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).
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 “☒” means that it will not appear in your job posting. Neither selecting “☑” nor “☒” will mark that document as **optional**.

**Application Document Requirements**

Request or require students to submit below documents when applying to this job:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document Display Name</th>
<th>Is Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume</td>
<td>Resume</td>
<td>☐</td>
</tr>
<tr>
<td>Cover Letter</td>
<td>Cover Letter</td>
<td>☒</td>
</tr>
</tbody>
</table>

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

**Job Dates**

- Application Begins On
  - MM/DD/YYYY
  - H:MMpm
- Application Deadline
  - MM/DD/YYYY
  - H:MMpm
- Anticipated Job Start Date
  - MM/DD/YYYY
- For Immediate Hire
  - Yes
  - No

7. Fill out the **Primary Job Contact’s** information and select what you wish to 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.

9. Submit your job posting for approval.

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