

Getting Started with HireGrad!



Employer Toolkit

Sign Up + Login

1 Navigate to
<https://graduate-bentley.12twenty.com/hire>

2 If you have previously used 12twenty with another college or university, use your existing **E-mail Address** and **Password** login combination. If needed, you can use the **Reset Your Password** option to receive instructions to reset your password via the e-mail associated with your account.

3 If you have never used 12twenty previously, click the **Sign up for an account** button and complete the **Account Creation** form.

4 When typing your organization 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 name.

5 After you enter the required information on the form, check the box agreeing to terms of service and click **Create Account** button.

- 6 At this point, a verification code will be sent to the e-mail address provided in the **Account Creation** form. Note: This code is active for one hour from the time it arrives in your inbox. If you do not see the e-mail after 10 minutes, check your spam folder.
- 7 Input the verification code in the **E-mail Address Verification** pop-up that appears to finalize the account creation process.

User Profile Setup + Updates

Keeping account information updated is easy and important for continued success in the 12twenty platform.

Once logged in, click on your name in the bottom left-hand corner of the screen and select **Account Settings**. **General** settings include your contact information, profile, photo, and payment information.

Security settings include your password. **Integrations** settings allow you to add a virtual meeting room.

The screenshot shows the 'Account Settings' interface with the 'General' tab selected. It includes sections for 'Account Info' (with 'Email Address' and 'Profile Photo' links), a list of personal and professional details (Name, Employer Name, Job Title, Phone Number, Street Address, City, Country, Postal Code), and 'Time Zone' settings (with a 'Time Zone' link and an 'Edit' button).

Post a Job

- 1 From the homepage, click on the **Post a Job** button or navigate to the **Internships & Jobs** button from the left-hand navigation and click on the **Post a Job** button in the top right corner of the page.

- 2 Complete the job posting form with all required information. You will be prompted to identify your preferred **Application Methods** for candidates. They include:

Apply via This Site: Candidates will submit their applications through the platform. This allows you to login into the platform after the application deadline to export a PDF packet of all application documents collected in the site.

Apply via External Link: Candidates will be prompted to apply via an external URL you provide.

Apply via E-mail: Candidates will be prompted to send their application materials directly to the e-mail address you provide.

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

- 3 You also will be prompted to define your **Application Document Requirements** for candidates. Click on the checkbox to require a document and use the X to remove a document from the requirements.

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 | <input checked="" type="checkbox"/> X |
| Cover Letter | Cover Letter | <input type="checkbox"/> X |
| Recommendation Letter | Recommendation Letter | <input type="checkbox"/> X |
| Writing Sample | Writing Sample | <input type="checkbox"/> X |
| URL | URL | <input type="checkbox"/> X |
| Recommendation Letter | Recommendation Letter | <input type="checkbox"/> X |

+ Add Document Type

4

In the **Eligibility** section, you can use **Student Groups** and other filters to target the job opportunity to subsets of the overall candidate population.

Eligibility

The criteria below determines who can view and apply.

Student Group* -- Select a Value --

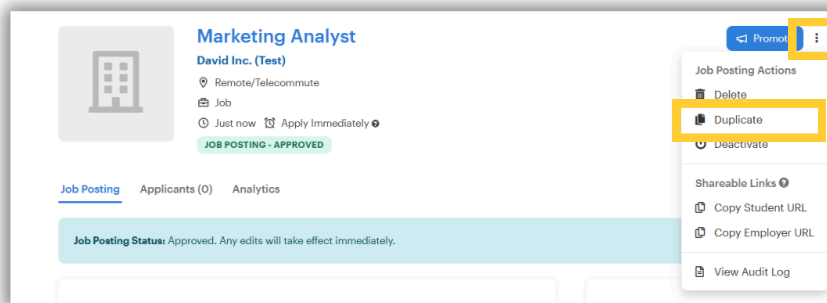
Program -- Select a Value --

5

Once you **Submit** the job posting, it will be sent to site administrators for review and approval. When the posting is approved or rejected, you'll be notified via e-mail.

