Elon Law Pathways User Guide

Updated Fall 2022

Contents

What is Elon Law Pathways?

Elon Law Pathways or Pathways for short uses the platform 12Twenty, an online recruiting system that students and alumni can use to:

- Apply to job postings
- Bid for on-campus interviews and resume collect
- Upload job search documents
- Request appointments with a counselor, RSVP to OCSD event invitations, and more.

This user guide will help you navigate some of the most utilized functions Pathways has to offer. If you have any questions about Pathways, please contact the Office of Career & Student Development office for further assistance.

Frequently Asked Questions

How often should I check Pathways?
- Check the system **several times a week** so you do not miss deadlines for job postings, on campus interviews and OCSD event registrations.
- These postings change daily so it is important to check Pathways often.

How do I log in as a student user?
- Elon Law Pathways Student login page: https://law-elon.12twenty.com/Login
  - New Student?
    - o Click "Sign up for an account" & complete the registration page.
  - Returning Student?
    - o Sign in using your @elon.edu email and Pathways registered password **OR** Click "Login with your Pathways SSO" using your @elon.edu email and associated password (the same one used for signing in to your @elon.edu email)

I forgot my password, now what?
- Click the *"Reset your Password"* button on the login page and follow the instructions to retrieve your password.
- If you need further assistance recovering your password, please contact Meghann Lail, Assistant ant Director of Data & Recruiting Operations, mlail@elon.edu.

How do I change my password?
- After logging into Pathways, select your name in the bottom left corner, then "Account Settings". From "Account Settings", select "Edit" next to "Password, follow the instructions and
- After entering your old and new password, click submit to finalize your password changes.
- **PRO TIP:** Do <u>NOT</u> share your password!

Navigating the Landing Page

On the landing page, you can view announcements, events, and various employer postings. The tabs in the left-hand menu are your shortcut links to access information such as Appointments, Profile, Resource Library and Employers & Contacts.
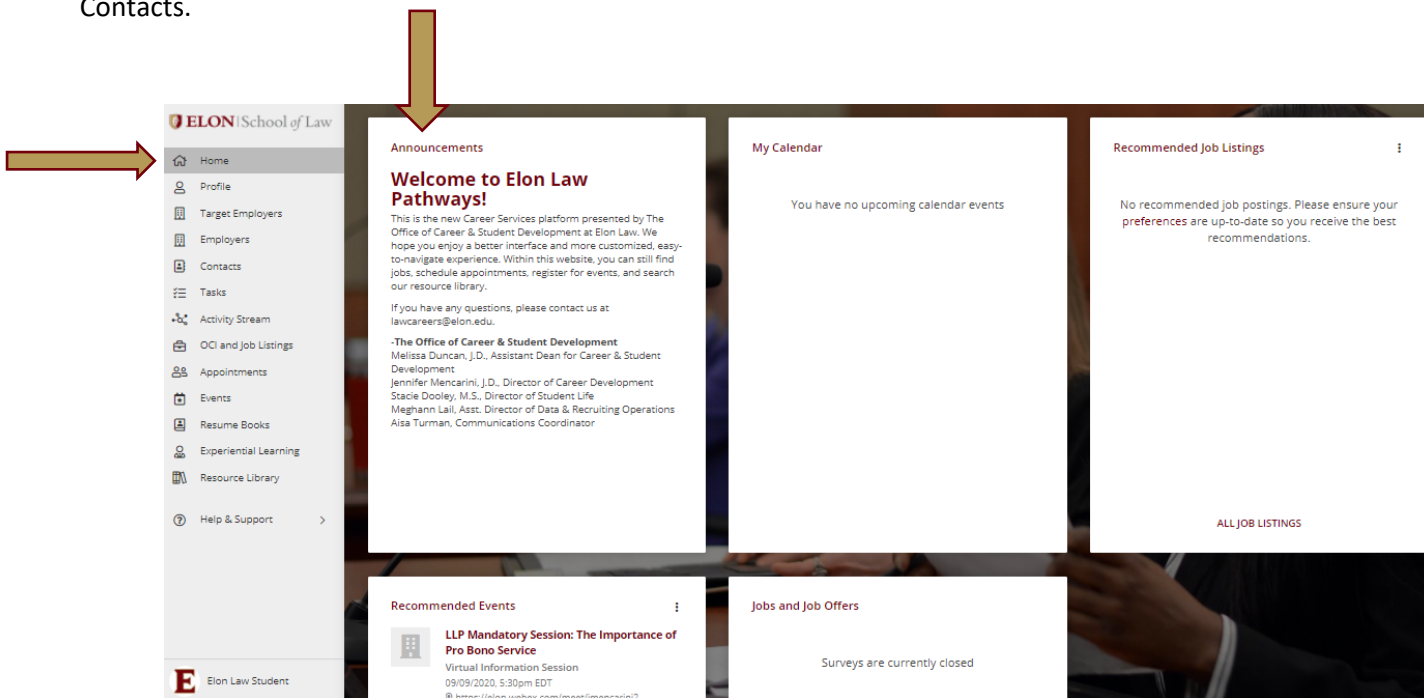
Setting Up/Editing Your Profile

