

12Twenty OCI Registration Guide for On Campus & Virtual Interviews

To participate in our On-campus & Virtual Interview program, we invite you to log in on <https://law-syr.12twenty.com/hire>. If you don't have an employer profile yet, you can create one by clicking on '**Sign up for an account**' below 'Employer log in'. Access to our 12Twenty system is **free**, so please be sure to only use our link when posting positions.

Email Address

Password

Employer Log In

[Reset your Password](#) • [Sign up for an account](#)

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Registering for OCI

1. On your employer Home page, you will be able to select **Register for OCI**. Please click on the blue **+Register** button.

The screenshot shows the 12Twenty OCI registration page. On the left is a navigation menu with 'OCI and Job Listings' selected. The main content area has an 'Announcements' section with a welcome message. Below this are two cards: 'Post a Job' and 'Register for OCI'. The 'Register for OCI' card is circled in orange, highlighting the '+ REGISTER' button. The background of the page features a brick wall with the name 'DINEEN' and 'SYRACUSE U' visible.

- Once on the Register for OCI page, you will be able to input information such as your employer's name, information about the job opportunity, etc.
- For the **OCI Round** drop down menu, please select the round week for which you would like to interview.

Employer*

OCI Round*

Interview Periods

Period	Start
	July 22 - July 26
	July 29 - August 2
	August 5 - August 9
	August 12 - August 16
	August 19 - August 23
	August 26 - August 30

- Select your top three choices for the date during the OCI Round week that you would like to interview.

Interview Date Preferences

Preferred Interview Dates cannot be the same.

First Choice *

Second Choice

Third Choice

Interview Format *

What time to start interviews (HH:MM AM/PM) *

Length of Interview *

Breaks in between interviews? *

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

- Select Interview Format, Time to Start, Length of Interview, if you would like a break between interviews, and number of interviews you would like to hold.

- Fill out the **OCI Contact** information:

OCI Contact Name*

Title

Email*

Phone*

Address*

Is Alumni Yes No

7. To submit your registration for approval, select **Next** to then enter Job Details.

Submitting a Job Posting to accompany your OCI registration

1. Once you submit your OCI registration, you will be prompted to create an accompanying job posting.
2. Fill out the information required (e.g. Job Title, Type of Job, Location, Practice Area).

3. Select your preferred method of application. Applying through 12Twenty is required for OCIs. Students will submit their application documents on the site and we will email to you after the deadline date.

Application Method(s)*

Which application method(s) would you like to require? At least one application method must be selected as "Yes".

- Apply via This Site* Yes No
- Apply via External Link Yes No
- Apply via Email Yes No
- Apply via Postal Mail Yes No

- Fill out the **Job Description** text box.
- Indicate which **application documents** are required. Selecting " " will indicate that this document is required. Clicking on " " means that it will not appear in your job posting. Neither selecting " " nor " " will mark that document as *optional*.

Application Document Requirements

Request or require students to submit below documents when applying to this job:

Document Type	Document Display Name	Is Required?
Resume	Resume	<input checked="" type="checkbox"/>
Cover Letter	Cover Letter	<input type="checkbox"/> <input checked="" type="checkbox"/>
Transcript	Unofficial Transcript	<input type="checkbox"/> <input checked="" type="checkbox"/>
Writing Sample	Writing Sample	<input type="checkbox"/> <input checked="" type="checkbox"/>
Recommendation Letter	Recommendation Letter	<input type="checkbox"/> <input checked="" type="checkbox"/>
Other	Other	<input type="checkbox"/> <input checked="" type="checkbox"/>

[Add Additional Document Type](#)

- You may include an anticipated start date and names of the interviewers if known.
- Fill out the **Primary Job Contact's** information and select what you wish to make visible to students.

Primary Job Contact Use My Information

Name*

Make Visible to Students

Title

Make Visible to Students

Email*

Make Visible to Students

- Submit** your job posting for approval.

If you need assistance, please send an email to lawcareer@syr.edu.