



CAS Career
Services

The Hire System

The Hire system is an excellent resource to search for internships, volunteer opportunities, employer information sessions, and career events. Follow these steps to make your account:

1. Go to okstate.12twenty.com, and use your CWID without the A
 - a. If you already have an account, go to okstate.12twenty.com/login
 - b. Remember that you will always use your CWID to login
2. Complete the profile
 - a. If you are unsure how to answer some questions regarding your career goals and interests, make an appointment with a career consultant
3. Add a photo
 - a. This step is optional
4. Upload application materials, such as resumes and transcripts
 - a. Before you upload them, have a career consultant review your materials
5. Research employers and job opportunities by industry, job function, location, and more
 - a. If you are interested in a job or company, click the star to make it a favorite
6. Identify and attend career events based on your interests beyond career fairs
7. Keep track of your career progress by using the Tasks tab
8. If you need more assistance, make an appointment with a career consultant at cascareers.okstate.edu or visit 213 Life Sciences East