Setting Up and Editing Your Profile.

- ***Pro Tip:*** Keeping your profile up to date allows OCSD to stay updated on your preferences!
- On the landing page, click the "Profile" tab from the left menu.
- Click the "Background" tab and the pencil icon next to each section for Personal, Preferences, and Education details.
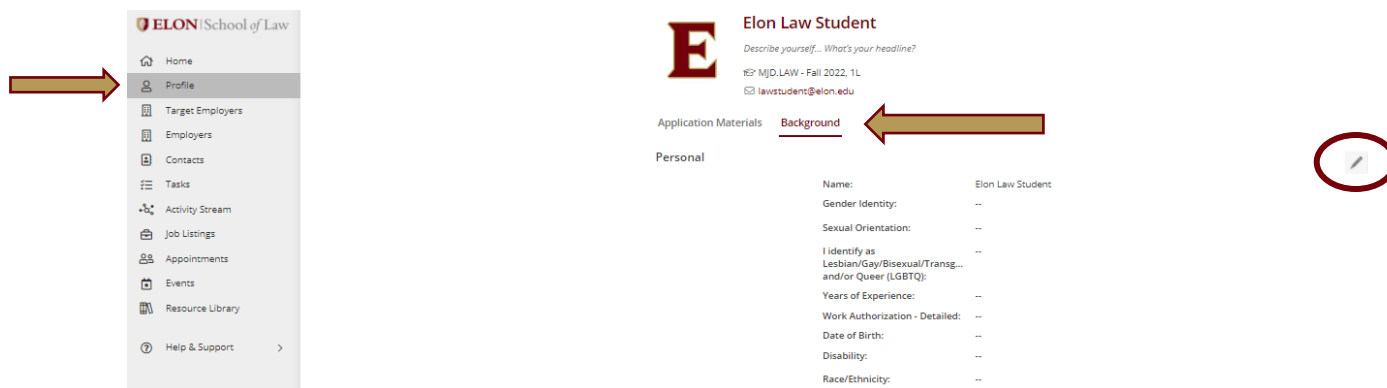
Managing Your Account

Click your name in the lower left corner, then "Account Settings" to manage your account.

Change Your Password

- Click "Edit" next to Password and follow instructions. Be sure to keep your password in a safe place and do not give to anyone.

Add/Update Alternate Email Address & Phone Number(s)

- Click "Edit" next to "Account Info" and make needed updates.

  Pro Tip: An alternate email address allows OCSD to stay in contact with you post-graduation on employment opportunities and events.

Calendar Sync

- You may elect to synchronize your personal Office365 calendar to Elon Law Pathway to keep up with events, OCI interviews and appointments.
  - With 1-way calendar sync, you will be able to automatically sync registered events, booked advising appointments and scheduled OCI interviews.
  - With 2-way calendar sync, you will be able to sync events from your personal calendar to your "Interview Availability" calendar, which is used for scheduling OCI interviews.

Your 12Twenty Passport™

- Your 12Twenty Passport™, QR code uniquely identifies you. You can use your 12Twenty Passport™ to check in to events or appointments. You may also add your 12Twenty Passport™ to your Apple Pay or Google Pay wallet by sending yourself an email. Alternatively, you can print your 12Twenty Passport™ and use it to check in to events and appointments.

