

# Posting Jobs with Cougar Jobline for Employers

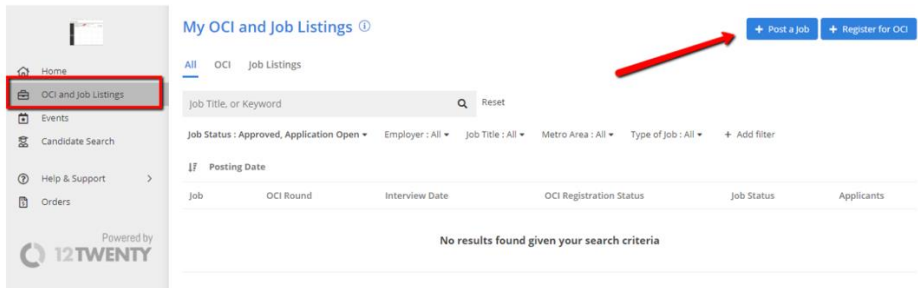
Logging into 12Twenty:

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”**



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.

Please contact the Career Development Center at 618-650-3708 with any questions.