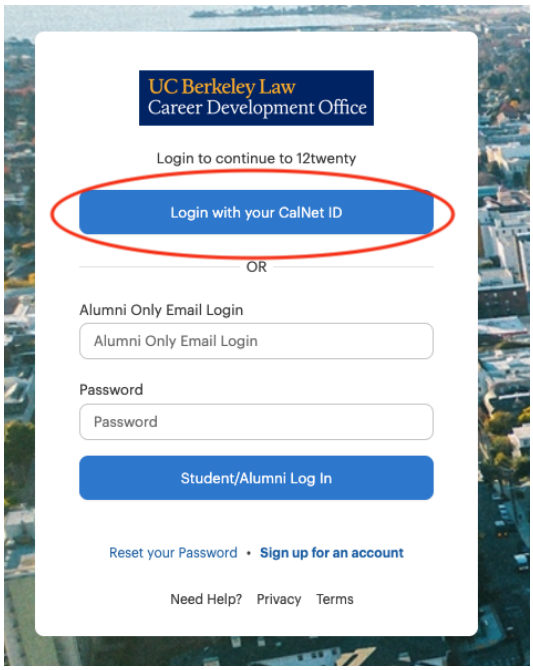
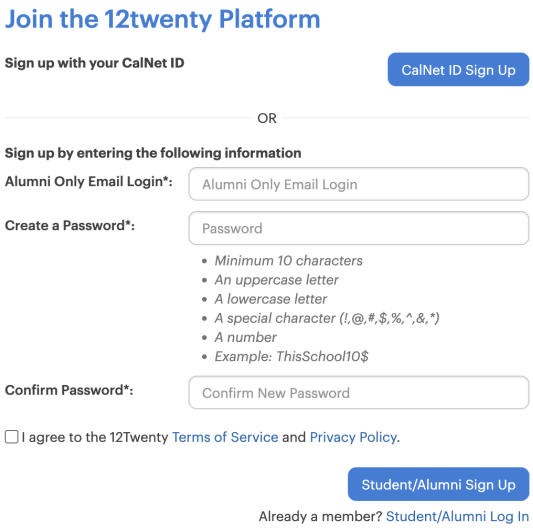
UC Berkeley Law Career Development Office

Searching/Applying for a Job on 12twenty

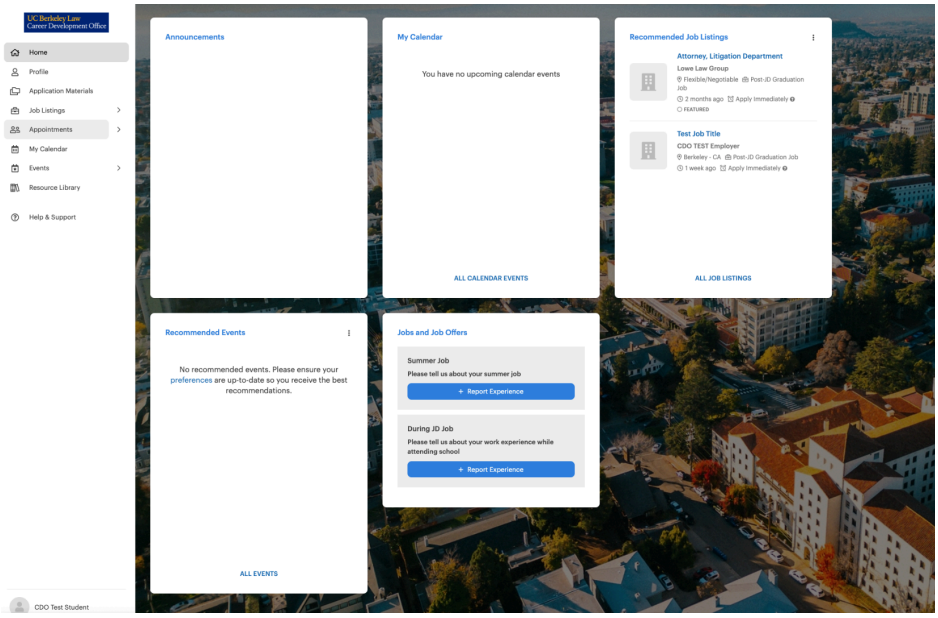
First, log into 12twenty using your CalNet ID if you are a current student.



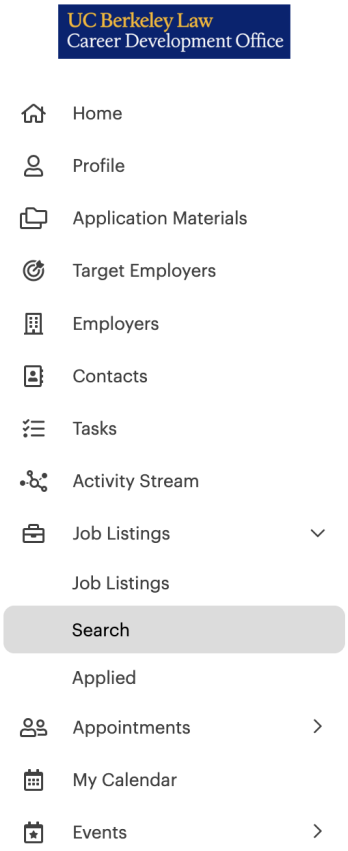
If it is your first time using the 12twenty platform, you will see this screen:



