Spring 2023 Virtual On-Campus Interview and Resume Collect Program

Participation Fees
There is no fee to participate in Spring OCI.

Important Dates and Deadlines
Registration for all weeks begins on December 7, 2022. **Please note the date that selections are due for your week.** When your interview schedule is set, we will provide you with a Zoom meeting room link to connect you with the students and help facilitate these remote interviews. We will be there (virtually) to greet you and answer any questions you may have.

**Week 1 Interviews:** 2/6/23 – 2/10/23
- OCI and RC registrations must be submitted by 11:59 p.m. on Friday, 1/13/23
- OCI and RC employers will receive applications on Thursday, 1/19/23
- OCI employers must send interview selections to CDO by 11:59 p.m. on Wednesday, 1/25/23
- OCI employers will receive final schedules on Tuesday, 1/31/23

**Week 2 Interviews:** 2/13/23 – 2/17/23
**Excluding Wednesday, February 15 for the CU/DU Government and Public Interest Law Career Fair**
- OCI and RC registrations must be submitted by 11:59 p.m. on Friday, 1/20/23
- OCI and RC employers will receive applications on Thursday, 1/26/23
- OCI employers must send interview selections to CDO by 11:59 p.m. on Wednesday, 2/1/23
- OCI employers will receive final schedules on Tuesday, 2/7/23

**Week 3 Interviews:** 2/20/23 – 2/24/23
- OCI and RC registrations must be submitted by 11:59 p.m. on Friday, 1/27/23
- OCI and RC employers will receive applications on Thursday, 2/2/23
- OCI employers must send interview selections to CDO by 11:59 p.m. on Wednesday, 2/8/23
- OCI employers will receive final schedules on Tuesday, 2/14/23

**Week 4 Interviews:** Monday, February 27 only
**February 28 – March 3 are reserved for the CU/DU Government and Public Interest Law Career Fair Interviews**
- OCI and RC registrations must be submitted by 11:59 p.m. on Friday, 2/3/23
- OCI and RC employers will receive applications on Thursday, 2/9/23
- OCI employers must send interview selections to CDO by 11:59 p.m. on Wednesday, 2/15/23
- OCI employers will receive final schedules on Tuesday, 2/21/23

**Week 5 Interviews:** 3/6/23 – 3/10/23
- OCI and RC registrations must be submitted by 11:59 p.m. on Friday, 2/10/23
- OCI and RC employers will receive applications on Thursday, 2/16/23
- OCI employers must send interview selections to CDO by 11:59 p.m. on Wednesday, 2/22/23
- OCI employers will receive final schedules on Tuesday, 2/28/23

**Week 6 Interviews:** 3/13/23 – 3/17/23
- OCI and RC registrations must be submitted by 11:59 p.m. on Friday, 2/17/23
- OCI and RC employers will receive applications on Thursday, 2/23/23
- OCI employers must send interview selections to CDO by 11:59 p.m. on Wednesday, 3/1/23
- OCI employers will receive final schedules on Tuesday, 3/7/23
Instructions for OCI and Resume Collect Registration

Point your browser to: https://colorado-law.12twenty.com/hire

- If you already have a 12Twenty account (with any law school), you may enter your username and password.
  If you do not know your password, click on "Reset your Password" and enter your email address.
- If you do not have a 12Twenty account, click “Sign up for an account,” and follow those instructions.
- If you are unable to log on, please email the CDO at lscareer@colorado.edu.

After logging in, follow these instructions:
1. For Resume Collects, click on “+Post” under the “Post a Job” tile on the homepage, then skip to step 5 below.
2. For OCI, click on “+Register” under the “Register for OCI” tile on the homepage.
3. Select one of the seven rounds by clicking on the "OCI Round" drop down menu. Check the Important Dates and Deadlines below to see when applications are sent for each week.
   a. Spring OCI 2023: Week 1 (February 6 – February 10)
   b. Spring OCI 2023: Week 2 (February 13 – February 17, excluding February 15)
   c. Spring OCI 2023: Week 3 (February 20 – February 24)
   d. Spring OCI 2023: Week 4 (February 27)
   e. Spring OCI 2023: Week 5 (March 6 – March 10)
   f. Spring OCI 2023: Week 6 (March 13 – March 17)
4. Complete the online registration form:
   a. Complete all required fields and then click Next to fill out the job posting.
      i. If the form does not give you an option to include your contact information in the initial form, you will need to “Save Draft” first and then update it with your contact information.
5. Fill out the job details, completing all required fields.
   a. Please provide as much information as possible, including job duties, compensation details, practice areas, and specific requirements.
   b. As a reminder, Colorado Law students can only receive school credit for unpaid jobs with government or public interest entities.
   c. Describe any qualifications and requirements for the position (i.e. strong legal writing/research, law journal, moot court, certain classes taken, etc.) and indicate if each qualification is “required” or “preferred.”
   d. Application Methods will automatically have “Apply via This Site” selected.
   e. Make sure to select ALL application documents AND include any special instructions.
      i. If you request a cover letter, please fill out to whom the cover letter should be addressed.
      ii. If you request a writing sample, please note if you have a page limit.
   f. Indicate which class years you would like to interview under Student Group (1L, first year; 2L, second year; 3L, third year). NOTE: The class years correspond to the level at which students will be in the 2022-2023 academic year.
6. Click "Submit” to submit it for approval. You will receive an email confirmation after we have reviewed and approved your registration.

Please note that date changes might not be feasible once your registration has been approved.

The University of Colorado Law School Career Development Office provides its students and graduates with equal opportunity to obtain employment without discrimination or segregation on the grounds of race, ethnicity, color, religion, national origin, sex, pregnancy, gender, gender identity, gender expression, sexual orientation, age, disability or veteran status. By utilizing the services and facilities of the Career Development Office you are agreeing to abide by that principle and to comply with the Equal Employment Opportunity (EEO) laws established by the federal and Colorado governments.