

**University of Washington School of Law
Fall 2019 OCI and Resume Collection Information**

Participating Applicants: 2Ls, 3Ls, LLMS, MJs, PhDs, and Class of 2019 graduates

Interview Location: William H. Gates Hall, University of Washington School of Law, Seattle, WA

On-Campus Interview Sessions

To register for an OCI date, review the instructions on this information sheet.

Early Interview Week (August OCI) – August 5, 6, 7, 8, 9

Registration Deadline: Friday, May 24

Participation Fee Due: Friday, May 31

Application Materials Released	Monday, July 15
Interview Selections Due	Friday, July 24 at noon
Final Schedules Released	Monday, July 29

September OCI – September 11, 12

Registration Deadline: Friday, July 5

Participation Fee Due: Friday, July 12

Application Materials Released	Wednesday, August 21
Interview Selections Due	Wednesday, August 28 at noon
Final Schedules Released	Friday, September 6

October OCI – October 3, 4

Registration Deadline: Friday, August 9

Participation Fee Due: Friday, August 16

Application Materials Released	Wednesday, September 11
Interview Selections Due	Wednesday, September 18 at noon
Final Schedules Released	Friday, September 27

Resume Collection Sessions

No fee for Resume Collections. Additional collection options are available upon request.

To register for a Resume Collection, complete [this online form](#).

Resume Collection Month	Registration Deadline	Submission to Employers
June	Friday, May 31	Wednesday, June 26
July	Friday, June 14	Monday, July 15
August	Friday, July 19	Wednesday, August 21
September	Friday, August 23	Wednesday, September 18
October	Friday, September 20	Wednesday, October 16

Questions?

Contact us at uwlawrec@uw.edu or 206-543-9097 if you need assistance.

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OCI Fee Schedule

The OCI Fee Schedule is available upon request to uwlawrec@uw.edu. Fees are non-refundable. Invoices will be sent following schedule request approval. Fees are based on the number of attorneys in the participating office(s) and not on the number of attorneys organization-wide. If you are hiring for multiple offices, please notify us of the combined office size for your registration in the notes section of the registration form.

OCI Registration

Visit: <https://law-uw.12twenty.com/hire>

- If you have used 12Twenty with another law school, you will be able to access our system with the same login and password.
- If this is your first time using 12Twenty, set up your profile by clicking on the “Sign Up” button here: <https://law-uw.12twenty.com/hire>.
- Save the system email (notifications@law-uw.12twenty.com) to your safe sender or contacts list to prevent system notifications from getting caught in a SPAM filter.

After logging in, follow these instructions to complete your registration request:

1. From the welcome page, click the **Register for OCI** button.
2. In the registration window, indicate preferred OCI Round, dates, schedule details, and contact information before clicking **Next**.
3. In the OCI window that opens, click the **Post a Job** button
 - a. To use a posting already in the system, click the **Link Existing Job** button.
4. Complete all required fields in the job posting form.
 - a. Affirm compliance with our [Policy on Equality of Opportunity in Recruiting and Employment Practices](#).
 - b. Click **Save Draft** to come back to the registration or
 - c. Click **Submit** to finalize your registration request.
5. Update your employer profile by clicking on the person image in the top right-hand corner of the site.
6. Email uwlawrec@uw.edu if you need assistance.
7. You will receive a schedule confirmation following the review and approval of your schedule request.

Resume Collection Registration

Submit your Resume Collection information using [this online form](#). You will receive a posting confirmation following review and approval of your submission.