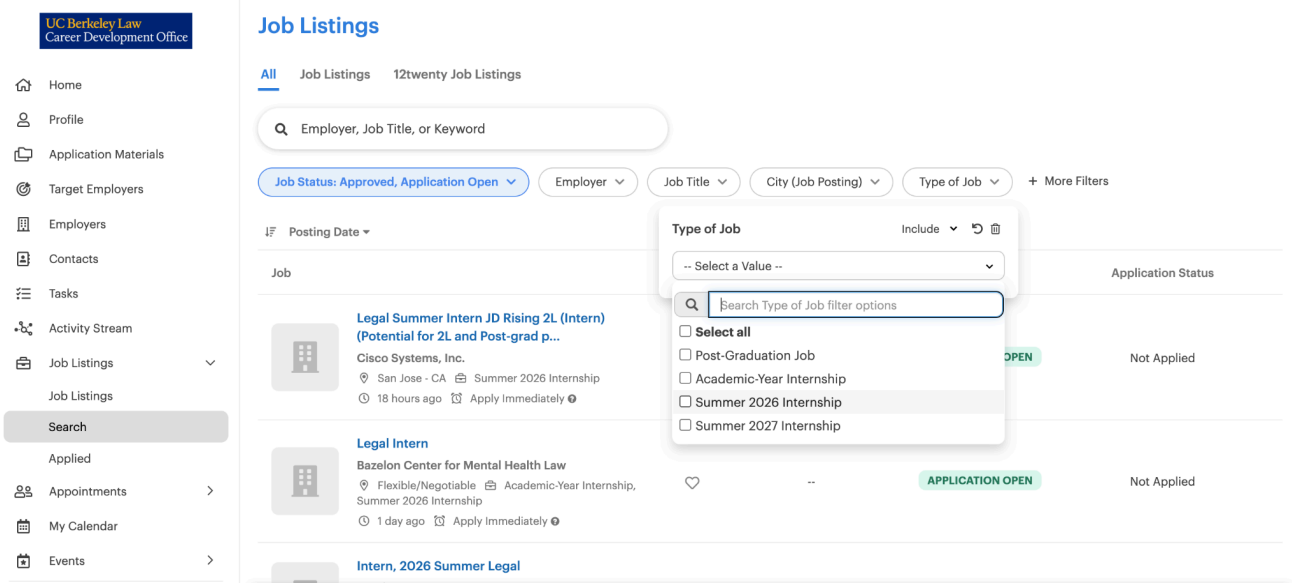
Continue by clicking “**CalNet ID Sign Up**” if you are a student, or “Alumni Only Email Login” if you are an alum.
After you log in, you will see your home page:

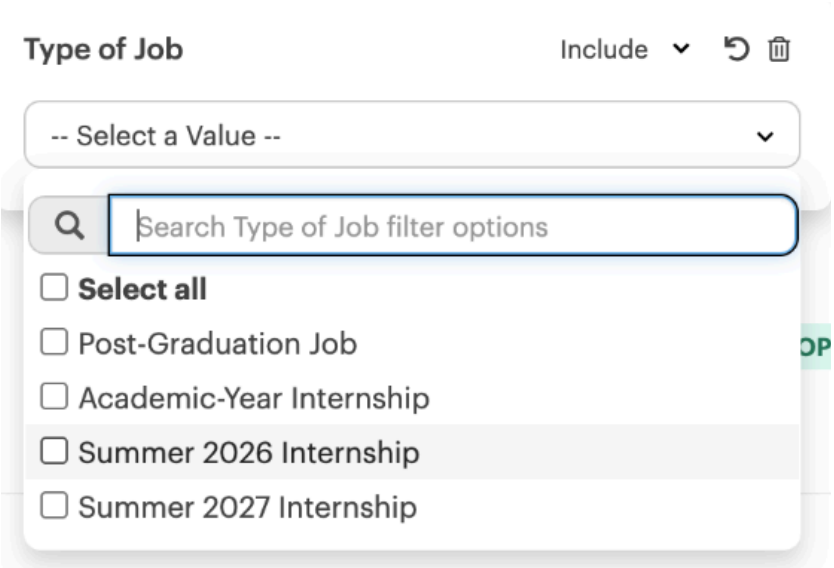


Navigate to the left hand side of the home page to “Job Listings”. Click the down arrow to expand the options, then click “Search”.

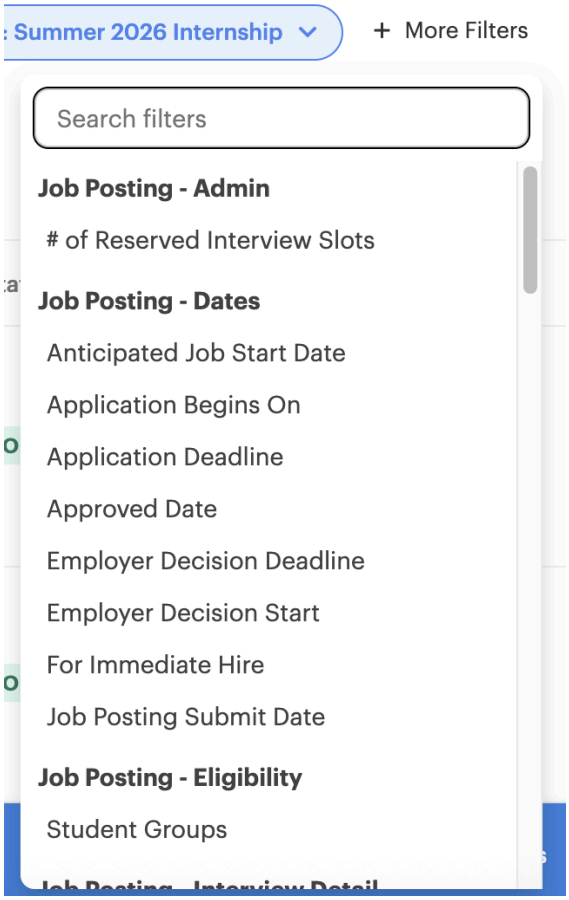


On the Job Listings page, adjust the filters to represent the type of job you are looking for. First you will select the specific type of job you're seeking under "Type of Job".

