than one position (for example, an internship and a full time role), you can click on the **3 stacked dots** (ellipses action menu) from the OCI Registration and select **“Create & Link New Job Posting”** from the menu.



3. Convert an existing job posting into an Interview opportunity

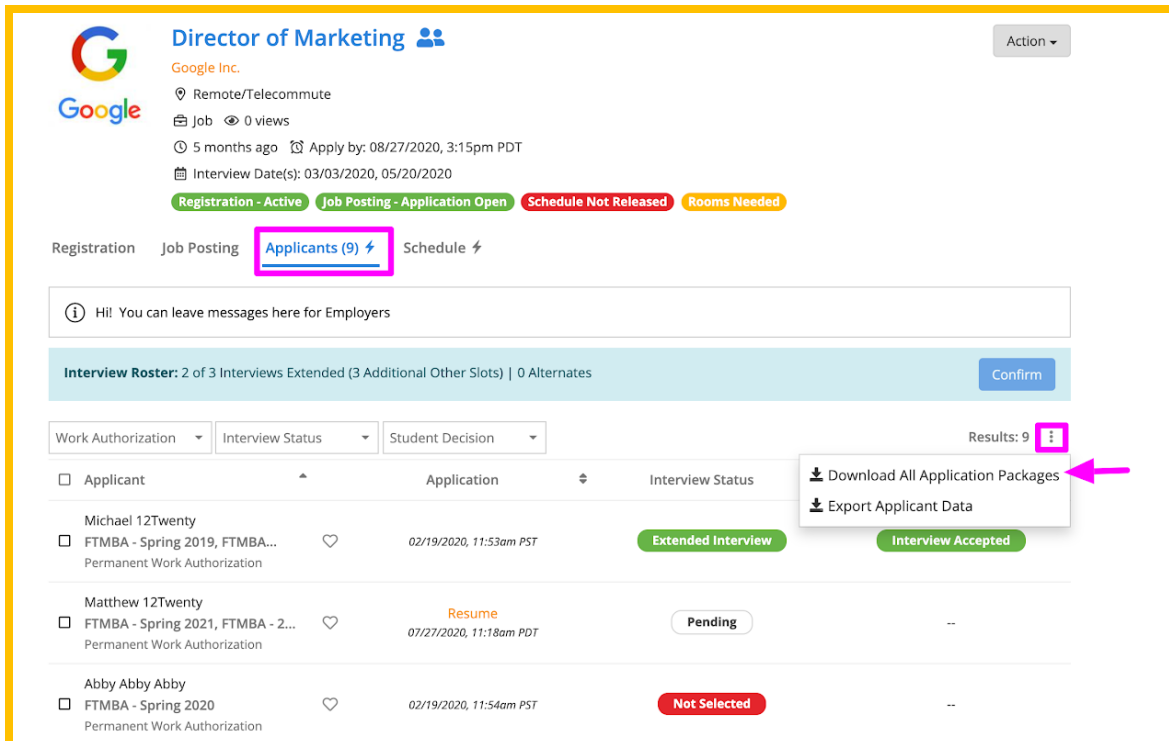
- If you would like to interview for one of your open job opportunities, please reach out to our office for help. Contact the Smith Career Center at (309) 677-2510.

If your posting is approved, you will be notified via email. From there, your interview opportunity will be promoted to qualified candidates and applicants will be directed to submit their application materials “Via the Site.” After the application deadline has passed, you will be prompted to login to review the candidates and you can extend interviews to students that match your hiring criteria directly through the system following the steps below.

Generate an Application Packet & Make Interview Selections

Once candidates have applied and the “application deadline” has ended, you will have the opportunity to review applicants, generate a packet with all of the Application Materials submitted, and make interview selections all within the Bradley netWORK system.

1. Navigate to the **“OCI and Job Listings”** module and select the OCI listing you are reviewing applications for.
2. On the **“Applicants”** tab of the OCI, you will see how many applications the OCI has received. Click on the **3 stacked dots** (ellipses action menu) to:
 - **“Download All Application Packages”** - Allows you to download a consolidated PDF file of application materials requested for all of the applicants
 - **“Export Applicant Data”** - Allows you to download the applicant data into an Excel file



The screenshot shows the Bradley netWORK system interface for a job listing at Google Inc. The job title is "Director of Marketing" and it is a "Remote/Telecommute" position. The job was posted 5 months ago and the application deadline is 08/27/2020, 3:15pm PDT. The interview date(s) are 03/03/2020, 05/20/2020. The job status is "Registration - Active" and "Job Posting - Application Open".

