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.
4. Select the date during the OCI Round week that you would like to interview.

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.

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 not appear in your job posting. Neither selecting “☑” nor “×” will mark that document as optional.
6. You may include an anticipated start date and names of the interviewers.

7. Fill out the **Primary Job Contact’s** information and select what you wish to make visible to students.

<table>
<thead>
<tr>
<th>Primary Job Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Title</strong></td>
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<tr>
<td><strong>Email</strong></td>
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<tr>
<td><strong>Make Visible to Students</strong></td>
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8. **Submit** your job posting for approval.

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