

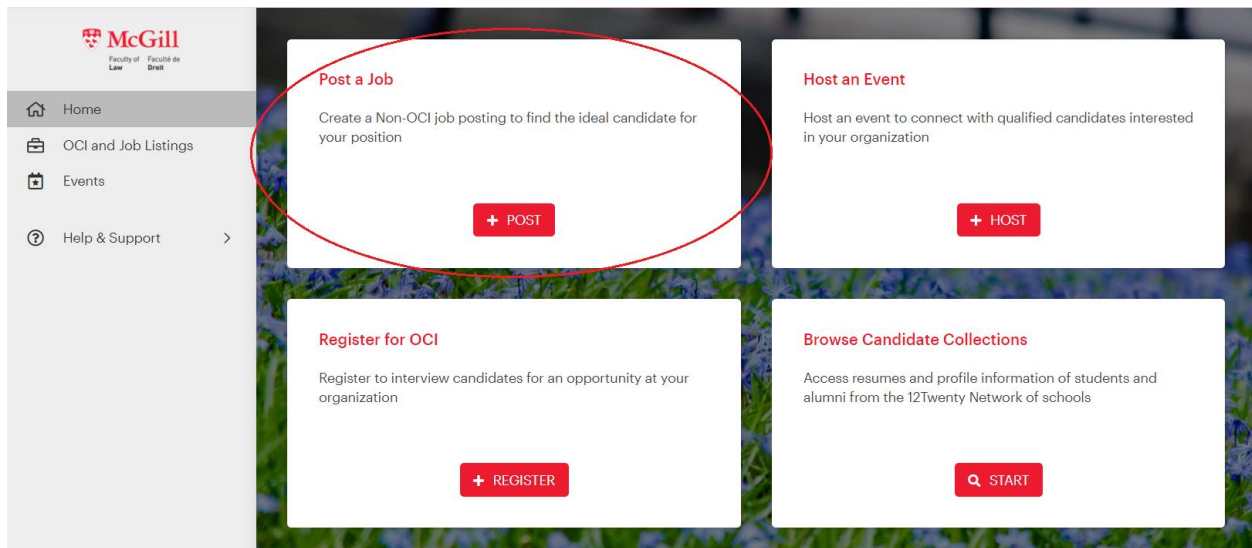


12Twenty Job Posting Guide

We are excited to announce that we recently launched a new career platform where you will be able to register for our OCIs, post jobs, and invite students to your events, on and off campus. We invite you to log in on <https://mcgill-law.12twenty.com/hire>. If you don't have an employer profile yet, you can create one by clicking on 'Sign up for an account' below 'Employer log in'. All job postings targeting McGill law students will be housed on this platform moving forward. You may continue to use myFuture to recruit students in other faculties by logging in at <https://caps.myfuture.mcgill.ca/employers>.

Creating a Job Posting

1. On your employer homepage, you will be able to select **Post a Job**. Please click on the **+Post** button.



2. Fill out the information required (e.g. Job Title, Type of Job, Location, Practice Area).

 A screenshot of the 'Create Job Posting' form. At the top right are 'Cancel', 'Save Draft', and 'Submit' buttons. The form is titled 'Create Job Posting' and has a 'Job Details' section with the following fields: 'Job Title*' (text input), 'Type of Job*' (dropdown menu), 'Job Time Commitment' (dropdown menu), 'Location Type*' (dropdown menu), and 'Practice Area*' (dropdown menu).

3. Select your preferred method of application.

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
- Apply via Postal Mail  Yes No

4. Fill out the **Job Description** text box.
5. Indicate which **application documents** are required. Selecting " " will indicate that this document is required. Clicking on "X " means that it will not appear in your job posting. Neither selecting " " nor "X " will mark that document as *optional*.

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"/>	
Cover Letter	Cover Letter	<input type="checkbox"/>	X

6. Fill in the important dates (e.g. application deadline).

Job Dates

Application Begins On*

Application Deadline*

Anticipated Job Start Date

For Immediate Hire * Yes No

7. Fill out the **Primary Job Contact's** information and select what you wish to make visible to students.

Primary Job Contact

Use My Information

Name*

Make Visible to Students

Title*

Make Visible to Students

Email*

Make Visible to Students

8. Select eligible student group(s). The student groups available are: BCL/JD, LLM (master's), DCL (doctoral) and Recent Graduates/ Alumni.

Eligibility

The criteria below determines who can view and apply.

Student Group*

-- Select a Value --

Q Search

Select all

BCL/JD

LLM

Recent Graduates/ Alumni

9. Submit your job posting for approval.

If you need assistance, please send an email to law.jobs@mcgill.ca.