The interface shows the "Applicants (9)" tab selected. Below the tabs, there is a message: "Hi! You can leave messages here for Employers". The "Interview Roster" shows 2 of 3 interviews extended (3 additional other slots) and 0 alternates. There are filters for "Work Authorization", "Interview Status", and "Student Decision".

The applicant list shows three applicants:

Applicant	Application	Interview Status	Results
Michael 12Twenty FTMBA - Spring 2019, FTMBA... Permanent Work Authorization	02/19/2020, 11:53am PST	Extended Interview	Interview Accepted
Matthew 12Twenty FTMBA - Spring 2021, FTMBA - 2... Permanent Work Authorization	Resume 07/27/2020, 11:18am PDT	Pending	--
Abby Abby Abby FTMBA - Spring 2020 Permanent Work Authorization	02/19/2020, 11:54am PST	Not Selected	--

The "Results: 9" button has a dropdown menu open with the following options:

- Download All Application Packages
- Export Applicant Data

A pink arrow points to the "Download All Application Packages" option.

3. On the pop-up screen, you can define the “Packet Details” by selecting which documents to include and how you would like to generate the packet.

- **Document Packages** - You can download one document at a time or create one, large PDF packet with ALL of the applicant files by checking the box next to the document you would like to include in your packet.
 - *Please note that larger packages will take longer to download*
- **Share** - You can share the packet with your colleagues by entering their email address in the last field of the pop up window.

4. To make an interview decision, click on the “pencil icon” to the right of Candidate’s “Pending” bubble in the Interview Decision column.

5. On the “Manage Interview Decision” pop-up screen, click to extend an interview, select an alternate, or not select a candidate for the interview using the “Decision” drop down menu.

This can be done on a student-by-student basis or in bulk by multi-selecting candidates and using the “ellipsis” Action button to extend/not select multiple students.

6. When selecting multiple alternates, you will need to assign a rank for each alternate to determine the order in which candidates are placed on the waitlist.

7. When you are done making interview decisions, you will need to click the “Confirm” button in the blue bar to lock in and finalize your decisions.

Sample Job Action ▾

Good Test Company
Post MBA | Application Deadline: 5/5/2017, 12:30 AM
Interview Date: 5/1/2017

1 **REGISTRATION**
Active

2 **JOB POSTING**
Application Open

3 **APPLICANTS (1)**

4 **SCHEDULE**
Not Released

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

Interview Roster: 1 of 5 Interview Slots Filled | 0 Alternates **Confirm**

Applicant Work Authorization: All Action ▾

	Applicant	Contact	Application	Interview Decision	Student Decision
<input type="checkbox"/>	Student One Spring 2017 Permanent Work Authorization	studentone@gmail.c...	Resume <small>4/25/2017, 8:34 PM</small>	Extended Interview ✓	--

Add Your Virtual Interview Details

Once our office has assigned a date and room to your interview schedule, you may add in your preferred virtual meeting links. Bradley netWORK supports all web conferencing tools (Zoom, Webex, GoToMeeting, Skype, Hangouts, Microsoft Teams, etc) so that you are empowered to connect with our students using your preferred virtual interview tool.

1. **Navigate to the “OCI and Job Listings” module and select the OCI listing you are interviewing for.**
2. **On the “Schedule” tab of the OCI, you will see a blue banner above each “Room” on the schedule.**
 - If you would like to invite another colleague to join you in having access to the Interview Schedule directly in Bradley netWORK please reach out to our office!
3. **From the blue banner, click on the 3 dots, ellipsis icon next to the “Please add your virtual meeting information” and choose to “Make it a Zoom Meeting” or click on the “+Add Meeting URL” button to select an alternate web conferencing technology.**