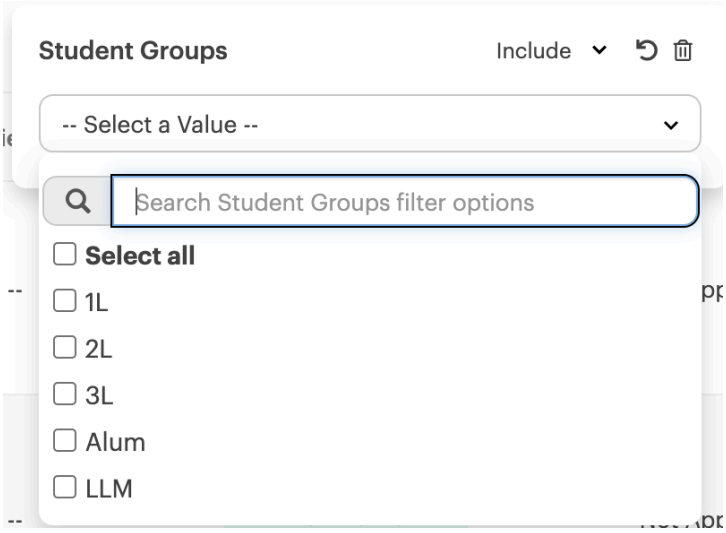




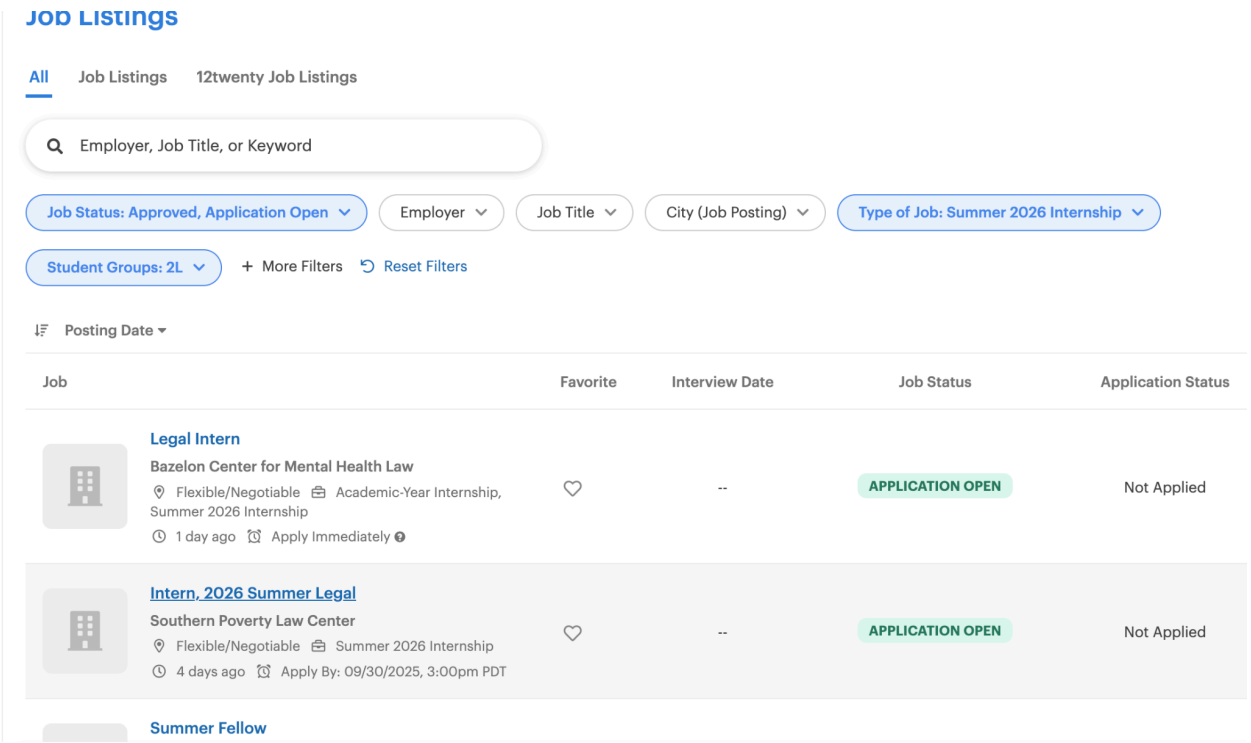
Then, click “More Filters”. This shows you all categories you can filter by.



