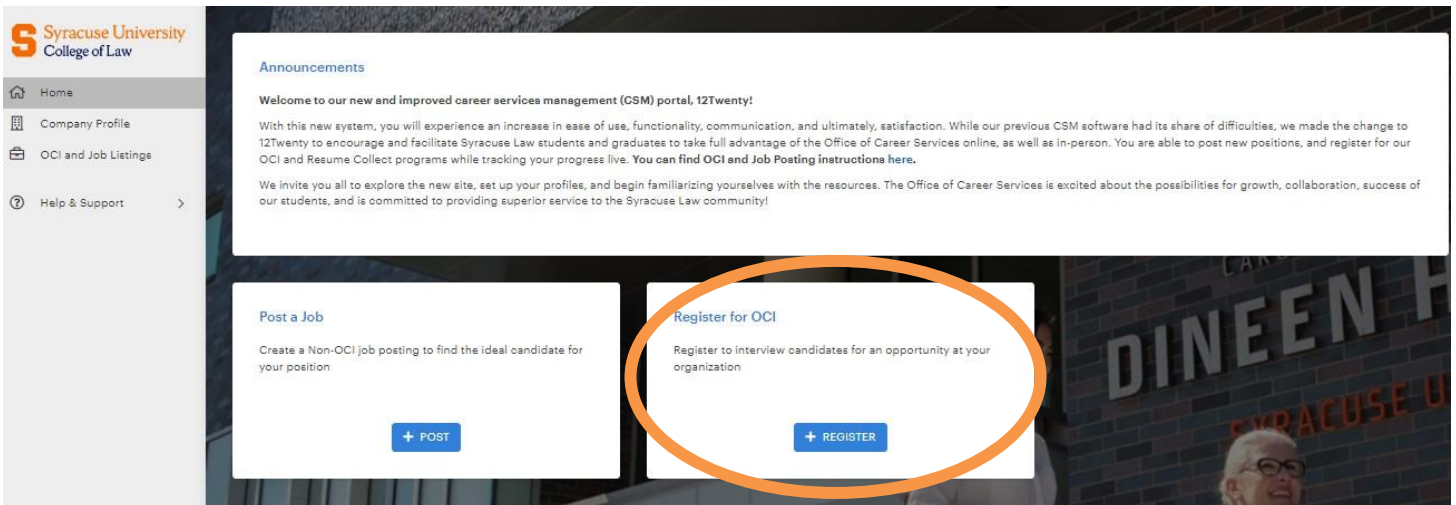


## 12Twenty OCI Registration Guide for On Campus & Virtual Interviews

We are excited to announce that we launched a new career platform where you will be able to register for our OCIs, post jobs, and invite students to your events, on and off campus. 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'. All job postings targeting Syracuse law students and Alumni will be housed on this platform.

### 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.



2. 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.
3. For the **OCI Round** drop down menu, please select the round week for which you would like to interview.

**Register for OCI** Cancel Save Draft Next

**OCI Details**

Employer\*

OCI Round\*

**OCI Periods**

Period	Start
Spring 2023 OCI Round 1	January 30 - February 3
Spring 2023 OCI Round 2	February 6 - February 10
Spring 2023 OCI Round 3	February 13 - February 17
Spring 2023 OCI Round 4	February 20 - February 24
Spring 2023 OCI Round 5	February 27 - March 3
Spring 2023 OCI Round 6	March 6 - March 10
Spring 2023 OCI Round 7	March 20 - March 24
Spring 2023 OCI Round 8	March 27 - March 31

4. Select 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

Time Preference \*

### Interview Preferences

# of Total Interview Slots\* ⓘ

MM/DD/YYYY

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	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	1	2	3
4	5	6	7	8	9	10

5. Select how many **interview slots** you will need. It is important to note that our interview slot options are either a **Full Day (20 interview slots)**, or **Half Day (10 interview slots)**.

6. Fill out the **OCI Contact** information.

### OCI Contact

Use My Information

OCI Contact Name\*

OCI Contact Name

Title\*

Title

Email\*

Email

Phone\*

Phone

Address\*

Address

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

4. Fill out the **Job Description** text box.
5. 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"/>

- You may include an anticipated start date and names of the interviewers.
- 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*	<input type="text" value="Name"/>
	<input checked="" type="checkbox"/> Make Visible to Students
Title	<input type="text" value="Title"/>
	<input checked="" type="checkbox"/> Make Visible to Students
Email*	<input type="text" value="Email"/>
	<input checked="" type="checkbox"/> Make Visible to Students

- Submit** your job posting for approval.

If you need assistance, please send an email to [lawcareer@syr.edu](mailto:lawcareer@syr.edu).