Schedule 6 Slot(s), 1 Room(s) Schedule Actions ▾

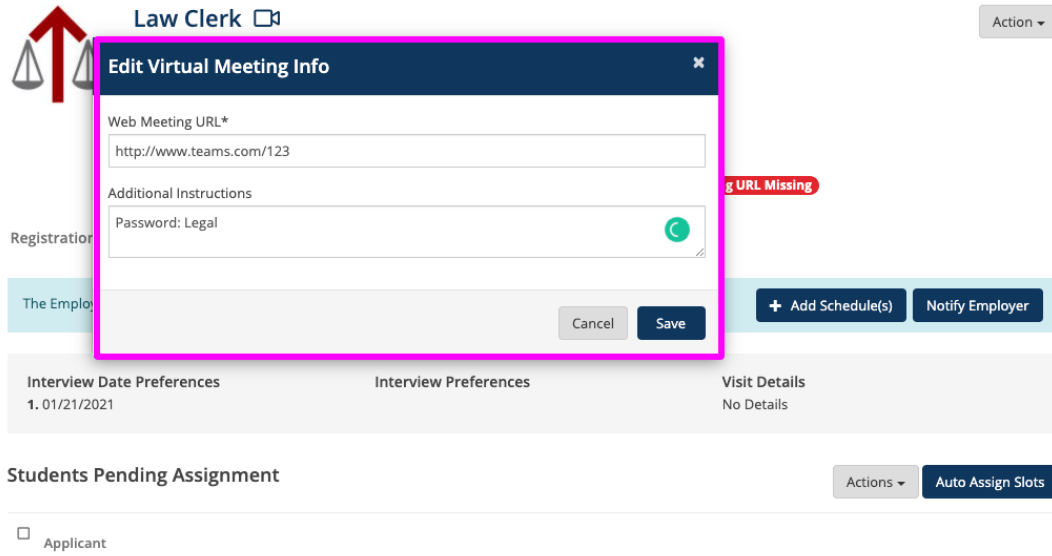
Interview starts in 22 hours 6 minutes 27 seconds Please add your virtual meeting information

Room #1: 12/01/2020, 5:00pm - 7:00pm PST , 6 Slot(s)
Virtual

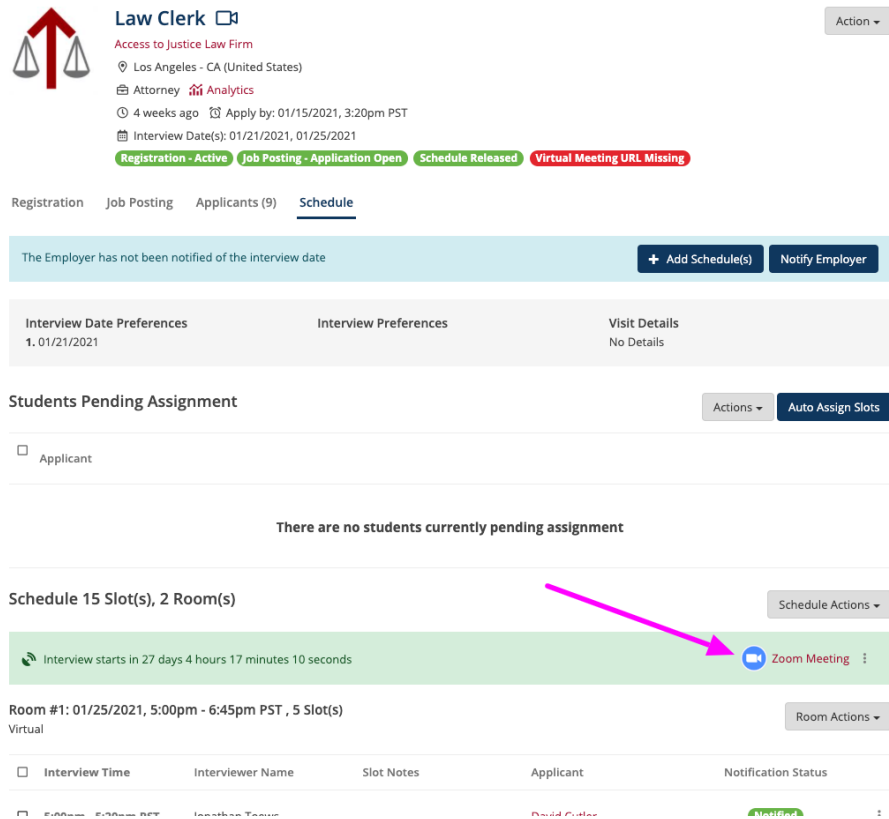
Make it a Zoom Meeting
+ Add Meeting URL

<input type="checkbox"/>	Interview Time	Interviewer Name	Slot Notes	Applicant

4. If you select the “+ Add Meeting URL” button, you will see a “Virtual Meeting Info” pop-up window that allows you to share any additional instructions such as meeting passwords.