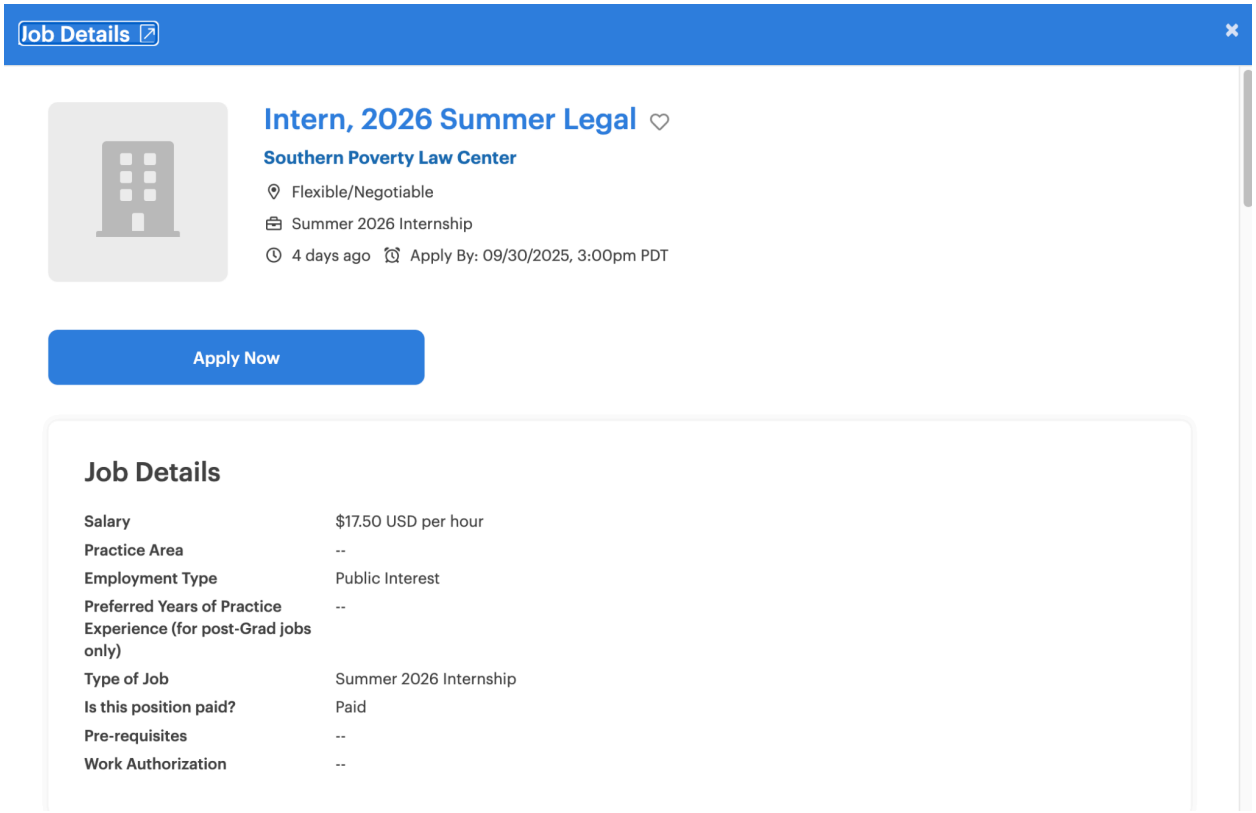
To filter by class year, select “Student Groups”, then select the student group you are targeting.



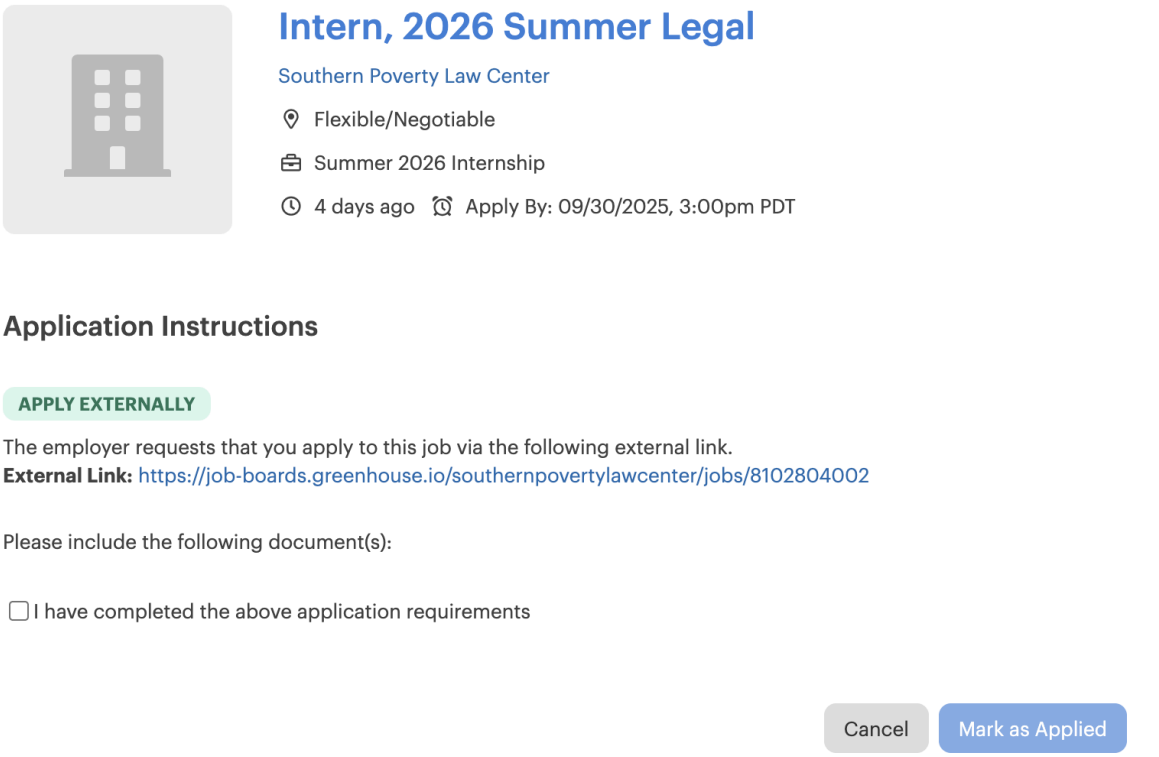
Jobs that fit the criteria will appear as a list.



