

## Spring 2023 OCI Frequently Asked Questions

### What is “OCI”?

- “OCI” stands for **On-Campus Interviewing**. Law firms, government agencies, public interest organizations, and corporations that can project their hiring needs in advance participate in Fall or Spring OCI. These employers seek to attract the best new attorneys and to develop relationships with specific law schools like Syracuse University College of Law. Employers and students who participate in the OCI program agree to abide by [NALP recruiting principles](#).
- The Office of Career Services collects, and shares resumes and other job application materials (including cover letters, transcripts and writing samples) for all employers who sign up to participate in the Fall and Spring OCI Programs through [12Twenty](#).
- All OCI employers will pre-screen and have the option to choose which students that they would like to interview after reviewing these application materials.

### Why are job opportunities posted under two different tabs in Symplicity (OCI and JOBS)?

- **OCI Tab:** Job opportunities with employers who have signed up to participate in the OCI program will be listed under this tab.
- **JOBS Tab:** Job opportunities with employers outside of the OCI program are posted by the Office of Career Services on a rolling, almost daily basis. These job postings have different deadlines and qualification requirements. Students apply to these job opportunities directly with the employers as listed on [12Twenty](#).

### When will the Spring 2023 OCI Program take place?

- “Bidding” will begin on **December 16, 2022** (i.e., students can begin to apply for open positions under the [12Twenty OCI and Job Listings Tab](#)).
- The Spring 2023 OCI program is open to 1Ls, 2Ls, and 3Ls.
- Employers will be added on a rolling basis – **continue to check often!**
- Please note that deadlines for submission of job application materials vary by employer and the Office of Career Services will send materials to employers after the noted deadlines.
- Employers vary in how long they will take to review the materials and choose which students they would like to interview.
- OCI (in-person or virtual) interviews are scheduled to begin **January 30, 2023**, and end **March 31, 2023**.

### What is a “Resume Collect” OCI employer?

- A “resume collect” OCI employer will schedule all interviews (whether in person or virtual) directly with students.
- For other OCI employers who are not “resume collect”, you will receive a detailed email from the Office of Career Services instructing you how to sign up on [12Twenty](#) for an interview slot if you are selected to interview. Time slots are available on a first-come basis.

### How do I create my resume?

Office of Career Services has a new [Virtual Resources Page](#) for students. There are many helpful resources including a Plug & Play Resume Building Template, a Resume Guide, and a Cover Letter & Other Application Materials Guide to help prepare your job search application documents. We also recommend that you use [Purepost](#), which is a resume building software platform that helps you communicate the value of your experience into terms that are easily understood by employers. If you need additional assistance in reviewing your resume, please contact us at [lawcareer@syr.edu](mailto:lawcareer@syr.edu)

### Do I need a cover letter for each employer?

Not necessarily. You will only need to provide a cover letter if requested by the employer. A list of required documents will appear along the right-hand side of the listing. To apply to a posting, you must have ALL required documents in **PDF Format** uploaded correctly to your [12Twenty](#) account.

### **What is a suitable writing sample?**

- Consider your audience. Employers generally want to review a piece of writing that is similar to what they do, like a legal memorandum or brief.
- Most employers do not want a writing sample longer than eight pages.
- Use your best legal writing; choose a document from your summer employment or a law school writing assignment.
- If you are using a piece of writing produced during summer employment, remember to gain the employer's approval and redact identifying information for confidentiality purposes.
- The sample you choose should not contain any written remarks from a reviewer (i.e. a professor or supervisor) nor should it be highly edited.
- Remember to review our Cover Letter & Other Application Materials Guide found on our [website](#) or in the [12Twenty Resource Library](#).

### **Do my documents require formal approval from the Office of Career Services?**

- No formal approval is required to posting your documents.
- We highly recommend that you use the online resources noted above and carefully proofread your documents so that it is in a final best form ready to share with potential employers.

### **How do I upload a transcript to my account?**

- You can request an unofficial transcript (recommended) through MySlice (Student Services, My Academics, View My Advising Transcript). Requests can be made online 24/7 and receive a copy of your transcript within hours of the request. [More info on obtaining a transcript](#)
- You can only have ONE transcript document type uploaded to your [12Twenty](#) profile at any given time. When the time comes to replace the file with an updated transcript, simply delete the old document first and upload a new file.

### **I don't meet the preferred criteria for these employers, but I am still interested in applying. What should I do?**

- If you do not meet their preferred criteria, but you have a combination of experience and education that makes you a great candidate, submit your materials anyway.
- More specific answers regarding your situation can be addressed by scheduling an appointment or emailing the Office of Career Services at [lawcareer@syr.edu](mailto:lawcareer@syr.edu).

### **I am planning to upload my materials on Symplicity close to the deadline. Is this okay?**

- All deadlines are 11:59 PM EST on the deadline day ("bidding" deadline) listed.
- Please do not wait until the last minute to upload your resume and other application materials on [12Twenty](#). If you elect to wait until the deadline to upload your materials, you risk not completing the application process by the deadline. Please factor in time for power outages, computer, or user errors.

### **What happens if I miss a deadline?**

- Please contact the Office of Career Services immediately.
- We will work with you to determine if the employer will accept late application materials and if so, what application method(s) may be available to you.
- Do not contact the OCI/Resume Collect employer directly.