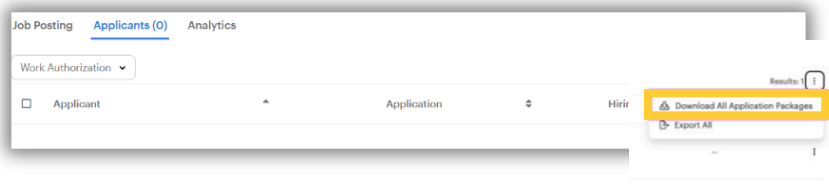
6

The position will be stored in the site database, so you can easily edit the posting or repost the position once it expires by clicking the **Action** button (**three dots** to right of the promote button) and then the **Duplicate** button.



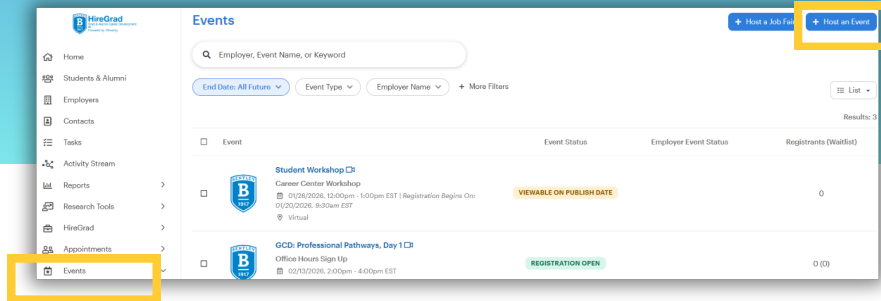
If you selected the **Apply** via **This Site** option, you can login to the system to review application materials from candidates by clicking on the **Applicants** tab of the job posting.

You can click on materials applicant by applicant or use the **Download All Application Packages** option via the ellipses action menu on the right.



Host an Event

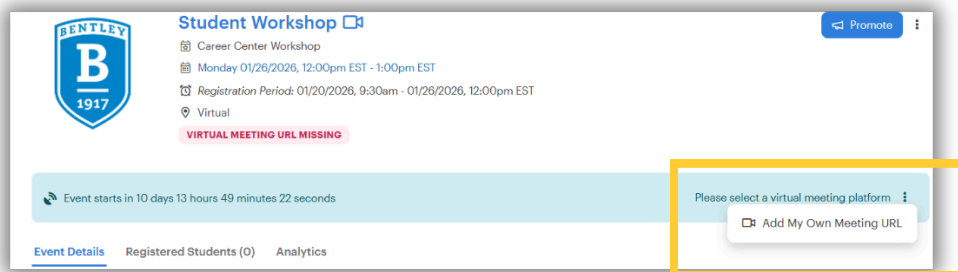
- 1 To host an event, click the **Host an Event** button on the homepage or navigate to the **Events** module from the left-hand navigation click **+Host an Event** at the top right.



Tip

The more information, the better! Candidates set up email Alerts based on industry, function, practice area, and location preferences. If your event matches their preferences, it will be featured and promoted in their email alert.

- 2 Complete the required fields on the form and use the **Eligibility** fields, including **Student Groups** and other filters, to target specific subsets of the candidate population.
- 3 If you are hosting this event remotely (or hybrid), select **Virtual** as the event format, you will be able to add your Virtual Meeting URL on the following page once the event is submitted. Navigate to the right side of the blue banner and click the ellipse action menu to the right of the “Please select a virtual meeting platform” prompt to add your URL.

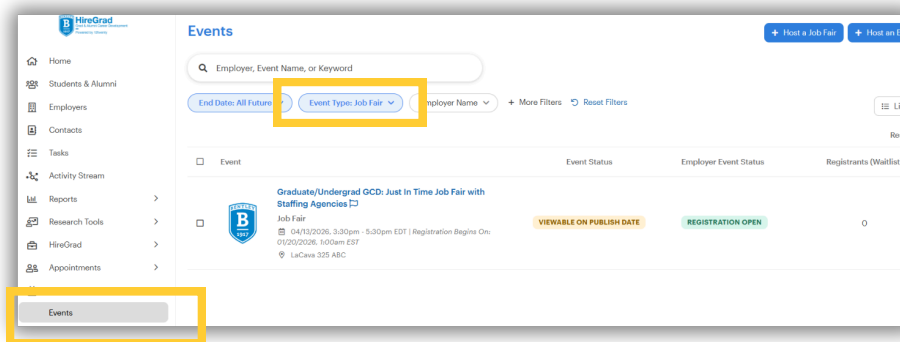


- 4 Once you **Submit** the event request for approval, you will be notified via e-mail when it has been approved by site administrators.