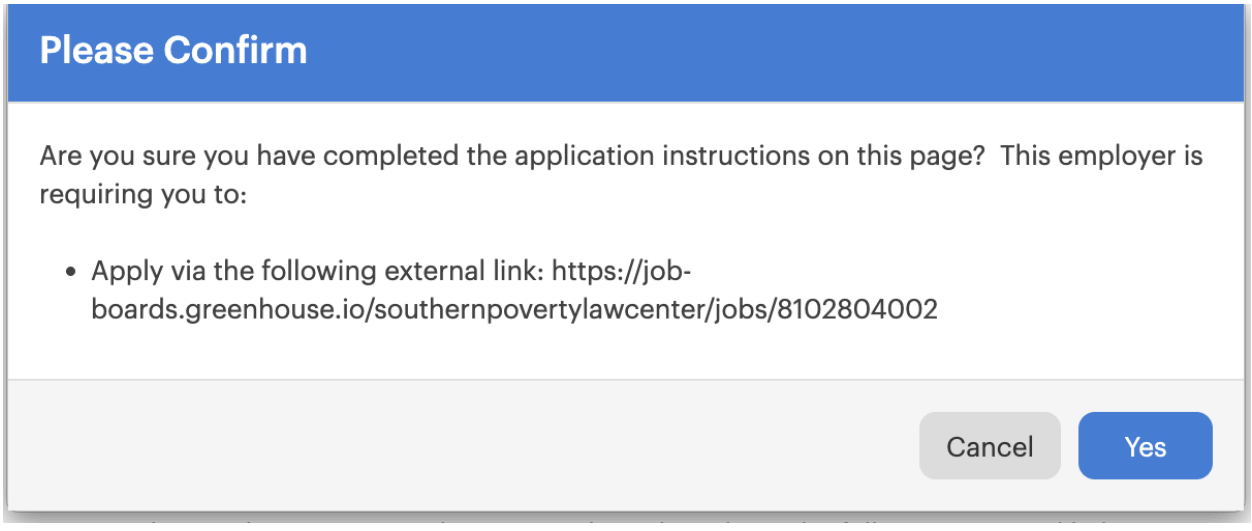
To apply for a job, click on the job to open it.



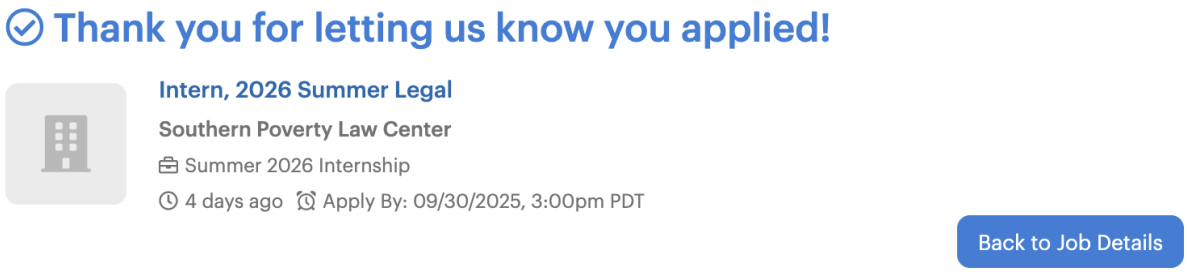
When you click “Apply Now”, a page will open that tells you how to apply for the job. The options are: apply using an external link, apply using the 12twenty site, or apply via email. This example job requires you to apply externally.



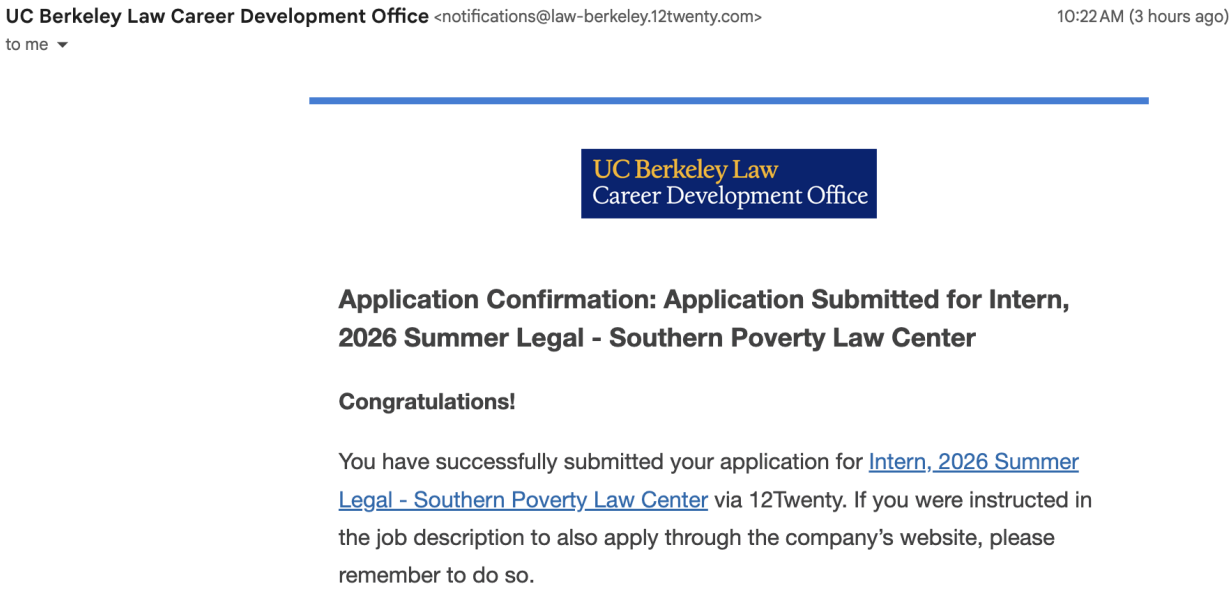
In this case, you will click the external link and apply directly to the job. After doing that, please check the box that says “I have completed the above application requirements” and click “Mark as Applied” to keep track of which jobs you have applied for! The system will ask you to confirm that you completed the steps.



