Getting Started with HireGrad!
Student Toolkit

LogIn

1 Navigate to
https://graduate-bentley.12twenty.com/Login.
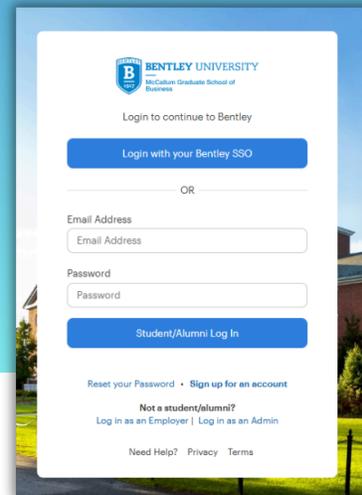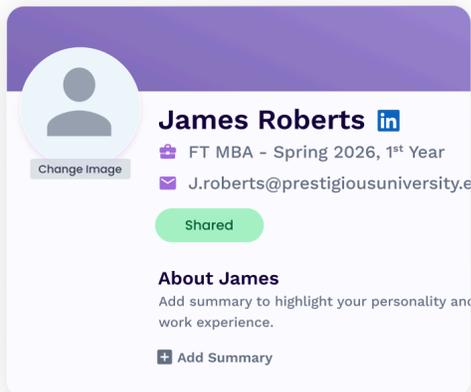
2 Click the **Sign up for an account** button and use your Bentley email and create a unique password.

3 Once logged in, select the Profile option from the left side navigation menu.

4 **Let's add a photo of you.** Hover over the grey profile image and select Change Image to upload your photo.

5 **Update your Headline.** Let everyone get to know you and create opportunities by sharing what you are seeking for your next career move.

Update Job Preferences

6 To stay informed with the latest career resources, events, jobs, and interviews that match your unique preferences, please make sure to frequently **update the "Preference" section of your profile** with industries, functions, practice areas, and geographic locations you are excited about.
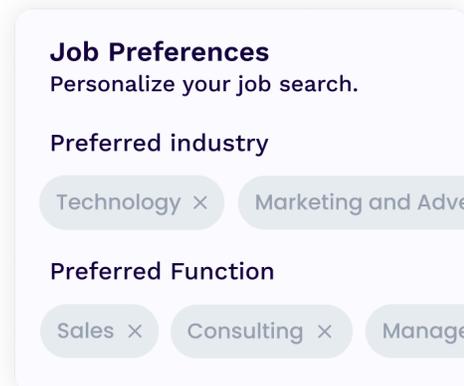
Target Employers and Contacts

Build and manage a list of target employers that you are excited about working for.

1 Navigate to **Target Employers** from the left side navigation menu. From here, you can build a list of employers you are actively targeting for jobs & internships.
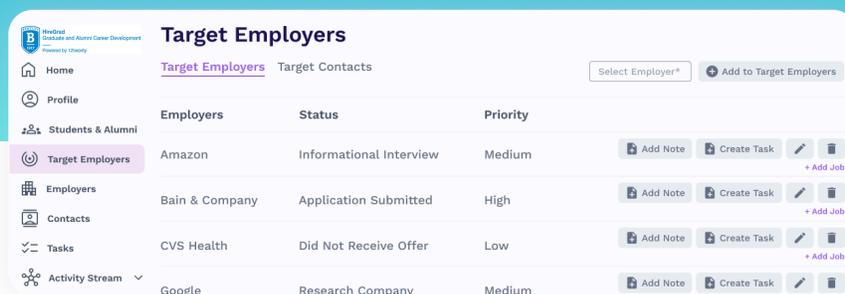
2 **Add Target Employers:** You can add a Target Employer simply by typing the name into the search bar and clicking the "+Add to Target Employers" button.

3 **Track** your progress: By clicking the **Pencil icon** you can track the "Status" and "Priority" of each of these employers (researching employer, interviewing, received offer, etc).

4 Use the **Target Contacts** tab within Target Employers to track the growth of your professional network and assemble a target contacts List

Add Employers and Contacts your Career Center has a relationship with your Target Employers list.

