

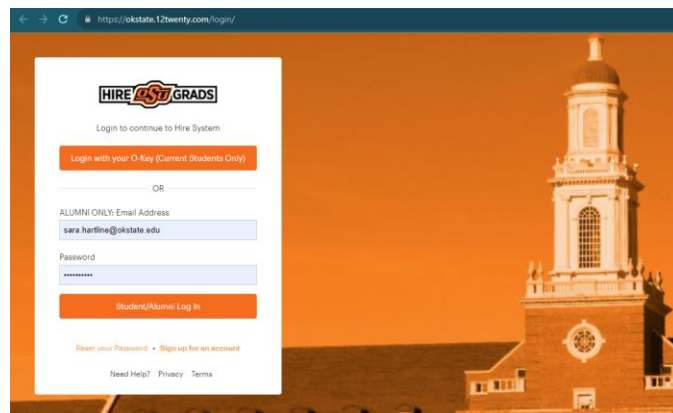


OSU Career Services Job & Interview Portal

Toolkit

Accessing the Job & Interview Portal

To access OSU Career Services' online Job & Interview Portal, visit <https://okstate.12twenty.com/login/>



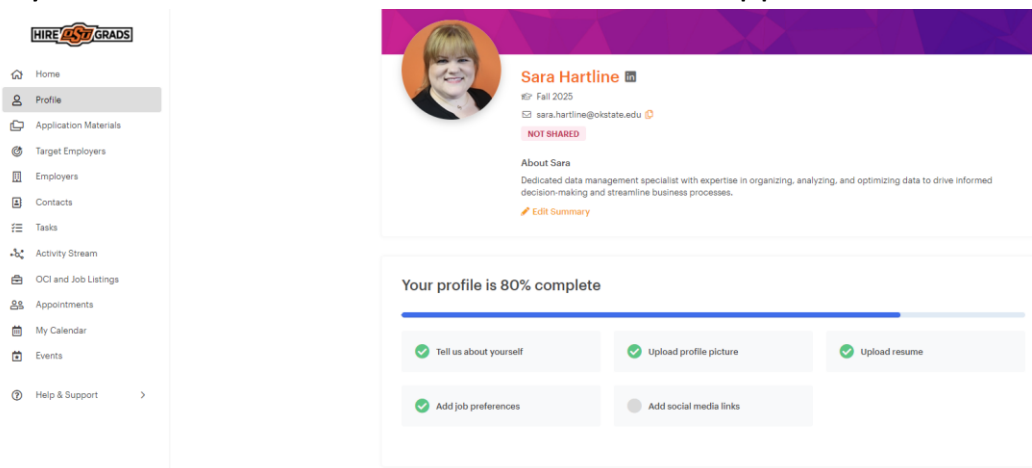
- **Current Students:** Click on "Login with your O-Key."
- **Alumni:** Returning users can sign in using "Student/Alumni Log In." If you are a first-time user, click "Sign up for an account" and create a unique password.

Your Profile

Creating a complete profile is essential for the Career Services team to understand your career goals and preferences, increasing the likelihood of targeted opportunities. Keep your profile and resume updated to enhance your marketability.

To set up your profile:

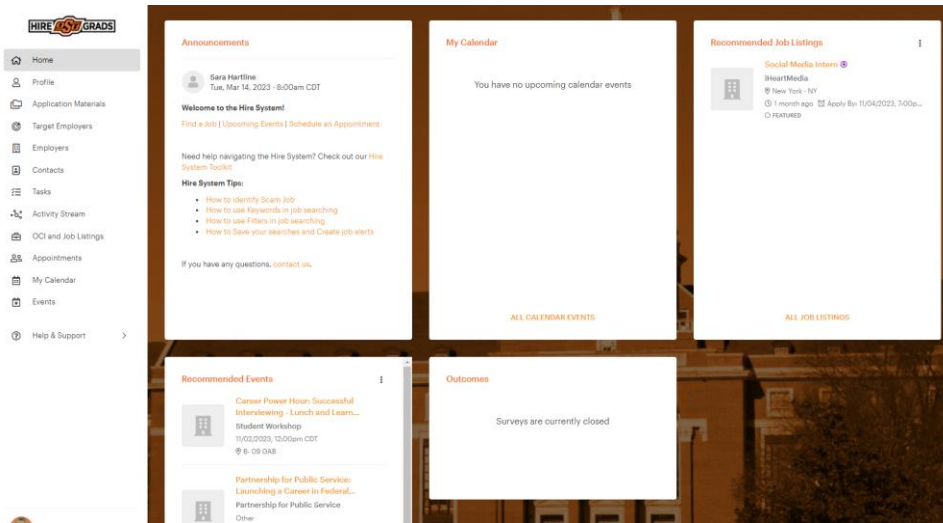
1. Navigate to the "Profile" option on the left-hand menu.
2. Complete the following action items:
 - Upload a professional headshot
 - Provide a quick summary of your qualifications
 - Add your job preferences in priority order
 - Include your LinkedIn profile link
 - Upload your resume and other documents on the Application Materials module



