

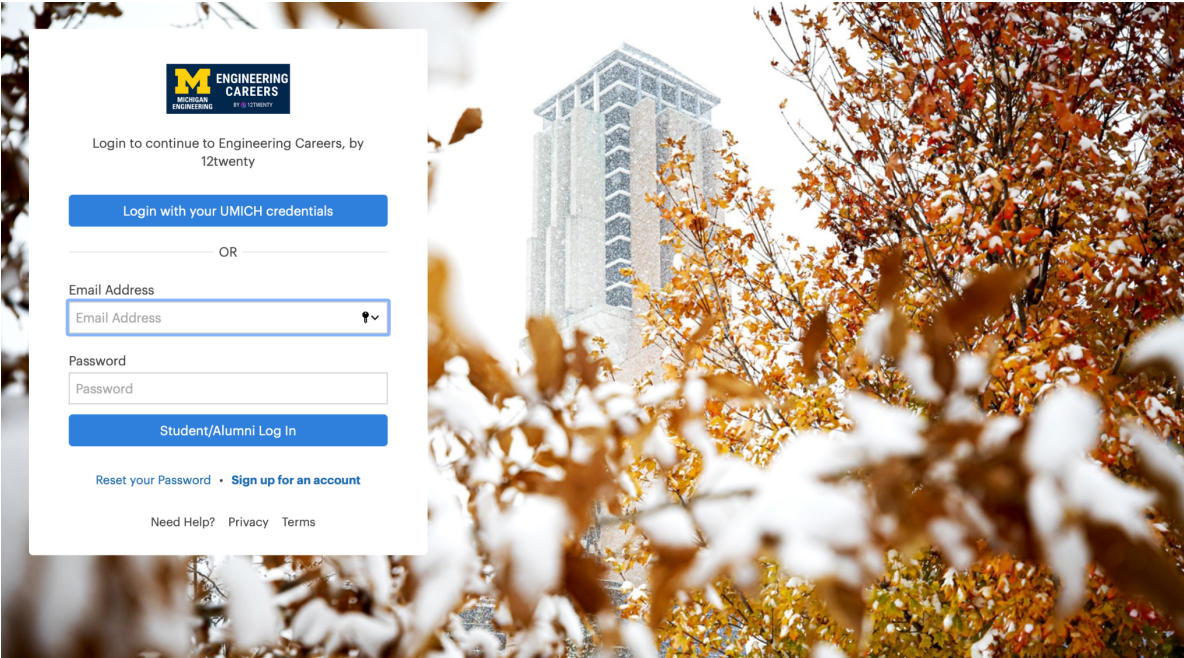
12twenty Student Toolkit

Engineering Careers, by 12twenty is the platform that Michigan Engineering uses to connect students, alumni, and employers. The 12twenty UI is accessible and compatible with any device: phone, tablet, or computer. This guide takes you through how to use 12twenty to maximize your career search.

If you need assistance, please contact the Engineering Career Resource Center (ECRC) at ecrc-info@umich.edu.

Step 1: Navigate to <https://engin-umich.12twenty.com/Login>

Step 2: Login with your UMICH credentials



Michigan Engineering
ENGINEERING CAREERS
by 12twenty

Login to continue to Engineering Careers, by 12twenty

Login with your UMICH credentials

OR

Email Address
Email Address

Password
Password

Student/Alumni Log In

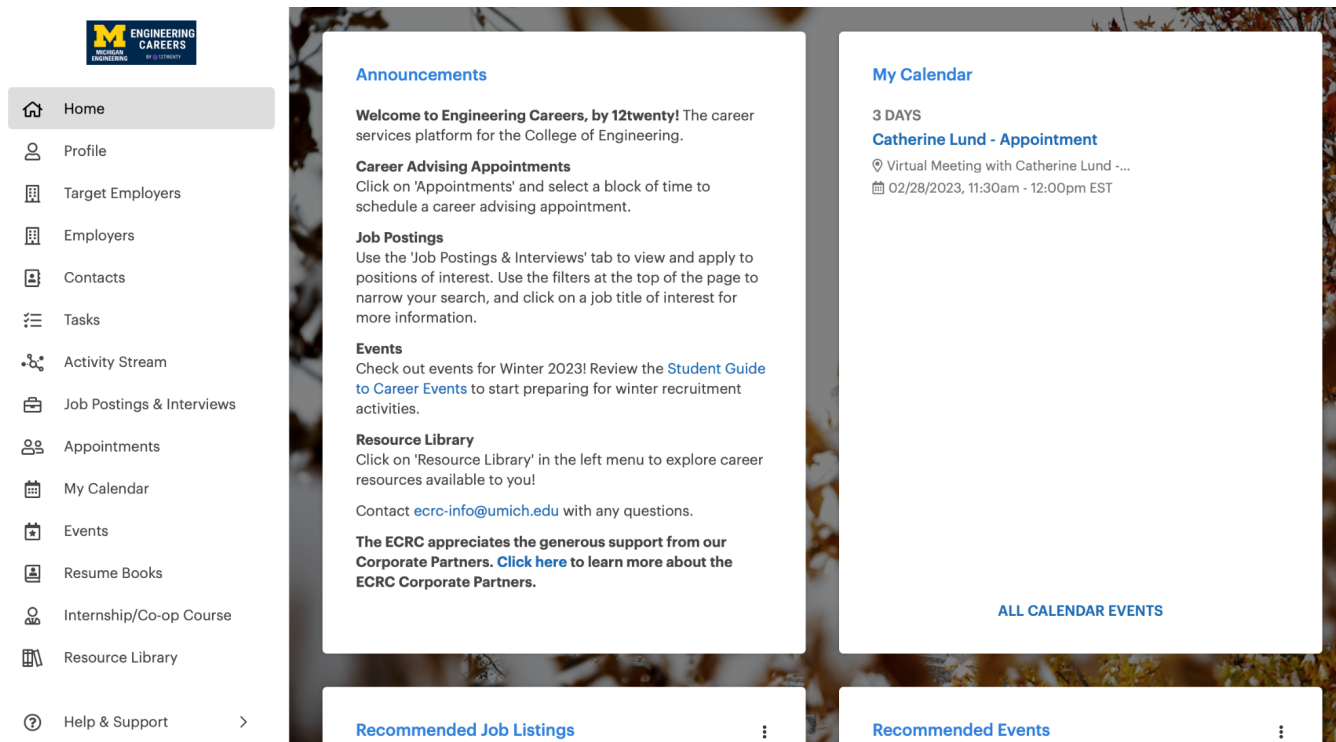
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Step 3: Set up your Profile

