



CSB+SJU

Employer
Job Posting Instruction
Guide

Powered by 12Twenty

Contents

How to Post Jobs at CSB/SJU.....	3
Sign-up (Create) an Employer Account	4
Log in to your Employer Account	5
Home Page	6
Posting a Job.....	7
Job Listings.....	9
Account Settings.....	10

How to Post Jobs at CSB/SJU

CSB/SJU has created a simple platform for you to post early career, mid-career or late career jobs only accessible by CSB/SJU Alums. We thank you for giving our Alums an opportunity to apply for employment at your company.

First: In your browser type in the following URL: csbsju.12twenty.com/hire

Second: Sign up for an Account before logging in for the first time. Please click on “Sign up for an Account” below.

Login with your 12twenty account to start connecting with qualified candidates from College of Saint Benedict and Saint John's University

 Continue with Google

 Continue with Microsoft

OR

Email Address

Password

Employer Log In

[Reset your Password](#) • [Sign up for an account](#)

Not an employer?
[Log in as a Student/Alumni](#) | [Log in as an Admin](#)

[Need Help?](#) [Privacy](#) [Terms](#)

Powered By 

Sign up for an account.
Before logging in the first time, you must sign up (create) an account. (see next page)

Sign-up (Create) an Employer Account:

Each employer must create an account with the following information in order to log in and post a job. When you have completed filling out the requested information and checked the box agreeing to the Terms of Service and Privacy Policy– click on “Create Employer Account”.

Employer Sign Up

Not an employer? [Log in as a Student/Alumni](#) | [Log in as an Admin](#)

First Name*	Mickey
Last Name*	Mouse
Work Email Address*	MMouse@MickeyMouse.com
Share my email with candidates	☒
Password	 Strong • Minimum 10 characters • An uppercase letter • A lowercase letter • A special character (!, @, #, \$, %, ^, &, *) • A number • Example: ThisSchool10\$
Confirm Password	
Employer*	Mickey Mouse, Inc.
Address*	101 Cheese St.
Country*	United States (USA) ▾
City*	Blackduck - MN
Postal Code*	55126
Your Job Title*	President
Phone Number*	666-256-3232