Career Services offers professional headshots multiple times per year, as well as regular appointments with Career Consultants to assist with career guidance and application materials. If you need these services, visit the Event & Appointment Portal via slate.okstate.edu to view upcoming events or set up an appointment.

Homepage

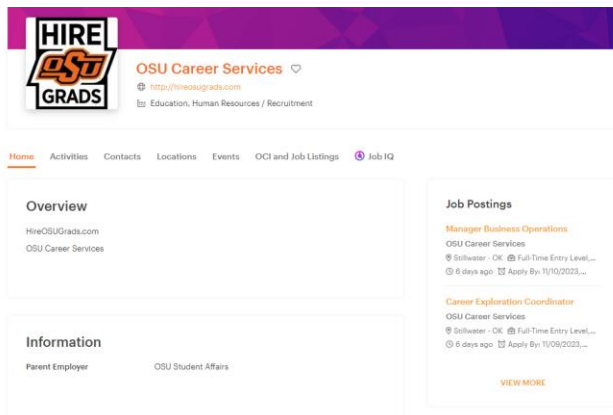
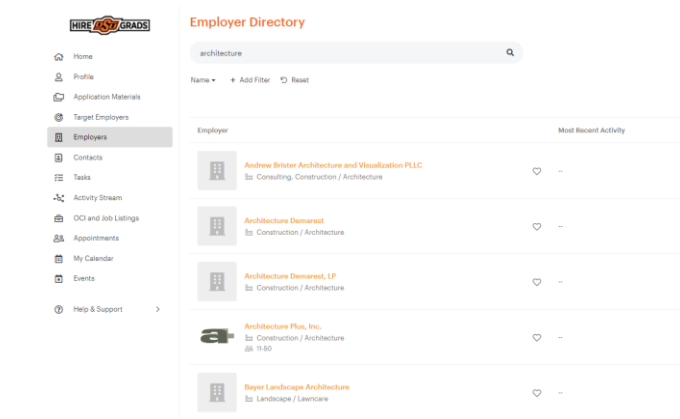
Once your profile is updated, your Homepage will display targeted opportunities, including events and job listings.



Employer and Contact Directories

Explore the "Employers" and "Contacts" modules to learn about companies and recruiters who frequently hire OSU students and graduates. "Heart" an employer to add them to your "Target Employers" list. Click on an employer's name for more information, including contact details, events, and job postings.

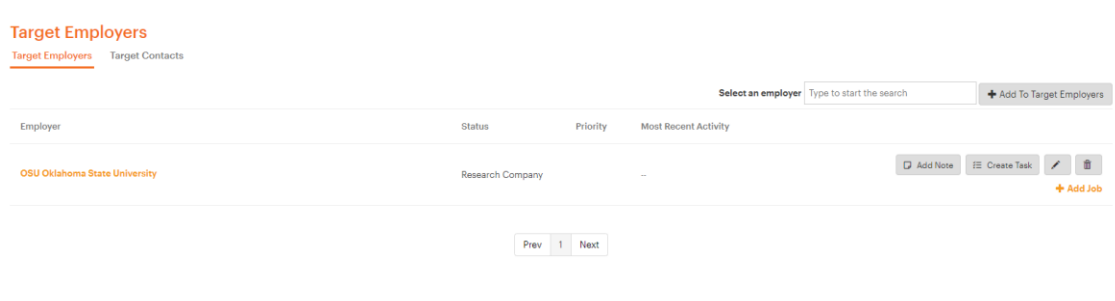
Clicking on a contact's name will expand their profile, displaying contact information, activities, notes, and more. You can also "heart" target recruiters, viewable under "Target Employers."