Attend a Career Fair

Review the **Career Fair** detail page and click the **Register** button on the top right.

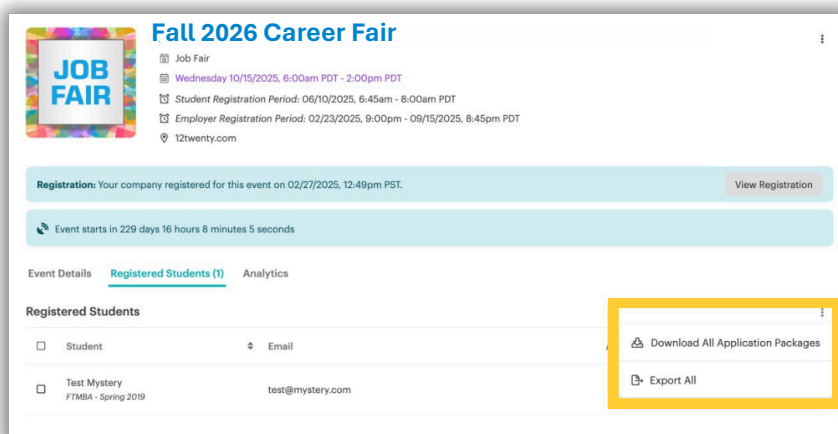
- 1 To register for a career fair, navigate to the **Events** page from the left-hand navigation and select the event you'd like to register for.



- 2 Fill out the **Employer Registration** form, keeping in mind that students will be viewing employers in attendance through various filters, including the optional and required fields on the registration form.

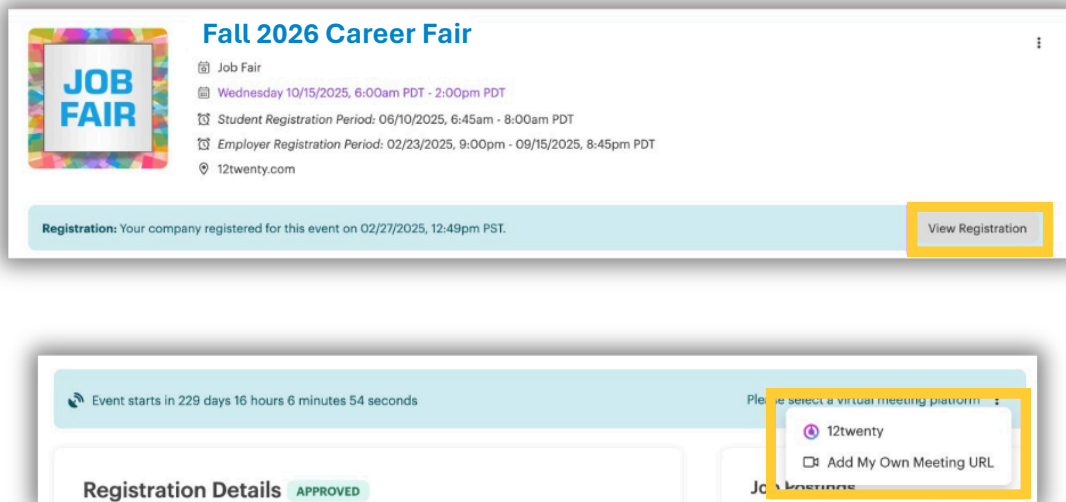
- 3 Once you have submitted the form, your registration will have a **Pending Approval** status. You will be notified via e-mail once your registration is approved.

- 4 Once approved, you can log into the system, navigate to the event, and view a dynamic list of RSVPs via the **Registered Students** tab. Here you can use the ellipses action menu to **Download All Document Packages** or **Export List** of all attending candidates.



If you are attending the event virtually, you can add a Virtual Meeting URL by navigating to the **Event Details** page.

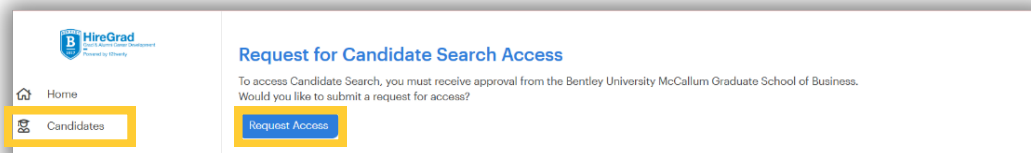
Click **View Registration**. On your Registration page, click the ellipses action menu inside the blue banner to the right of the Please add your virtual meeting platform prompt on the **Event Details** page of the event.