☒ I agree to the [Terms of Service](#) and [Privacy Policy](#). *

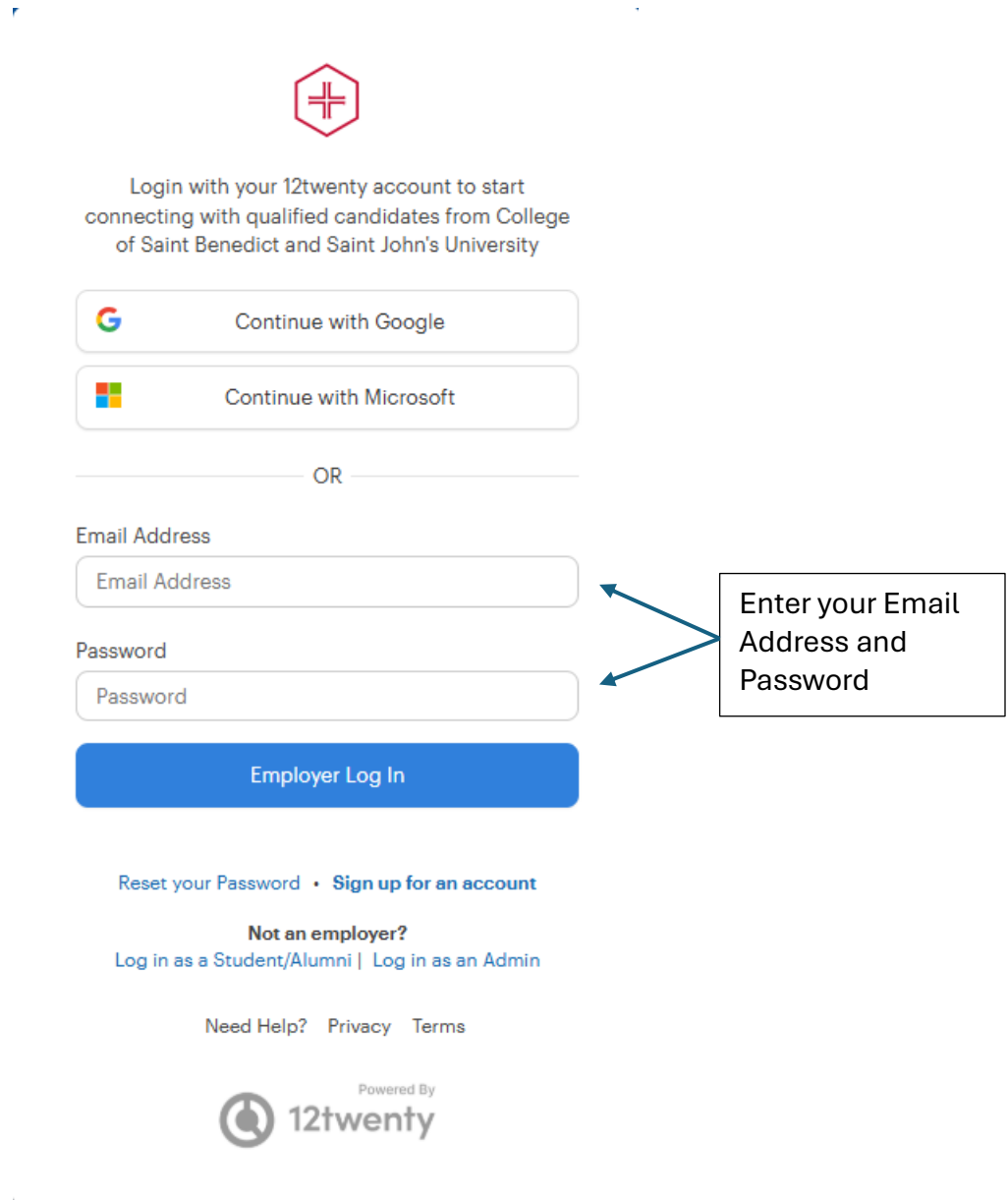
Create Employer Account

Note: If you are an Alum of CSB/SJU you must use a different email address than you use with the Alum 12Twenty Alum platform.

Click when the form is completed and you have checked the Terms of service and Privacy Policy.

Log in to your Employer Account

After you have Completed an Employer Account, log into your CSB/SJU 12twenty account by entering your email address and password. Click “Employer Log In”



