



## DIGGERecruiting - DR 2.0 – Job Posting Guide

*Manage your jobs by posting in DR 2.0. Control applications through the system by allowing online applications. Choose the dates of the posting, and change 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.*

**Log in:** <https://mtech.12twenty.com/hire> **Info:** <https://www.mtech.edu/career/diggerecruiting/employer.html>

1. **Post a job.** For a new job, click on the “+Post” button under the “Post a Job” heading on your home page. Or, navigate to the “OCI and Job Listings” tab on the left-hand menu bar. In the upmost right-hand corner, select “+ Post a Job”

*Please provide as many details as possible in order to let students know exactly what you are looking for and to screen for the most qualified candidates.*

2. **Copy a job.** To make a copy of a previously posted job, go to the “OCI and Job Listings” tab on the menu bar, and select the job you wish to copy from the available list. Open the posting by clicking on the copper-colored title. At the top right of the job page, click **Action**, then **Duplicate**. Once duplicated, click [Edit] in the upper right to update the information. **Be sure to change the Job Title**, which now includes the word “duplicate”. Click **Save**.
3. **Job Details.** All fields marked with an \* are required. When typing in the **employer** name, a drop down menu will appear. Please select from the drop down menu in order to link the job posting to your company’s DR 2.0 profile. When selecting a specific **location**, type the city name with no punctuation or space; the city options will appear in a drop down menu from which you must click the corresponding city to move forward.

**Attention 3<sup>rd</sup> Party Recruiters:** The name of the hiring company must appear in the job title for the job to be approved.

4. **Work Authorization and Who Can View & Apply.** Select Work Authorization Requirement.
5. **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.
6. **Job Description.** Use this section to describe the job and add any additional information about the company or application requirements. The more information, the better!

7. **Attachments & Application Document Requirements.** Attach any required applications, forms, etc. If allowing applications through DR 2.0, be sure to select additional required documents (resume is required by default).
8. **Job Dates.** Use the defaults or change to have the job viewable and/or expire at a different date. Remember - when you fill the position, you can close this job.
9. **Primary Job Contact** 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, the following boxes will auto-populate with their information. If not, *please* enter all contact information manually. Choose which fields are available for students to see by checking “Make Visible to Students” box under each field; otherwise, this information is just for Career Services’ communication purposes.
10. **Eligibility:** Select the students who can view and apply by selecting **only eligible majors!** You can select multiple options by checking multiple boxes. Ask Career Services for help if you’re unsure about Montana Tech’s specifics; otherwise, it is a good rule of thumb to be more exclusive than inclusive when including majors and colleges. Minimum GPA is a helpful criterion when filtering which students will see your posting.
11. Once you have completed each section, click **Submit** or **Save Draft** (*allows you to view what students will see*).
12. 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**.
13. Career Services will review and approve your job making it available to students and/or alumni. When the job is approved, you will receive an email with a link to view and edit the job.

*Approval process may take up to one or more business days. Call Career Services with any questions or if you’re concerned that your approval process is taking longer than desired. Job postings and help with OCI can be quickly provided by emailing [postjobs@mtech.edu](mailto:postjobs@mtech.edu) or by calling our office at (406)496-4140. Our office is open Monday through Friday, 8 am to 4:30 pm MST.*