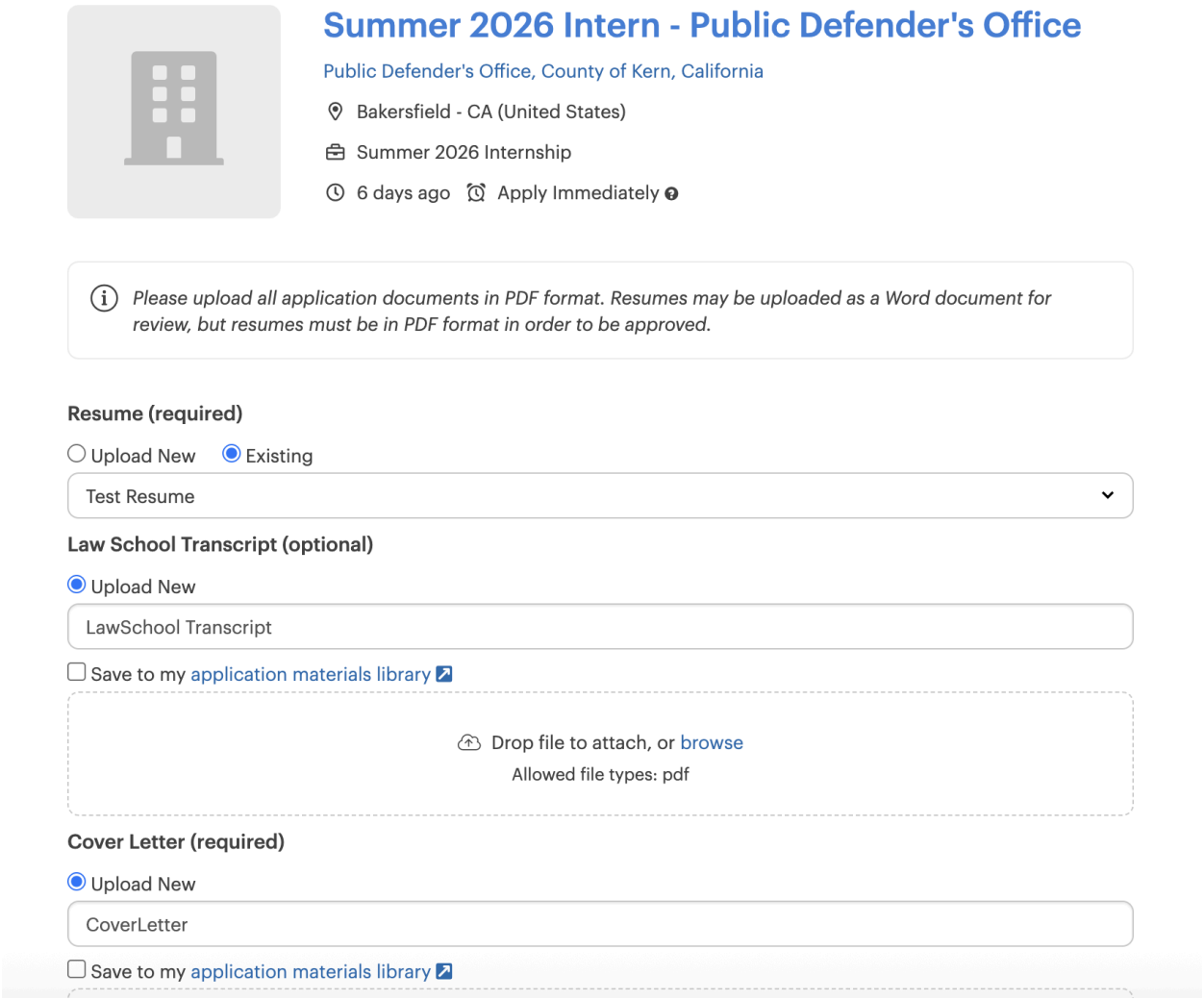
Once you do this, the screen will show a confirmation that you marked the job as applied.



