

**University of Washington School of Law
Winter 2025 OCI and Resume Collection Information**

On-Campus Interviews – Winter 2025

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

OCI Interview Dates: January 23 & 24 (both days virtual)

Employer Registration Deadline: Monday, December 16

Participation Fee Due (If Applicable): Monday, December 23

Student Applications Released to Employers	Tuesday, January 7, noon or after
Employer Interview Selections Due	Tuesday, January 14, noon
Interview Schedules Released	Friday, January 17

Participating Applicants: 1Ls, 2Ls, 3Ls, LLMS, MJs, PhDs, and Class of 2024 graduates

Interview Location: Virtual. All interviews will be conducted virtually via Zoom, hosted by UW Law.

Resume Collection Sessions

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

Resume Collection Month	Employer Deadline for Posting Resume Collection Jobs	Student Application Deadline and Applications Released to Employers
January	Monday, December 16	Friday, January 17, noon
February	Monday, January 27	Friday, February 21, noon

Winter 2024 OCI Fee Schedule

1 - 25 attorneys	\$ 75.00	Government and Public Interest Organizations	fee waived
26 - 100 attorneys	\$ 250.00	First-time OCI Participants	fee waived
101+ attorneys, Accounting Firms and Corporations	\$ 500.00	Resume Collection Participants	fee waived

Fees are non-refundable. Fee payment can be completed online at our [OCI registration fee site](#). A formal invoice can be produced upon request. **Fees are based on the number of attorneys in the entire organization.**

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.

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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. You will receive a confirmation following the review and approval of your request.

Resume Collection Registration

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- 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 resume collection job posting:

1. From the welcome page, click the **Post a Job** button.
2. 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. Under **Job Title**, please add **RESUME COLLECTION-** in front of your chosen job title to flag for students that this is a resume collection posting.
 - c. Under **Application Information**, click **Apply via This Site**.
 - d. Under **Job Dates**: For the **Application Deadline**:
 - i. For the January Resume Collection, please enter the date of January 17 at noon.
 - ii. For the February Resume Collection, please enter the date of February 21 at noon.
 - e. Please select “**I will wait until the end of the application period to review all of the applicants.**”
 - f. Click **Save Draft** to come back to the registration or
 - g. Click **Submit** to finalize your registration request.

Questions?

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