Uploading Application Materials

The Application Materials section serves as a storage bin for all your job application materials organized by file type, such as "Resume", "Cover Letter", and "Writing Samples". There is no limit to how many documents uploaded to your profile; however, there is a 5MB limit on individual documents.
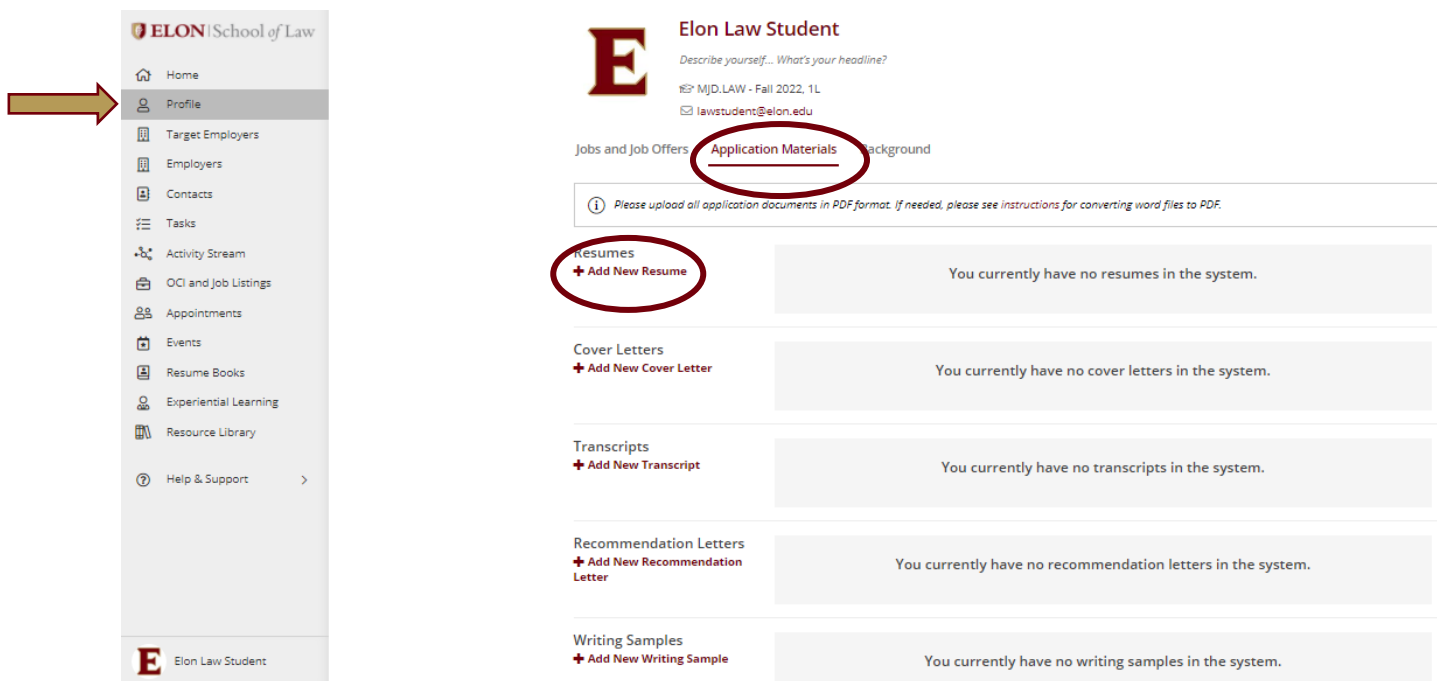
Pro Tip: All files uploaded to the Application Materials module must be in PDF format.

- Click "Profile" in the left menu
- Click "Application Materials" tab and "+ Add New Resume" or any of the other options corresponding to the document type for upload.

Pro Tip: Use the file naming convention to keep up with documents easily: LastName, FirstName_DocumentType

- Click on "Choose File" and select the .pdf for upload
- Click "Submit" for review!

Pro Tip: All students must have an approved resume uploaded to their profile prior to applying for an opportunity or participating in the OCI application process. OCSD reviews resumes within two business days of receipt in Pathways. Resumes needing edits may require a meeting, which will extend the review/approval process depending on scheduling and your prompt action.

OCI & Job Listings

Throughout the academic year this section will display OCIs (On Campus Interviews) and job postings for Elon Law students. Both OCIs and Job Listings in Elon Law Pathways have rapidly approaching application deadlines, so make sure to check the system several times a week.

