Posting Jobs with Cougar Jobline for Employers

Logging into 12Twenty:

- 1. Navigate to https://siue.12twenty.com/hire
- 2. To create a 12Twenty SIUE Cougar Jobline account click on the "Sign up for an account" under the employer login OR if you already have an employer account, you may use existing log-in credentials.



Post a Job:

- 1. Select **OCI & Job Listings** from the left navigation panel
- 2. Click on "Job Listings"
- 3. Select "+Post a Job"

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<u> </u>	My OCI and Job Listings	D		+ Post a J	ob + Register for OCI
Home	All OCI Job Listings				
OCI and Job Listings Events	Job Title, or Keyword	Q Reset			
Candidate Search	Job Status : Approved, Application Open	• Employer : All • Job Title : All •	Metro Area : All • Type of Job : All •	+ Add filter	
() Help & Support >	↓? Posting Date				
Crders	Job OCI Round	Interview Date	OCI Registration Status	Job Status	Applicants
Powered by	No results found given your search criteria				

4. Enter in the Job Post details and select "**Submit**" to submit your job posting for approval. The job post will remain in "**Pending Approval**" status until it is approved by the SIUE Career Development Center.