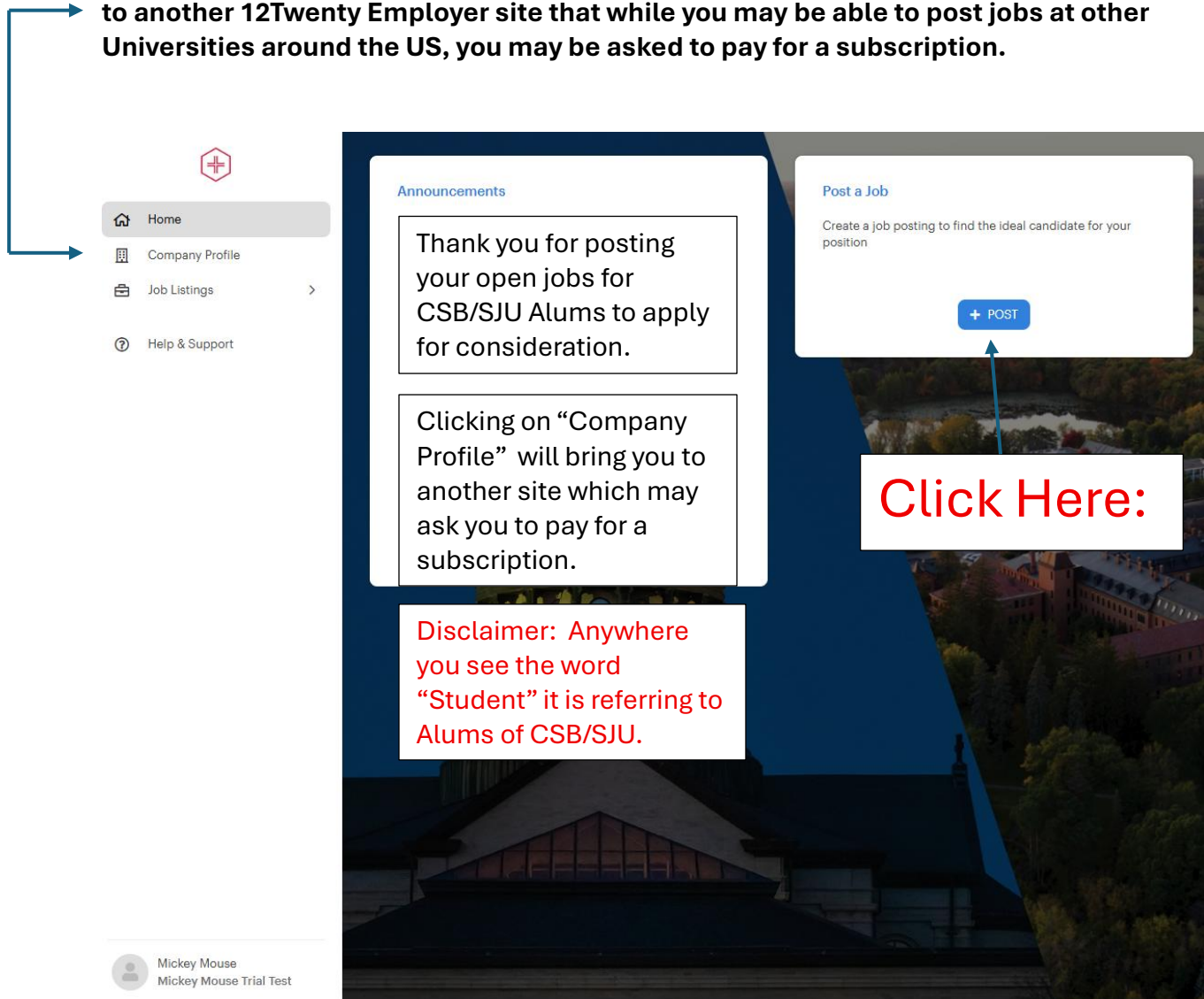
The screenshot shows the 12twenty Employer Login page. At the top is a red hexagonal logo with a white cross. Below it, text reads: "Login with your 12twenty account to start connecting with qualified candidates from College of Saint Benedict and Saint John's University". There are two buttons: "Continue with Google" and "Continue with Microsoft". Below these is a horizontal line with "OR" in the center. Then, there are two input fields: "Email Address" and "Password". A blue callout box with two arrows points to these fields, containing the text "Enter your Email Address and Password". Below the input fields is a blue button labeled "Employer Log In". At the bottom, there are links for "Reset your Password" and "Sign up for an account". Below that, it says "Not an employer?" followed by "Log in as a Student/Alumni" and "Log in as an Admin". At the very bottom, there are links for "Need Help?", "Privacy", and "Terms", followed by the 12twenty logo and the text "Powered By 12twenty".

Enter your Email Address and Password

Home Page:

To post a job: Simply click on the “+Post” button in Blue on the Home Page.

Note: DO NOT CLICK on Company Profile. Clicking on Company Profile will bring you to another 12Twenty Employer site that while you may be able to post jobs at other Universities around the US, you may be asked to pay for a subscription.



Posting a Job:

At CSB/SJU: click on “+Post” in Blue on home page

Simply fill out the form below to your comfort level, copy and paste your job description in the box below, choose if you want your information shared, click Submit.

Create Job Posting

[Cancel](#)[Save Draft](#)[Submit](#)

Job Details

Employer*

☐ Hide Employer Name from Applicants

Job Title*

Type of Job

Salary Range

Location Type*

Location*

[+ Add Additional Location](#)

Industry*

Job Function*

Preferred Years of Experience

Interview Format

Application Method(s)*

Which application method(s) would you like to require? At least one application method must be selected as "Yes".

Apply via This Site*

☐ Yes ☐ No

Apply via External Link 

☐ Yes ☐ No

Apply via Email 

☐ Yes ☐ No

Job Description

Job Description*



Copy and Paste
your job
description here.