Some job postings will instruct you to apply directly to the employer, while others allow you to submit your application through the system. Pay special attention to the requested job application materials and submission requirements as they may vary depending on the employer.

12Twenty, the company behind Pathways, regularly curates job listings for Elon to include alongside vetted opportunities. While these listings are "approved" for posting, the employer may not have yet given assurance of nondiscrimination and we encourage students to investigate all opportunities and reach out to OCSD with any questions. All 12Twenty Job Listings will direct students to the employer's website to apply.

Locating OCIs & Job Postings

- View available jobs by clicking on the *"OCI and Job Listings"* tab in the left menu.
- Listings may be viewed by clicking each tab (All, OCI, Job Listings, or 12Twenty Job Listings) and scrolling through or by searching by key word, and/or applying filters to locate specific opportunities. Keep in mind the more searches and filters used – the narrower the results produced.
- To review the position details, click on the Job Title in maroon.

Creating Email Alerts for OCI and Job Listings

Students may set up email alerts for OCI & Job Listings filters.

- Select the desired search and/or filters
- Click on "Turn on email alerts for this search"
- Click on "my Saved Searched & Alerts" to name the saved search and set the email frequency.

Applying to a Job Posting

Pro Tip: Students must have an approved resume uploaded to their Application Materials to apply for an opportunity listed in Pathways.

- After clicking on the desired opportunity and reading the posting thoroughly, click on the "Apply" button in the top right corner of the posting and follow the instructions to apply.

Applying to On Campus Interviews & Resume Collects

Applying for opportunities listed through an OCI or Resume Collect is like applying to one of the Job Listings or 12Twenty Job Listings. OCIs & Resume Collects differ since OCSD batch collects all the applications and sends them to the employer all at once. Once the employer has reviewed the applications, selected applicants will receive an invitation to sign up for an interview time slot through Pathways.

System Lingo:

- **OCI**- On-Campus Interviews
- **Resume Collects**- Resume collections sent to employers who do not intend to visit the campus.
- **Bid/Apply**- An application that has been submitted for consideration for an on-campus interview.
- **Session**- A common application deadline assigned to employers who are requesting applications.
- **Pre-Select**- An employer pre-selected applicant chosen for an interview. If chosen, a preselected applicant still needs to accept the interview invitation and choose an interview time.
- **Alternate**- An applicant on the employer's waiting list that will move onto the interview schedule should a pre-selected applicant have to cancel.

- **Not-Selected**- An applicant the employer did not choose to interview.

Interview Invitations

- If you have been selected for an on-campus interview you will see an *"Accept PreSelect"* button in the column next to the firm's name in which you applied.
- Click the **"***Accept Pre-Select***"** button to accept the invitation.
- Select the circle next to your preferred interview time and click sign up.

Changes to Bids

- You can only make changes to your application and document(s) BEFORE the job posting deadline date.
- If you need to make a change to your application or document(s) after submission you will need to withdraw your entire application, make the necessary changes, and resubmit your application and document(s) again.

Register for Events

When OCSD holds events, employer panels and workshops we ask students who are interested in attending to respond to the event invitation through Pathways. Your registration allows for an accurate count of supplies and food required to make each event a success. Students will also be able to check in using their unique 12Twenty Passport.

- Select "Events" from the left menu.
- Search, Filter, or scroll to find the desired event you wish to review or attend. This will provide you with the programs scheduled date, time, location, along with a program description and guest speaker(s) who will be in attendance.
- Click "Register" to add your name to the event roster.
- Following your submission, you will receive an email confirmation that your response was received and if you have synced your calendar with Pathways, the event will reflect on your schedule.

Appointments

Students may schedule a 1:1 appointment with any member of the OCSD team. We are here to help you with Career Coaching, Personal Support, Resume/Cover Letter Review, Mock Interviews, Student Organizational Assistance, Pathways Tech Support and more!

Pro Tip: At least 24-hour advance scheduling is required for all appointments.

- Click on "Appointments" in the left menu
  Optional– filter by "Career Advisor", "Appointment Type", etc.
- Use the < > buttons to move through the list and select the block that works for you

Pro Tip: Appointments are generally no longer than 30 minutes.