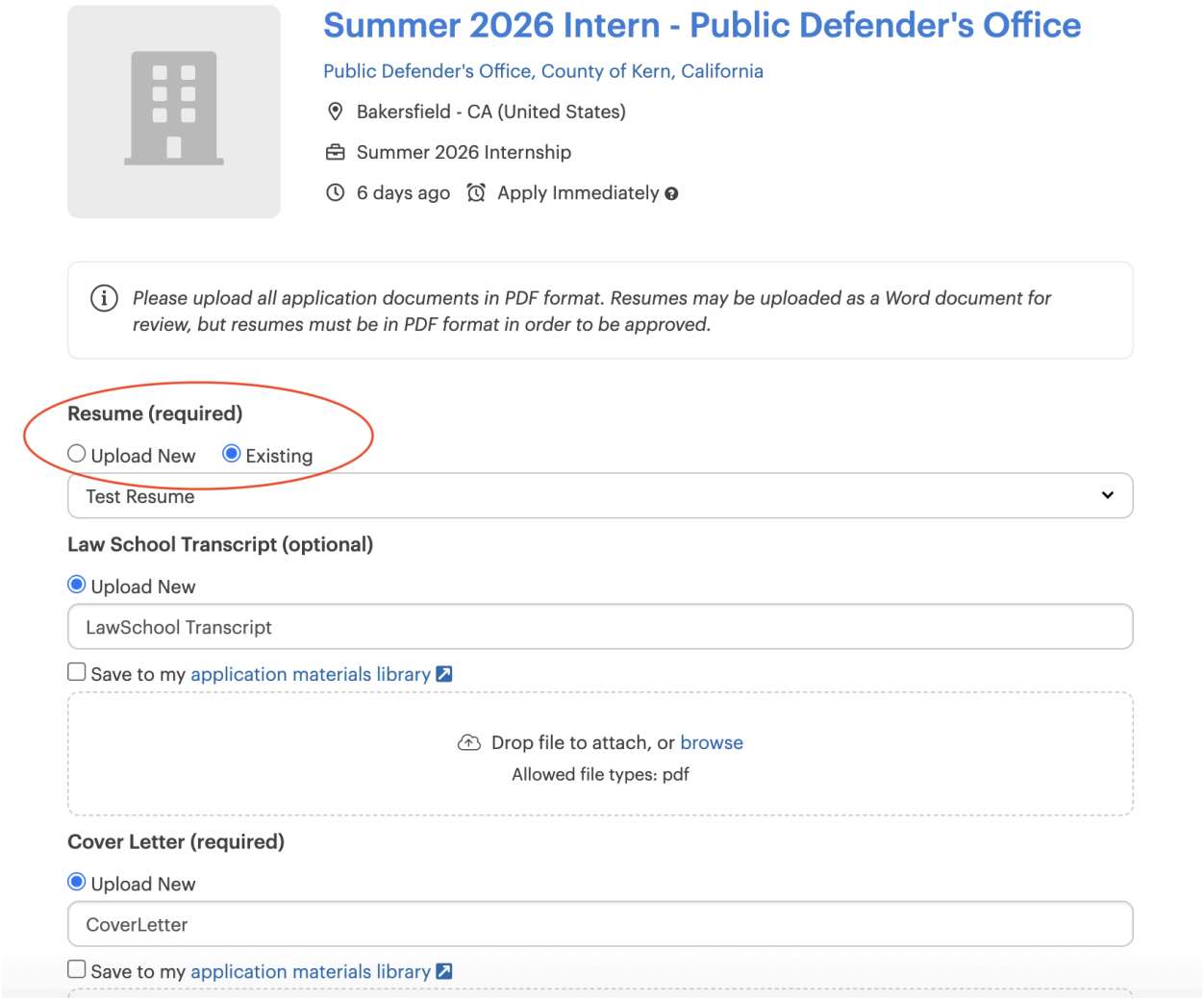
You will also receive a confirmation email.



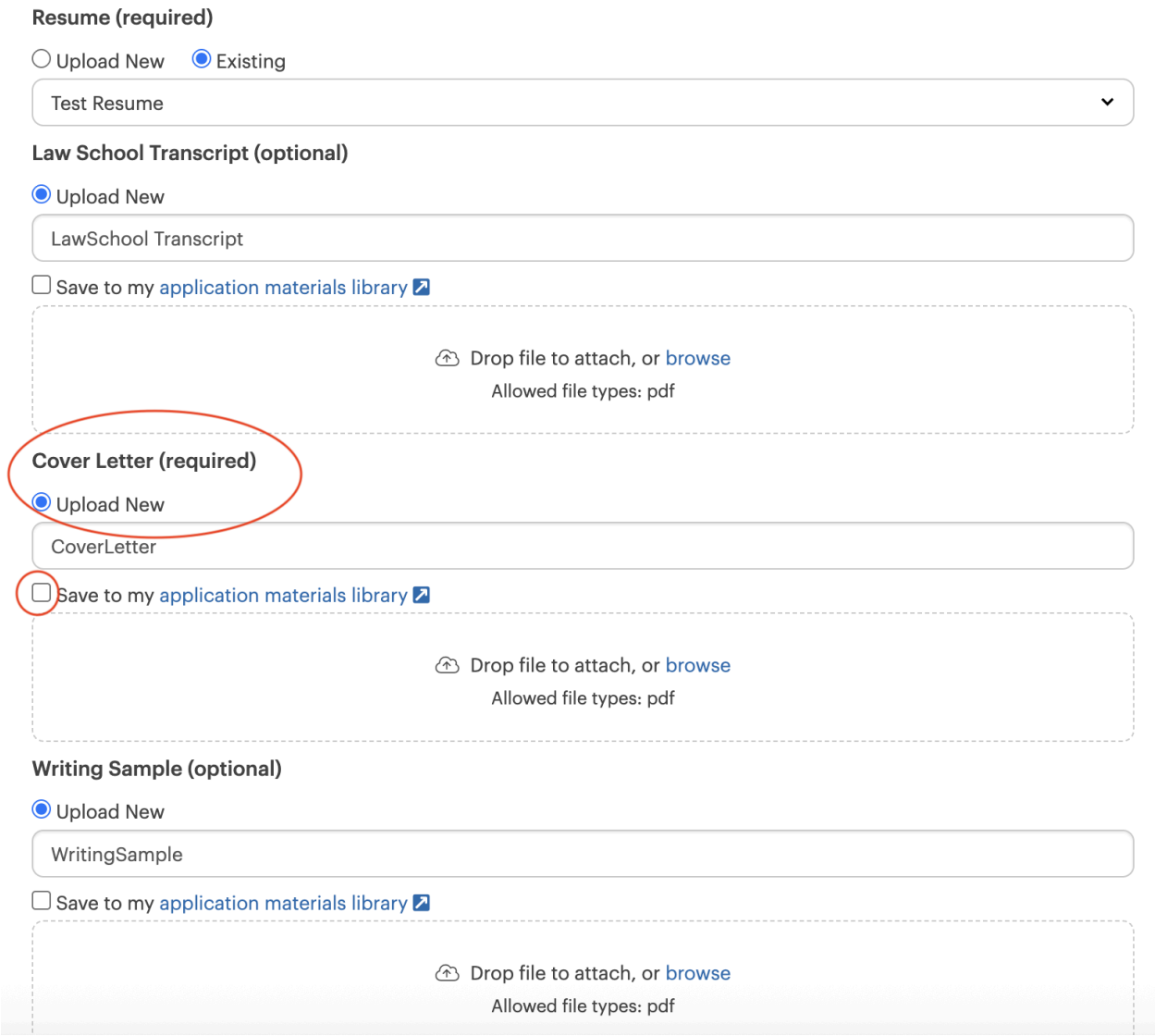
If the job requires that you apply through the 12twenty site, you will click “Apply” on the job page and the application page will appear.