Target Employers

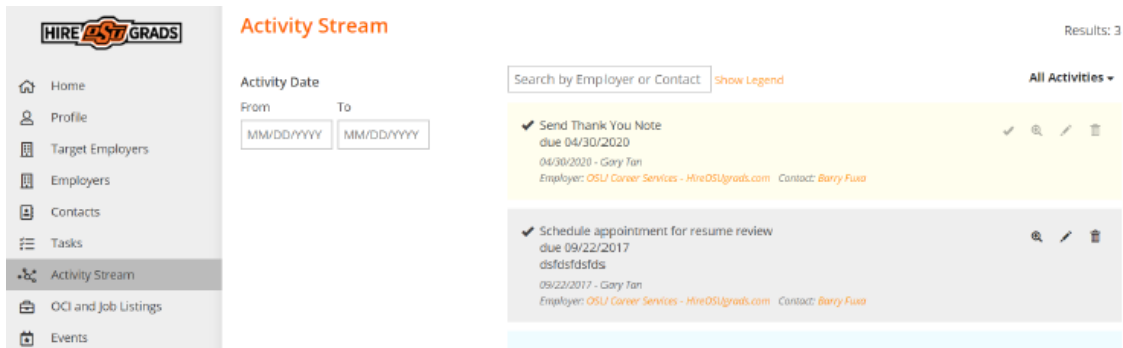
Your favorited employers and contacts are displayed on the Target Employers landing page. Here, you can easily track your preferred employer's job postings and events, add notes, create tasks, and more to manage your application goals while seeking employment. Use the edit button to set a High, Medium, or Low priority for your target employers.

These same features are available for your target contacts.



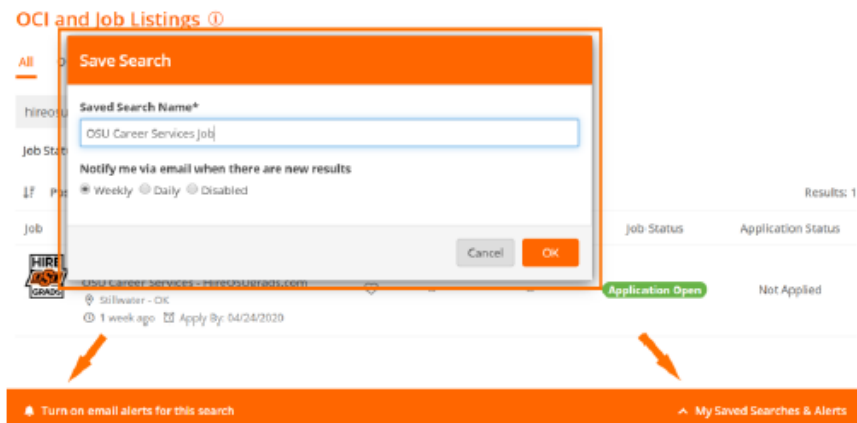
Activity Stream

This module consolidates your notes, meetings, and follow-up tasks from all touchpoints in one place.



OCI and Job Listings

In this module, you can search and apply for internships and job opportunities. Filter by OCIs (on-campus interviews), Job Listings, and 12Twenty Job Listings. You can also filter opportunities by employer, city, title, state, job type, and more. Favoriting job postings and setting "Saved Search Notifications" can help you stay updated on opportunities that match your criteria.



Applying for Jobs

When you click on a job title, you can apply using the application methods provided in the listing. Some opportunities may require applying outside of the Job & Interview

Portal, such as by external link, email or postal mail. After successfully applying, you'll receive a webpage confirmation and an email with the same confirmation information.

Applying for OCIs

Employers with a strong partnership with Career Services frequently host on-campus interviews (OCIs). You can find OCIs in the same module as standard job postings. Applying for an OCI will require additional steps in the Portal if you are selected for an interview. You will receive an email prompting you to log in and select an interview time if you are selected. If you are selected as an alternate, the email will indicate this and provide further guidance.

Interview times are allocated on a first-come, first-served basis. Once the final interview schedule is released, you'll receive a confirmation email with interview details, which will also be available in the "Upcoming" section of your Homepage.

Events

Upcoming functions are listed in the Events module. These events will also be posted in the Event & Appointment Portal. Review event requirements as some may require pre-registration, either for the entire program or a specific time slot. Pay particular attention to whether you need to register for an event via the Job & Interview Portal (<https://okstate.12twenty.com/login/>), Event & Appointment Portal (slate.okstate.edu), or external link.