Spring 2024 Career Development Office Interview Programs

Participation Fees
There is no fee to participate in our spring interview programs. This includes Spring OCI, the Small to Midsize Firm Interview Program, and the CU/DU Government and Public Interest Law Career Fair.

Important Dates and Deadlines
Registration for all weeks begins on November 15, 2023. Please note the date that selections will be due for your week and set a reminder on your calendar.

Week 1 Interviews: 2/5/24 – 2/9/24
- OCI registrations must be submitted by 11:59 p.m. on Thursday, 1/11/24
- OCI employers will receive applications on Thursday, 1/18/24
- OCI employers must send interview selections to CDO by 11:59 p.m. on Thursday, 1/25/24
- OCI employers will receive final schedules on Tuesday, 1/30/24

Week 2 Interviews: 2/12/24 – 2/16/24
- OCI registrations must be submitted by 11:59 p.m. on Thursday, 1/18/24
- OCI employers will receive applications on Thursday, 1/25/24
- OCI employers must send interview selections to CDO by 11:59 p.m. on Thursday, 2/1/24
- OCI employers will receive final schedules on Tuesday, 2/6/24

Week 3 Interviews: 2/19/24 – 2/23/24
- OCI registrations must be submitted by 11:59 p.m. on Thursday, 1/25/24
- OCI employers will receive applications on Thursday, 2/1/24
- OCI employers must send interview selections to CDO by 11:59 p.m. on Thursday, 2/8/24
- OCI employers will receive final schedules on Tuesday, 2/13/24

February 26 – March 1 are reserved for the CU/DU Government and Public Interest Law Career Fair Interviews

- SMSF Expo registrations must be submitted by 11:59 p.m. on Friday, 2/23/24
- SMSF Expo employers will receive applications on Thursday, 3/1/24
- SMSF Expo employers must send interview selections to CDO by 11:59 p.m. on Thursday, 3/7/24
- SMSF Expo employers will receive final schedules on Tuesday, 3/12/24

Instructions for Registering for the Small to Midsize Firm Expo
If your firm is planning on attending the Small to Midsize Firm Expo on March 5, please fill out this form. If you would like to participate in the SMSF Interview Program in conjunction with the Expo, please follow the instructions below.

Instructions for Registering for the CU/DU Government and Public Interest Law Career Fair
The 2024 CU/DU Government and Public Interest Law Career Fair will be held at the University of Denver Sturm College of Law from 4:00 to 6:00 p.m. on Thursday, February 15. Registration is not yet open. If you want to make sure you are on the list, please email annie.fogleman@colorado.edu.
Instructions for Registering for Spring OCI and SMSF Interview Programs

Point your browser to: [https://colorado-law.12twenty.com/hire](https://colorado-law.12twenty.com/hire)

- If you already have a 12Twenty account 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 the instructions.

NOTE: If you want to schedule the interviews yourself (i.e. Resume Collect), click on “Post a Job” from the homepage and then skip to step 4 below.

After logging in, follow these instructions:

1. Click on “+Register” under the “Register for OCI” tile on the homepage.
2. Select one of the three rounds by clicking on the "OCI Round" dropdown menu. Check the Important Dates and Deadlines below to see when applications are sent for each week.
   a. Spring OCI 2024: Week 1 (February 5 – February 9)
   b. Spring OCI 2024: Week 2 (February 12 – February 16)
   c. Spring OCI 2024: Week 3 (February 19 – February 23)
   d. SMSF Expo 2024 (March 18 – March 21)
3. 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.
4. 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 indicate 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 2023-2024 academic year.
5. Click "Submit" to submit it for approval. You will receive an email confirmation after we have reviewed and approved your registration.

**Spring OCI and SMSF registrations MUST include a job posting.** The registration will not be approved until the job posting has been submitted.

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.**