Make sure to upload/include all documents marked as “required”. If you have already uploaded a document like a resume into your 12twenty account, you’ll be able to select the “Existing” option to include the existing document instead of uploading a new one.



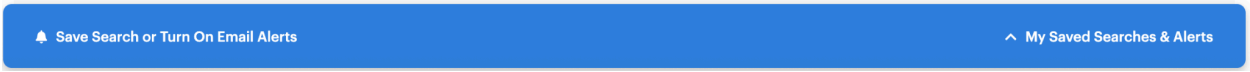
If you have not uploaded a specific document to 12twenty yet, the only option available will be “Upload New”, and you can upload it directly into your application. You have the option at that time to check the “Save to my application materials library” box to save that document to your 12twently account for later use in other applications etc.



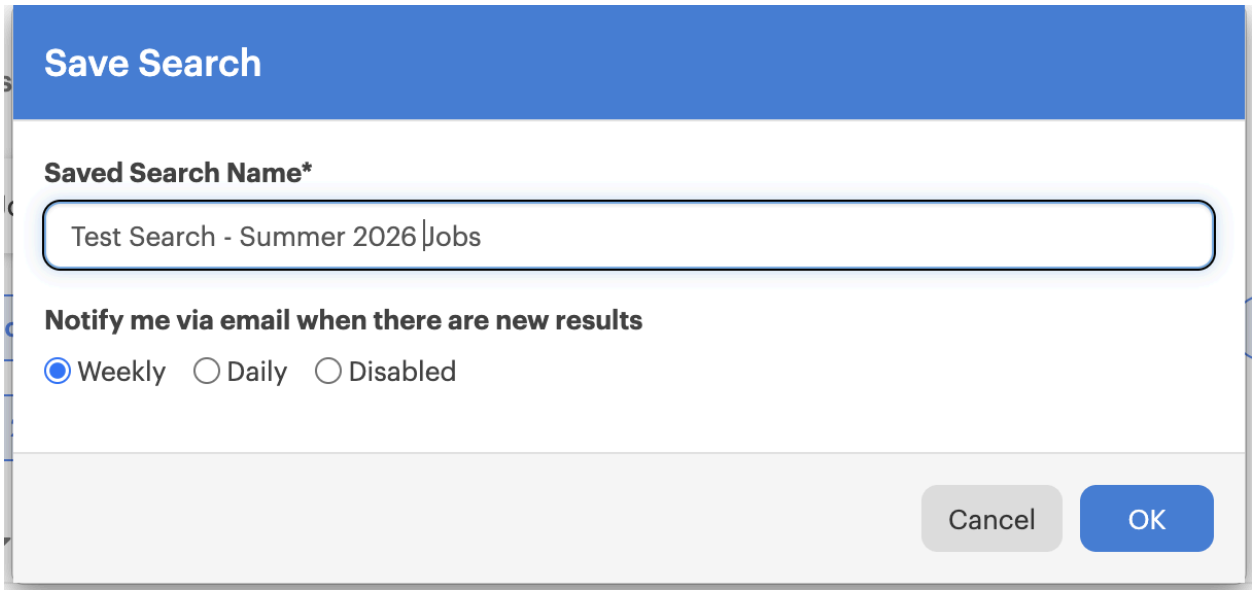
Proceed with applying as described above… you will receive a confirmation when you submit your application.

Saving a Search/Setting Job Alerts on 12twenty

You can also save searches and set email alerts after doing a job search on 12twenty. At the bottom of the list of jobs, you'll see a blue bar that says "Save Search or Turn On Email Alerts" on the left hand side, and "My Saved Searches and Alerts" on the right hand side.



When you select “Save Search or Turn On Email Alerts”, a window will pop up that will prompt you to name this specific job search, and allows you to set weekly or daily email alerts when new jobs appear on 12twenty that fit within your search criteria. You can also disable email alerts.



Once you save a search, you will be able to find that search by its name anytime by navigating to the bottom right hand side of the blue bar and clicking “My Saved Searches and Alerts”... this will show you all your saved searches. You can also click the pencil icon to edit the search name and/or alert settings, or click the trash can icon to delete the saved search.