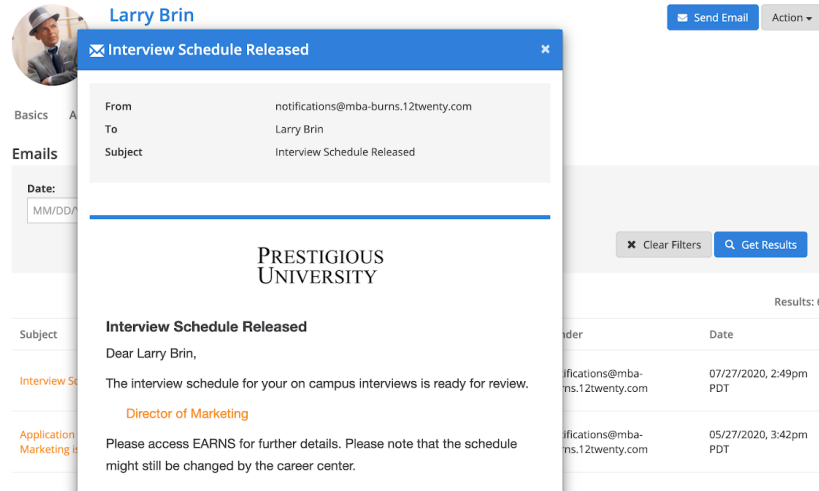
5. Once you have added your virtual meeting link to the room, the blue banner will turn green and showcase the appropriate web conferencing icon for candidates.



6. Each room on your schedule can have a unique Virtual Meeting URL to accommodate the interviewer’s needs, you can follow the steps above for each room and interviewer.

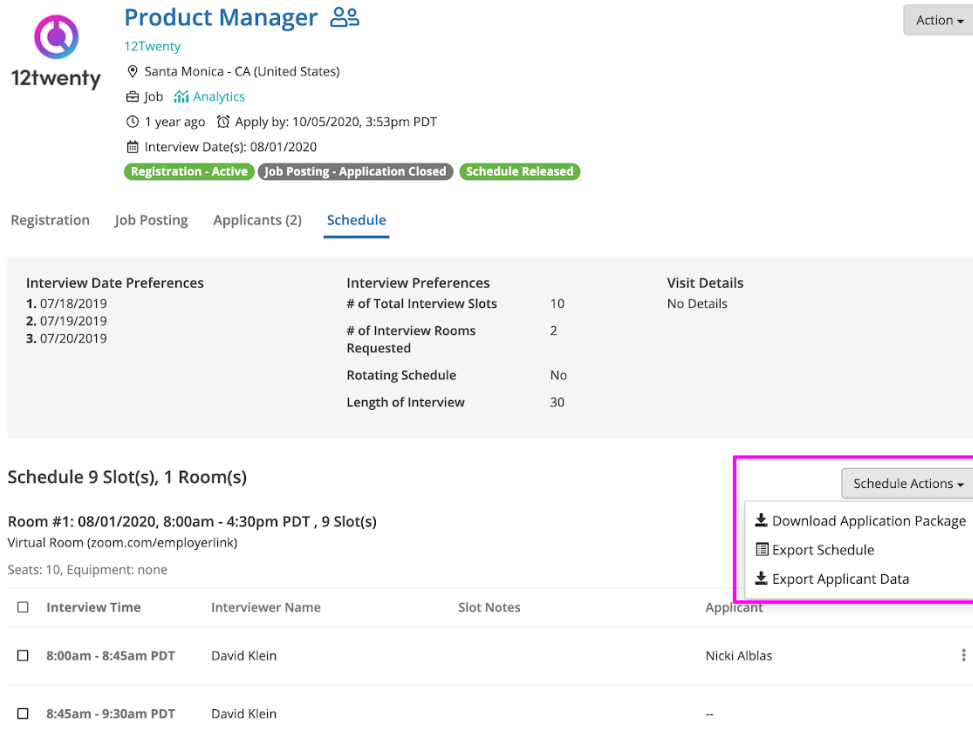
Review Your Final Schedule

1. Once the schedule is finalized by our office, we will email the **“Primary OCI Contact”** on file with a direct link to see and download the schedule in the employer portal.



