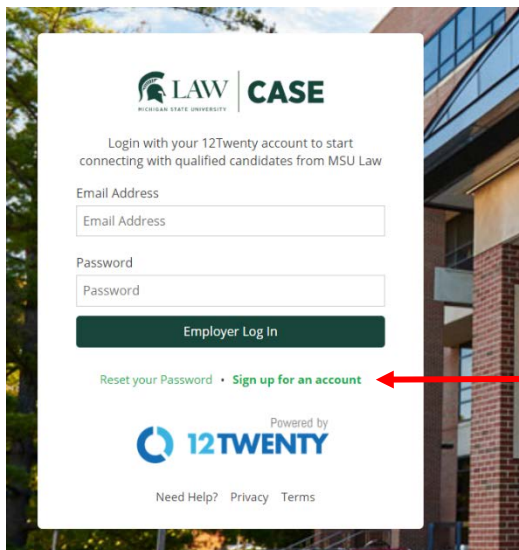


CASE Sign-up and Job Posting Instructions for New Employers

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.

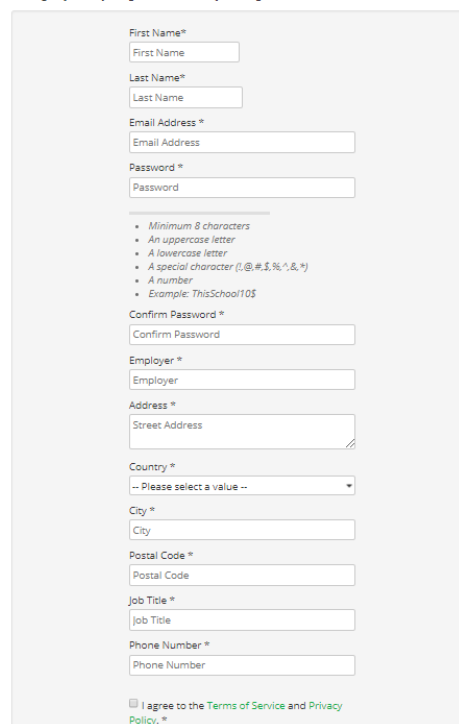


3. Once you click “Employer Sign Up” the system will take you to another screen where you should provide the following information:

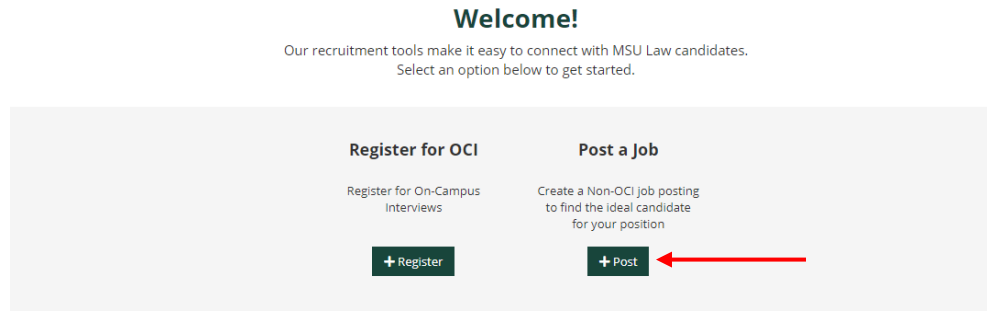
- First name
- Last name
- Email Address
- Password
- Confirm Password
- Employer – please wait for this to self-populate in case your organization is already in the system.
- Address
- Country
- City
- Postal Code
- Job Title
- Phone Number

Welcome to CASE!

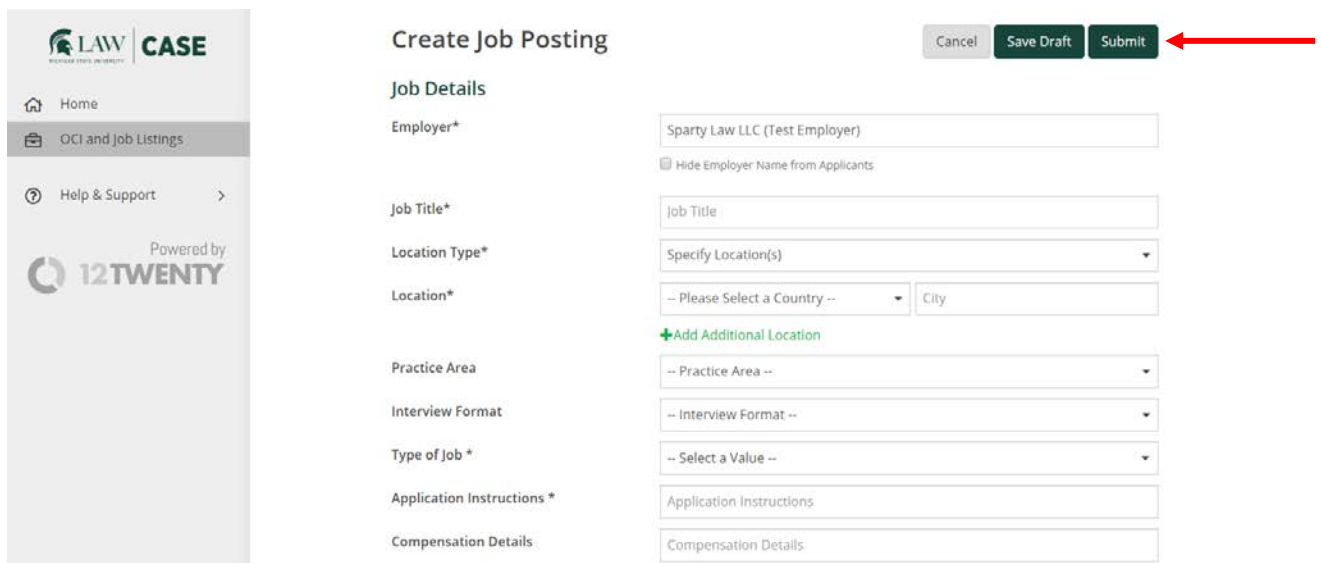
We're glad you are joining us! Get started by creating an account.



4. After completing the above form, you will be logged into the system and can begin posting jobs. Click on “+Post”.



5. You will be taken to the job posting page. Fill in all the required information, 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. Once you have filled in the entire page, click “Submit” on the top right corner.



6. 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, you will receive another email indicating that your posting is live.

7. You can login any time after your account has been created to edit your job posting. You can access your job postings by clicking “OCI and Job Listings” from the left navigation panel.

My OCI and Job Listings ①

+ Post a Job + Register for OCI

All OCI Job Listings 12TwentyGPS

Job Title, or Keyword Reset

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

Posting Date

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

Thank you for signing up! Please email career@law.msu.edu if you have any questions or concerns.