Utilize Candidate Search

Candidate Search is a module that allows you to search through a database of the university's candidates based on their Profile and Primary Resumes.

- 1 To gain access to this tool, navigate to the **Candidate Search** button on the left-hand navigation and click the **Request Access** button. You will receive an e-mail confirming your access once your request has been approved.



- 2 Once your access has been granted, you can:
 - 1 Use the drop-down filters at the top of the Candidate Search tool to define your target candidate pool.
 - 2 Utilize the **Keyword Search** to pull all resumes that feature whatever language you use in the search bar.
 - 3 Review individual resumes by clicking the ellipses action menu to the right of each individual candidate and selecting **View Resume** or **Download Resume**.
 - 4 Click the Action button on the right side of the screen to **Download Resumes** and **Export Students** into an excel file.

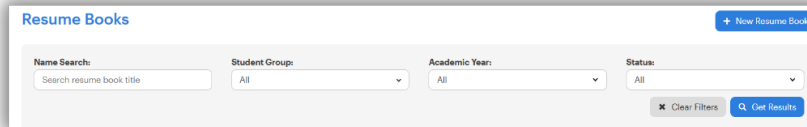
The screenshot shows the 'Candidate Search' interface. At the top, there's a search bar with the placeholder 'Search by name, email or student ID' and a 'Search' button. Below this, there are several filter sections: 'Keyword Search' (highlighted with a yellow box), 'Student Group', 'Job Phase', 'Program', 'MBA Graduation Year', 'Graduation Term', 'Desired Industry', 'Desired Function', 'Desired City', 'Work Experience', 'Industry (Pre Enrollment)', 'Function (Pre Enrollment)', 'Language Spoken', 'Language Written', 'Work Authorization', 'Assigned Adviser', and 'Include opted out students'. At the bottom right, there's a 'Clear Filters' button and a 'Get Results' button (highlighted with a yellow box). Below the 'Get Results' button, a dropdown menu is open, showing three options: 'Download Selected Resume(s) to PDF (1)', 'Export Selected Students to Excel (1)', and 'Export All Students to Excel (1)'.

Resume Books

Resume Books allow you to download resumes of qualified candidates from the system.

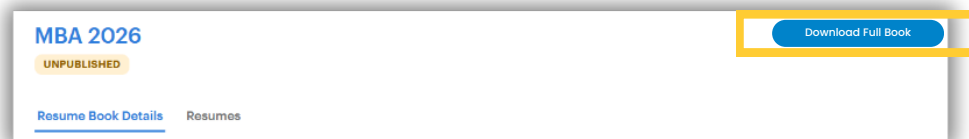
- 1 To access this tool, use the **Download Resume Books** button on the homepage or navigate to the **Resume Books** module on the left-hand navigation.

- 2 From here, you can search for a book of resumes by **Name**, **Student Group**, **Academic Year** of candidates, or **Status** of the resume book.

A screenshot of a web interface titled "Resume Books". It features a search bar labeled "Name Search" with the placeholder text "Search resume book title". To the right of the search bar are three dropdown menus labeled "Student Group", "Academic Year", and "Status", each with "All" selected. In the top right corner, there is a blue button labeled "+ New Resume Book". At the bottom right, there are two buttons: "Clear Filters" and "Get Results".

- 3 You'll see a list of Resume Books, a description of their contents, and a publication status when you click the **Get Results** button. When you select a Resume Book to review, you can:

- 1 Read more about the specifications of the Book under **Resume Book Details**.
- 2 View individual student resumes by clicking the **Resumes** button.
- 3 Download all resumes in the book by clicking the **Download Full Book** button on the top right side of the screen.

A screenshot of a web interface showing details for a resume book titled "MBA 2026". The status "UNPUBLISHED" is displayed in a yellow box. Below the title, there are two tabs: "Resume Book Details" and "Resumes". In the top right corner, there is a blue button labeled "Download Full Book" which is highlighted with a yellow border.

Questions? Contact Us

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