



OlinConnect Employer Help Guide

Please set up your On-Line Account by following these simple steps:

1. Visit: <http://olinconnect-wustl.12twenty.com/hire>
2. Click on Employer Sign Up
3. Fill our information and read and agree to the Terms of Service, Privacy Policy and the Washington University in St. Louis University – Employer Offer & Acceptance Guidelines.

Note: We have pre-loaded many employer contact records into our new system. Your email address is your identifier. If you use the email address that we have on file for you, your new login account will be connected to your existing data, which saves you time!

4. Review your Contact Information and hit Create Account.

Once you are logged in, you will be able to perform the following functions:

Post a Job:

- After logging in, click on Post a Job
- Enter the job information & Submit
- The job will go live once we have had a chance to review it in the system.

12Twenty Note: 12Twenty makes it easy for Employers to post opportunities to multiple schools across their network of business schools, law schools, colleges, and universities. After posting a position directly to any one of our partner schools an employer will be prompted to share that opportunity with other schools. If that option is selected the employer will be brought to the 12TwentyGPS Employer Portal where they can distribute the position to additional schools. Alternatively, Employers can navigate directly to the Employer Portal at 12TwentyGPS.com to post opportunities to multiple schools.

Submit a Request to Interview on Campus:

- After logging in, click on Register for OCI
- Enter your OCI request and job information
- An email will be sent to inform you of your confirmed date.

Submit a Request for an Employer Event On or Off Campus:

- After logging in, click on Host an Event
- Enter your Request Information
- If your event is on campus, an email will be sent to inform you of your confirmed date.