2. On the **“Schedule”** tab of the OCI, click on the **“Schedule Actions”** button to:

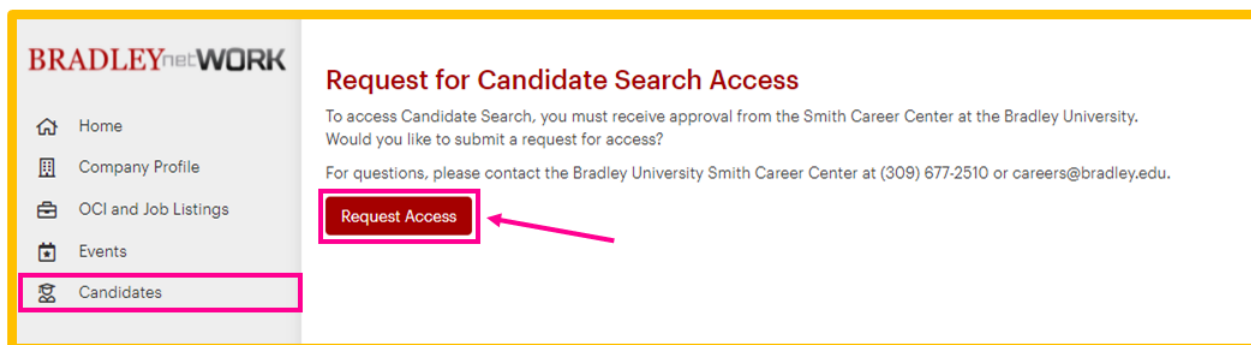
- **“Download Application Packet”** - Allows you to download a consolidated PDF file of application materials requested for all of the applicants
- **“Export Schedule”** - Allows you to download the schedule in a PDF file.
- **“Export Applicant Data”** - Allows you to download the applicant data into an Excel file



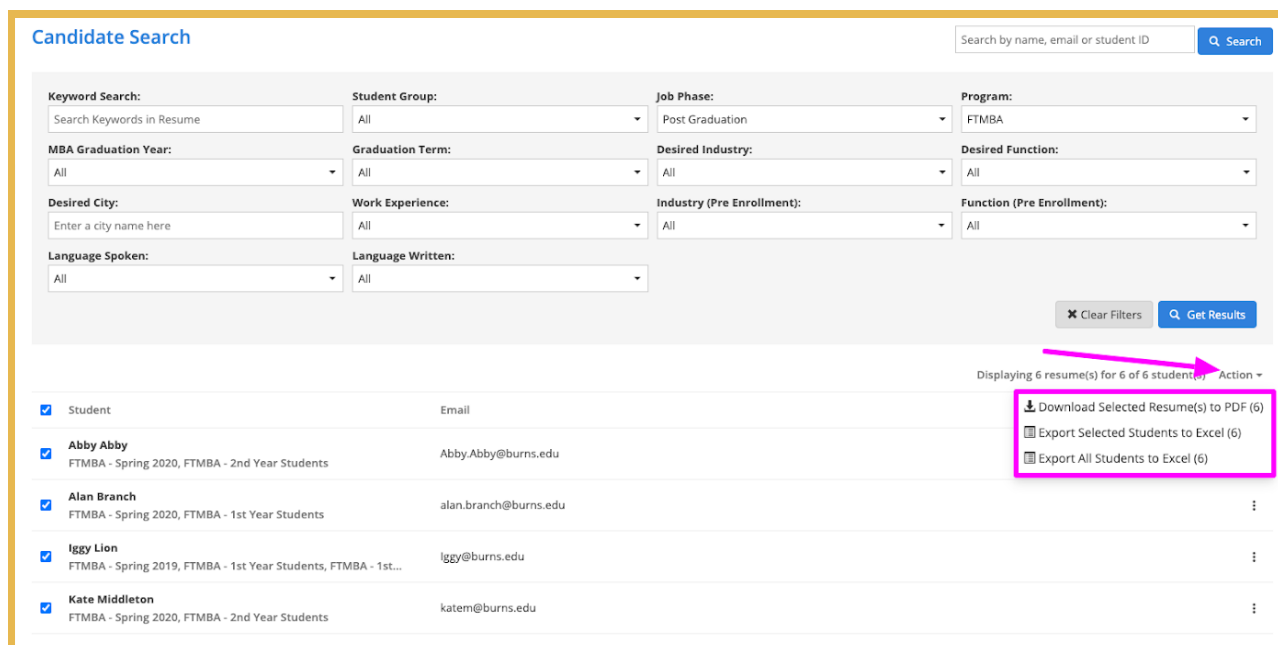
Dynamically Search for Candidates

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"