Attachments

📎 Drop files to attach, or [browse](#)

Application Document Requirements

Request or require students to submit below documents when applying to this job:

Document Type	Document Display Name	Is Required?
Resume	Resume	☒ ☐

+ Add Document Type

Job Dates

Time Zone*

Central Time (US & Canada) (UTC-06:00)

Application Begins On*

01/04/2026

12:00am

Application Deadline*

02/03/2026

11:59pm

How do you plan on reviewing your applicants?*

☐ I will review applicants as they come in, and may close the job posting early

☐ I will wait until the end of the application period to review all of the applicants

Anticipated Job Start Date

MM/DD/YYYY

For Immediate Hire

☐ Yes

☐ No

Interview Detail

If available, please specify the interviewer(s) below.

Interviewer

-- Select a Contact --

Primary Job Contact

Use My Information

Job Posting Contact Name*

Job Posting Contact Name

☒ Make Visible to Students

Job Posting Contact Title*

Job Posting Contact Title

☒ Make Visible to Students

Job Posting Contact Email*

Job Posting Contact Email

☒ Make Visible to Students

Job Posting Contact Phone*

Job Posting Contact Phone

☐ Make Visible to Students

Job Posting Contact Address*

Job Posting Contact Address

☐ Make Visible to Students

Eligibility

The criteria below determines who can view and apply.

Student Group*

-- Select a Value --

Q Search

☐ Select all

☐ Alums

Disclaimer: Anywhere you see the word “Student” it is referring to Alums of CSB/SJU.

Click “Select All”

Click “Submit” after you have filled out the Create Job Posting form.

Job Listings:

After you have Posted jobs you can go to My Job Listing on the left to monitor the status of your job listings.

 Home

 Company Profile

 Job Listings

 Help & Support



Job Listings

My Job Listings 

All

Job Listings

12twenty Job Listings

Job Title

Job Status

+ More Filters

Posting Date

Head Cheese Maker

Mickey Mouse Trial Test

Flexible/Negotiable

Full-Time Job

2 months ago

Apply immediately

APPLICATION CLOSED

0 applicants

Controller

Mickey Mouse Trial Test

Remote/Telecommute

3 months ago

Apply immediately

APPLICATION CLOSED

0 applicants

Account Settings:

From the Home Page you can click on your name in the lower left-hand corner to Edit your Account or Time Zone settings. Make sure you scroll to the bottom of the page and click on the “Save Changes” button in blue.

The screenshot shows the 'Account Settings' page with a sidebar on the left containing 'Home', 'Company Profile', and 'Help & Support'. The main content area has tabs for 'General', 'Security', and 'Notifications'. Under 'General', there are sections for 'Account Info' and 'Time Zone', each with an 'Edit' link. A callout box points to the user's name 'Mickey Mouse' in the bottom left corner, stating: 'Click on your name to go to Account Settings to make edits to your Account.' Another callout box points to the 'Edit' link for 'Account Info', and a third points to the 'Edit' link for 'Time Zone'. At the bottom, a blue banner reads 'Edit Your Account Information'. Below this banner are input fields for 'Email Address*', 'Employer Name*', 'First Name*', 'Last Name*', 'Job Title*', 'Phone Number*', 'Address*', 'Country*', 'City*', and 'Zip Code*'. A final callout box points to the 'Save Changes' button at the bottom right, stating: 'Click here to save changes'.

Account Settings

General Security Notifications

Account Info Edit

Email Address hentgestom@gmail.com

Profile Photo

Name Mickey Mouse

Employer Name Mickey Mouse Trial Test

Job Title President

Phone Number 666-256-3232

Street Address 101 Cheese St.

City Blackduck - MN

Country United States (USA)

Postal Code 55126

Time Zone Edit

Time Zone Central Time (US & Canada) (UTC-06:00)

Click on your name to go to Account Settings to make edits to your Account.

Edit Your Account Information

Email Address* mmouse@MickeyMouse.com
Format: sample@domain.com

Employer Name* Mickey Mouse Trial Test
Not your company?

First Name* Mickey

Last Name* Mouse

Job Title* President

Phone Number* 666-256-3232

Address* 101 Cheese St.

Country* United States (USA)

City* Blackduck - MN

Zip Code* 55126

Cancel Save Changes

Click here to save changes

College of Saint Benedict and Saint John's University

careercompass@csbsju.edu



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Close