- Select the preferred appointment type & time and include some additional information so we know specifically how to help!

Pro Tip: If you are scheduling a Resume/Cover Letter Review appointment, **we require students to upload their drafts to the scheduler** so we may review in advance and provide the best feedback!

- Once all fields are completed and any needed files have been uploaded to the scheduler, click "Book Appointment" to confirm your request.
- You will automatically receive an email confirming your appointment request has been scheduled and the the event will reflect on your schedule and if you have synced your calendar with Pathways. You will also receive a reminder email 24 hours before your scheduled appointment.
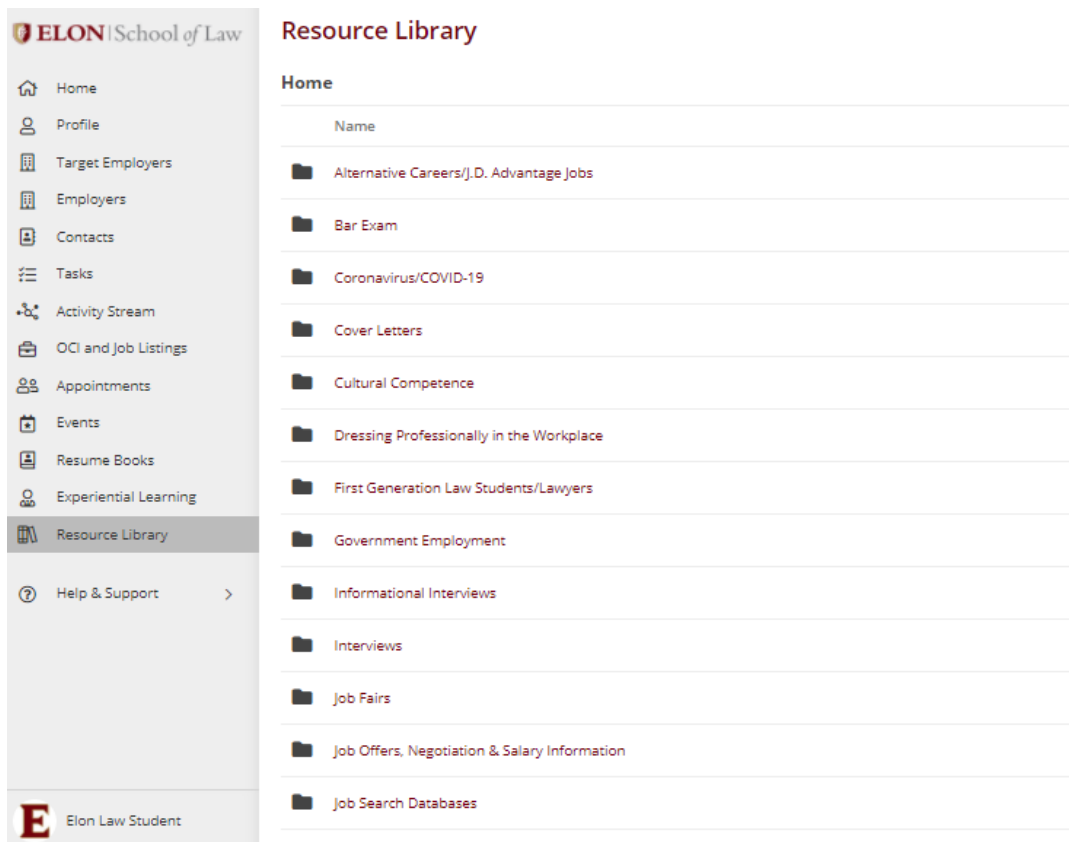
Explore the Resource Library

Unsure of where to begin… feeling stagnant in your search, looking for something specific?! The Pathways Resource Library is a great start for researching Law Profession "How-To's" – How to… write a cover letter or resume, network, start your own law practice, negotiate a salary, find a job/internship, Bar Exam –the list goes on! OCSD regularly curates resources to keep you in the know.

- Click on "Resource Library" in the left menu
- Resources are filed by topic – search for one or *Pro Tip:* read them all!

Elon University School of Law | Office of Career & Student Development

Contact Us!

Elon Law School | Office of Career & Student Development
201 North Green Street | Suite 110 |Greensboro, NC 27401
https://www.elon.edu/u/law/careers/