5 Navigate to the **Employers Directory** from the left side navigation menu.

6 Click on the **heart** icon to add the employer to your "Target Employers" list.

7 Navigate to the **Contact Directory** and select the **heart** to add Contacts to your Target Contacts list.
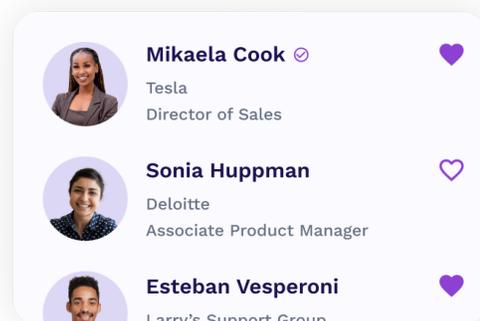
Scheduling Appointments

1   Navigate to the **Appointments** module from the left side navigation menu
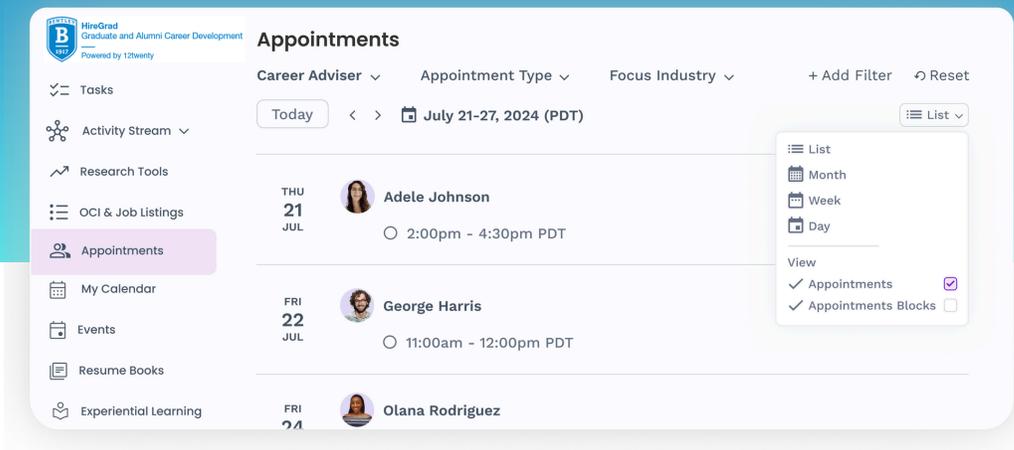
2   **Select** your preferred date, career coach, and/or appointment type.

3   Click on your preferred appointment block and select **Book Appointment.**

4   Choose your preferred appointment type and time, review key details about the career coach, and share information to help them understand your needs. Then, click **Book Appointment** at the bottom of the form once it is filled out.

5   After booking, you will get a confirmation email. If **calendar sync** is enabled, your appointment will sync automatically. You can also add it manually using the **calendar icon.**
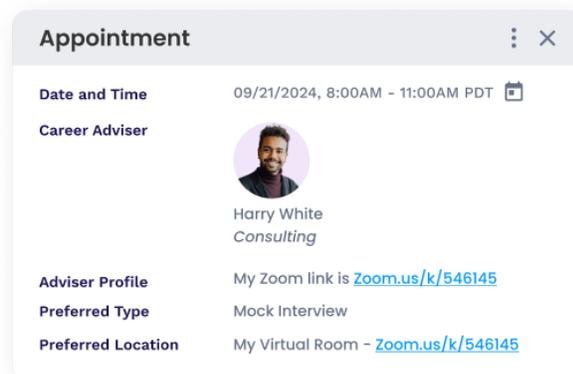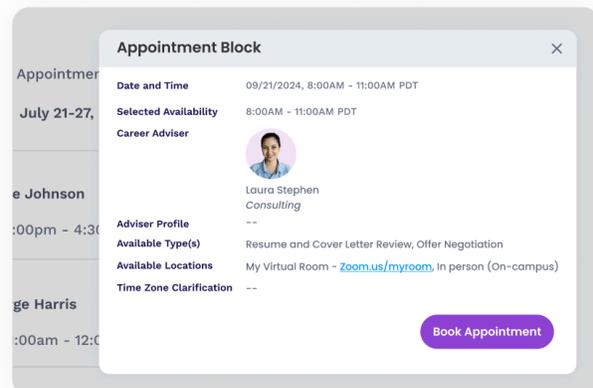
Applying to Jobs & Interviews

1 Select **Job Listings & Interviews** from the left side navigation menu
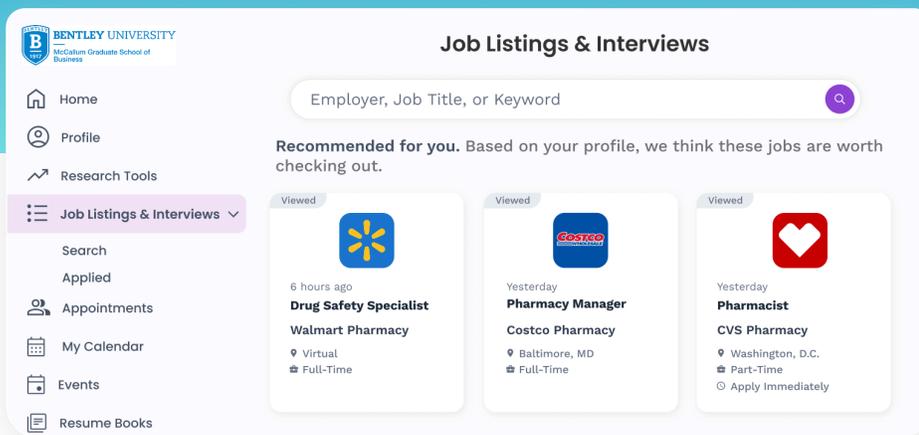
2 **Search** for jobs by Employer, Job Title, or keyword. This will take you to the Advanced Search screen automatically.

