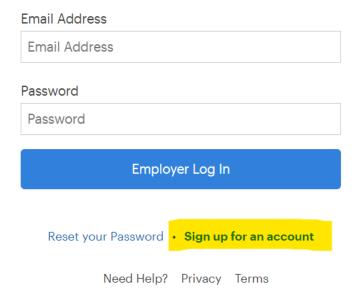


Office of Career Services

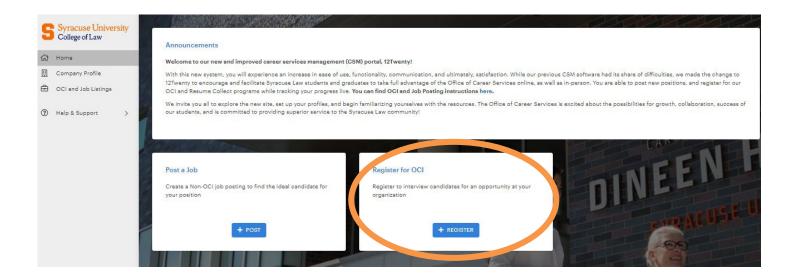
## 12Twenty OCI Registration Guide for On Campus & Virtual Interviews

To participate in our On-campus & Virtual Interview program, we invite you to log in on <a href="https://law-syr.12twenty.com/hire">https://law-syr.12twenty.com/hire</a>. 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.



## Registering for OCI

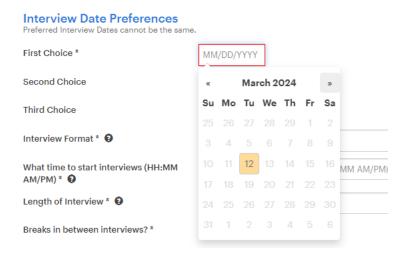
1. On your employer Home page, you will be able to select **Register for OCI**. Please click on the blue **+Register** button.



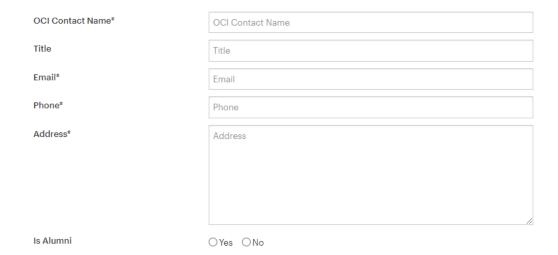
- 2. Once on the Register for OCI page, you will be able to input information such as your employer's name, information about the job opportunity, etc.
- 3. For the **OCI Round** drop down menu, please select the round week for which you would like to interview.



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



- 5. 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.
  - 6. Fill out the **OCI Contact** information:



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

## Submitting a Job Posting to accompany your OCI registration

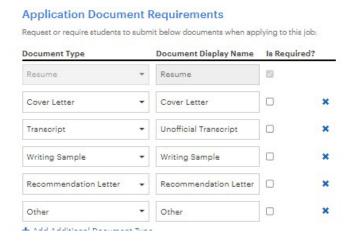
- 1. Once you submit your OCI registration, you will be prompted to create an accompanying job posting.
- 2. Fill out the information required (e.g. Job Title, Type of Job, Location, Practice Area).



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.



- 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 <u>not</u> appear in your job posting. Neither selecting " □ x nor " will mark that document as *optional*.



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



8. **Submit** your job posting for approval.

If you need assistance, please send an email to <a href="mailto:lawcareer@syr.edu">lawcareer@syr.edu</a>.