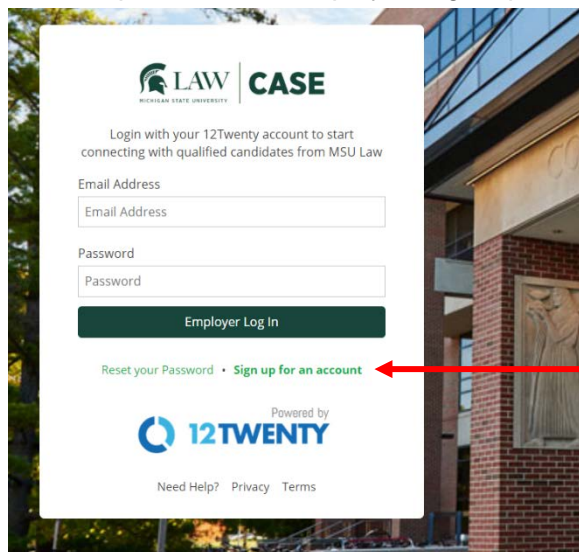


## CASE Sign-up and Job Posting Instructions for New Employers with Jobs Posted by CSO

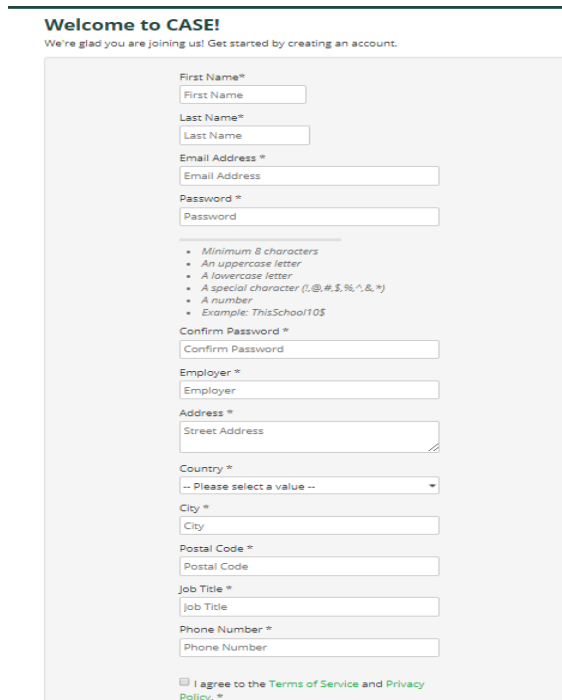
**\*\*Please note that our system does not support Internet Explorer, you will need to use Chrome, Firefox, or Safari web browsers\*\***

- 1) Go to <https://law-msu.12twenty.com/hire>.
- 2) When you get to the link above, please click “Employer Sign Up” to create an account.



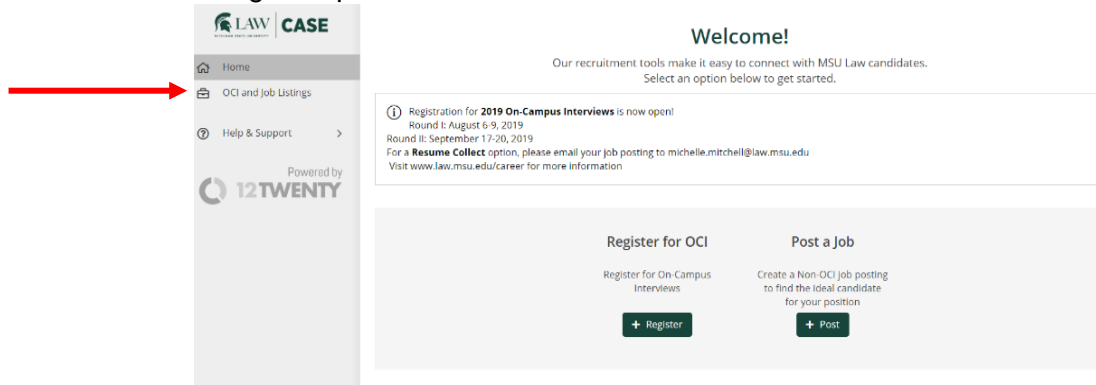
- 3) Once you click “Employer Sign Up” the system will take you to another screen where you should provide the following information:

- First name
- Last name
- Email Address
- Password
- Confirm Password
- Employer – wait for the field to self-populate in case your organization is already in our system.
- Address
- Country
- City
- Postal Code
- Job Title
- Phone Number



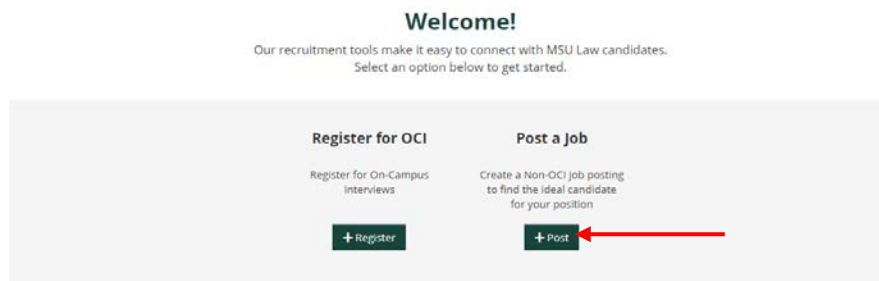
4) After completing the above form, you will be logged into the system and can do the following:

a) Access jobs that our office has already posted for you through the OCI and Job Listings tab on the left navigation pane.



NOTE: if you do not see a job you believe has been posted for you and should appear here, please contact our office at [career@law.msu.edu](mailto:career@law.msu.edu) to request that we make you the owner of the job posting so that you can manage the job yourself.

b) Begin posting new jobs. Click on “+Post”.



i) You will be taken to the job posting page. Fill in all the required information and be sure to include any relevant information you would like students to know. Fill in the primary job contact section on the right hand side.

NOTE: if you would like to be able to collect resumes in the system and login to access them, please click “Yes” for the Application Method of “Apply Via This Site

ii) Once you have filled in the entire page, click “Submit” on the top right corner.

**CREATE JOB POSTING**

Cancel Save Draft **Submit**

**Job Details**

Employer\* Sparty Law LLC (Test Employer)  
 Hide Employer Name from Applicants

Job Title\* Job Title

Location Type\* Specify Location(s)

Location\* -- Please Select a Country -- City

+ Add Additional Location

Practice Area -- Practice Area --

Interview Format -- Interview Format --

Type of Job \* -- Select a Value --

Application Instructions \* Application Instructions

Compensation Details Compensation Details

iii) You will then be taken to the confirmation page. Your job posting will be sent to our office for approval. You will receive a confirmation email, and once we approve your posting (generally a same-day process), you will receive another email indicating that your posting is live.

c) You can login any time after your account has been created to edit your job posting by going to <https://law-msu.12twenty.com/hire> and clicking on the green “Employer Login” button.

Again, you can access your job postings by clicking “OCI and Job Listings” from the left navigation panel. You can post new jobs or register for OCI from this page as well.

**My OCI and Job Listings**

All OCI Job Listings 12TwentyGP5

Job Title, or Keyword  Reset

Job Status: All City: All Job #: All + Add filter

Job	OCI Round	Interview Date	OCI Registration Status	Job Status	Applicants
<b>Test Summer Associate</b> Sparty Law LLC (Test Employer) Flexible/Negotiable 5 months ago	OCI 2019 - Round I	-	Pending Approval	Pending Approval	0 applicants

+ Post a job + Register for OCI

Thank you for signing up! Please email [career@law.msu.edu](mailto:career@law.msu.edu) if you have any questions or concerns.