3 **Recommended for You** - scroll jobs suggested to you based on your degree, job preferences, recent activity, and more.

4 **Advanced Search** - Select the Advanced Search link to access additional categories and filters.
- All Tab - View every type of opportunity you can apply for.
- Job Listing Tab - Click to filter for job listings only.
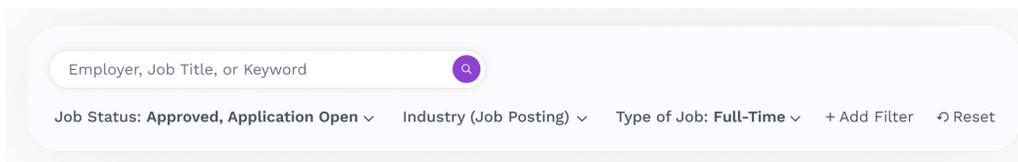
5 Use the **Filters** at the top of the page to search for jobs.

6 Click on the **"heart" icon to favorite job posting** you want to come back to.

7 Enable **Saved Search Notifications** to receive emails about new jobs that match your criteria.
- Save your search by clicking "Turn on email alerts" at the bottom.
- To name your search, click 'My Saved Searches & Alerts' in the bottom right.

Event Registration

1 Head to the Events module from the left-side navigation menu to see all of the upcoming events
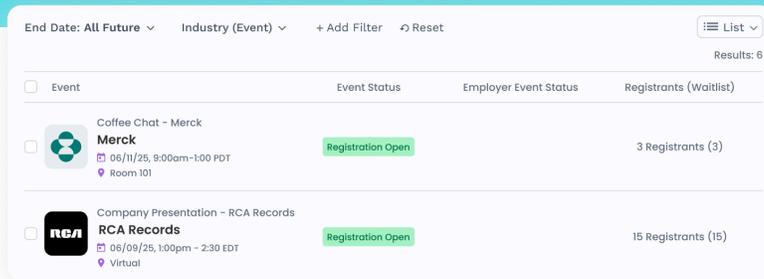
2 You can apply filters to target your search through **Advanced Search**. For example: add the "Event Type = workshops" filter to quickly find available workshops.

3 Set up **Saved Search Notifications** to get notified via email when new events are available that match your criteria.

4 Save search results by clicking the bar at the bottom of the page that says **Turn on email alerts for the search**.

🔔 Turn on email alerts for this search   ⌃ My Saved Searches & Alerts

5 Click on the **Event Name** to open details about the upcoming event. Click the **Register** button in the top right corner to RSVP.


6 Some events are time-slotted (like Mock Interviews), and you'll register for a specific time instead. On the **Event Details** tab of a **time-slotted** event, you will click the **Select Time-Slot** button to select your time.

Career Fair Registration

1 Select the **Event Name**

2 Select **Register Now**

3 From the Event, select the **Employers** tab to review and search all companies in attendance. This function allows you to research employers ahead of time.
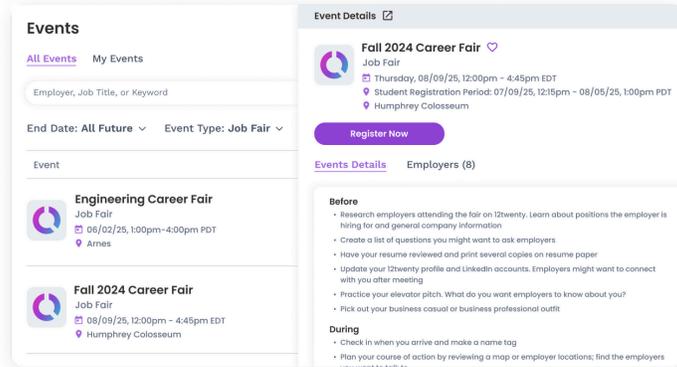
4 Select the **employer you are interested** in by clicking on the employer name, in this example, "Caterpillar, Inc".

5 **Research.** On the employer page, you can find detailed information about the company, see their currently active job postings, and even potentially see recruiting representative information.