Candidate Search Search by name, email or student ID

Keyword Search: **Student Group:** All **Job Phase:** Post Graduation **Program:** FTMBA

MBA Graduation Year: All **Graduation Term:** All **Desired Industry:** All **Desired Function:** All

Desired City: Enter a city name here **Work Experience:** All **Industry (Pre Enrollment):** All **Function (Pre Enrollment):** All

Language Spoken: All **Language Written:** All

Displaying 6 resume(s) for 6 of 6 student(s)

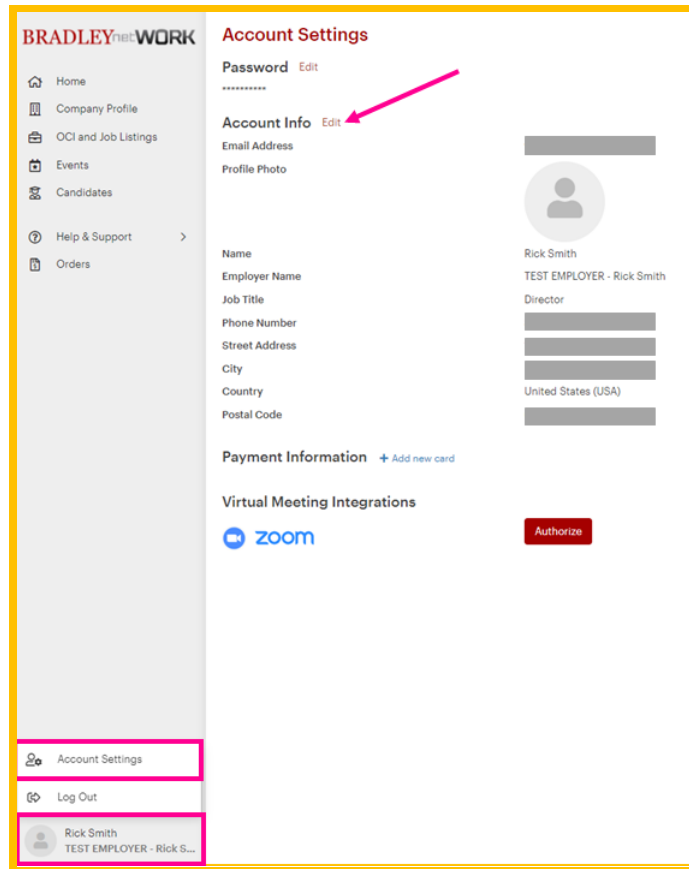
<input checked="" type="checkbox"/>	Student	Email	
<input checked="" type="checkbox"/>	Abby Abby FTMBA - Spring 2020, FTMBA - 2nd Year Students	Abby.Abb@burns.edu	⋮
<input checked="" type="checkbox"/>	Alan Branch FTMBA - Spring 2020, FTMBA - 1st Year Students	alan.branch@burns.edu	⋮
<input checked="" type="checkbox"/>	Iggy Lion FTMBA - Spring 2019, FTMBA - 1st Year Students, FTMBA - 1st...	Iggy@burns.edu	⋮
<input checked="" type="checkbox"/>	Kate Middleton FTMBA - Spring 2020, FTMBA - 2nd Year Students	katem@burns.edu	⋮
<input checked="" type="checkbox"/>	Stellar Student FTMBA - Spring 2019, FTMBA - 1st Year Students, FTMBA - 1st...	student.email@email.com	⋮
<input checked="" type="checkbox"/>	Tatum Tuy FTMBA - Spring 2019, FTMBA 2021	tatum.tuy@burns.edu	⋮

Note: A pink arrow points to the three dots menu for Alan Branch, which contains "View Resume" and "Download Resume" options.

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](#)