Make sure to edit *each* section: General, Education, Preferences, and Contact Info. Note: The “Outcomes” tab is not currently in use.

Step 4: Explore the other features in 12twenty



1. Target Employers

In the employers feature, you can “favorite” certain employers and they will show up in this feature. You may do the same for employer contact, if visible. You can also add your own employers of interest and contact information in this feature.

2. Employers

Here you can see a list of all the employers that have established relationships with the ECRC.

3. Contacts

This section includes employer contacts who have selected to make their contact information visible to all students. Please note that most employer contacts do not select to display their contact information, and this section does not reflect all employers within the system.

4. Tasks

This is a personal feature to track your action items to further your career search.

5. Activity Stream

In the Activity Stream, you can see a list of past events that a company has attended. The ‘Employer Directory’ under “Employers” also includes a list of recent events the company has participated in under each specific employer record.

6. Job Postings & Interviews

Here you can search for Jobs and On-Campus Interviews. You may refine your search by "Adding a Filter."

7. Appointments

The ECRC provides career advising to engineering, computer science and data science students (both undergraduate and graduate) and alumni. There is an option to view the appointments in a calendar format by clicking on "list" on the top right corner of the section.

Appointments are typically posted on Monday morning for the following week only. If no appointments are currently available, we encourage you to check back on Monday to view more appointments for the following week.

INSTRUCTIONS FOR REQUESTING AN APPOINTMENT:

1. If desired, you may first refine your search using the filters.
2. Click on an appointment block of interest and select, "Book Appointment"
3. Add details for the purpose of the meeting and select, "Book Appointment"
4. You will receive a confirmation email with appointment details once the appointment has been confirmed.

8. My Calendar

On your calendar, you can find your upcoming appointments.

9. Events

The events feature includes all engineering career fairs, networking events, and workshops. These events are a mix of in-person and virtual events. Click into each event to see more details such as the company lists, times, and format. There is an option to view events in a calendar format by clicking on "list" on the top right corner of the section.

To search for an event, click on "Event Type" and select the type of events you are looking for. You may also "Add Filter", search by "Employer Name", and "End Date"

10. Resume Books

When a resume book is open for your major, you may opt-in to the book. Click on the resume book and upload your resume to it.

Name Search:

Academic Year:

All

Status:

All

Clear Filters
Get Results

Results: 4

Resume Book	Description	Status	Approval Status
Civil and Environmental Engineering Career Fair Resume Book Application Deadline: 10/02/2022, 11:45pm EDT	This resume book will be shared with some of the employers participating in the Civil and Environmental Engineering Career Fair, a...	UNPUBLISHED	APPROVED
Civil and Environmental Engineering Student Resume Book Application Deadline: 08/31/2023, 11:45pm EDT	This is an optional resume book for current students within the Civil and Environmental Engineering Department to opt into. You ma...	PUBLISHED	APPROVED

11. Internship/Co-op Course

This feature is used for students enrolling in ENGR 196, ENGR 400, ENGR 998 only.

12. Resource Library

All resources provided by the ECRC can be accessed here. This includes career fair tips, Engineering Major Overview Info Sheets, job search tips, etc. A screenshot of some of the resource folders is below.

Home

Name	Date Added	Visibility
Career Fair	03/25/2022, 11:24am EDT	All
Company Lists from Previous Career Events	03/24/2022, 2:25pm EDT	All
Engineering Majors Overview	04/14/2022, 6:22pm EDT	All
Evaluating Offers	03/25/2022, 11:23am EDT	All
International Student Resources	04/20/2022, 2:25pm EDT	All
Interview Prep	04/19/2022, 4:40pm EDT	All
Job Search	04/19/2022, 4:39pm EDT	All
Masters and PhD Resources	04/14/2022, 6:29pm EDT	All
Networking	04/20/2022, 10:28am EDT	All
Professional Development, Training, and Licensure	04/14/2022, 6:24pm EDT	All

An additional 12twenty Guide can be found in the system under "Help & Support." For other questions, comments, or concerns, please contact ecrc-info@umich.edu