DR 2.0 (DIGGERecruiting - DR 2.0) – Job Posting Guide

Manage your jobs by posting them in DR 2.0. Control applications through the system by allowing online applications. Choose the dates of the posting, and change them as needed, or close the job once filled. Open the job and View Applicants to see who has applied for the position. Career Services can also monitor job activity.

**DR 2.0 Log in:** [https://mtech.12twenty.com/hire](https://mtech.12twenty.com/hire)  **Information:** [https://www.mtech.edu/career/diggerecruiting/employer.html](https://www.mtech.edu/career/diggerecruiting/employer.html)

1. **Log In.** If you are a 12Twenty user, enter your Username and Password, then click on “Employer Log In.” For first time users, click on “Employer Sign Up,” then complete the form with your information and click “Create Account.”

2. **Post a job.** For a new job, click on the “+Post” button under the “Post a Job” heading on your dashboard. To copy a previously posted job, go to the OCI and Job Listings menu and select the similar job from the list. At the top right of the job page, click **Action**, then **Duplicate**. Click [Edit] to update the information, and click Save.

3. **Job Details.** Provide as many details as possible regarding, especially Qualifications (suggested and/or required) and Application Instructions. All fields marked with an * are required. **Attention 3rd Party Recruiters** - The name of the hiring company must appear in the job title for the job to be approved.

4. **Primary Job Contact Information** can be automatically filled if you click on “Use My Information.” If the primary contact is somebody else in your company, please enter their name. If they are in our system, it will auto populate with their information. If not, please enter contact information manually. Choose which fields are available for students to see by checking “Make Visible to Students” box under each field.

5. **Posting Date.** Defaults to the current day’s date. To post the job for viewing at a later date, select or enter the date that you want it to become available. The default expiration date is set to 30 days after the posting date. To change this, enter the date you want the job to expire. You will receive an email prior to the job expiring so you can extend it until filled. Remember - when you hire someone, you can close this job.

6. **Posting Information.** Provide as many details as possible under “Create Job Posting” in order to let students know exactly what you are looking for and to screen for the most qualified candidates. You can select multiple options by checking multiple boxes. To add or remove majors, go to “Who can View & Apply.” Select the Major/Academic Program drop down and check the majors you wish to include. Uncheck any majors you want to remove.

7. If you want DR 2.0 to screen applicants using any of the choices given under **Who Can View & Apply**, add the information in the Student Group, Degree Level, College/School, and/or Minimum GPA.

8. **Application Method(s).** If you want to Allow Online Referrals, i.e. candidates apply directly to you through DR 2.0, select “Apply via This Site” under “Application Method(s).” If you have different application instructions, please specify in the **Job Description** and select either “Apply via External Website” or “Apply via Email.” A field will appear for you to enter the appropriate website or email information.

9. **Application Document Requirements.** If allowing applications through DR 2.0, be sure to select additional required documents (resume is required by default).

10. Once you have completed each section, click **Submit** or **Save Draft** (allows you to view what students will see).

11. Carefully review the job information. To make changes, click **Edit** in the upper right corner of the appropriate section, make your changes, and click on **Submit for Approval**.

12. Career Services will review and approve your job making it available to students and/or alumni.