

University of Washington School of Law Winter 2024 OCI and Resume Collection Information

Participating Applicants: 1Ls, 2Ls, 3Ls, LLMS, MJs, PhDs, and Class of 2023 graduates
Interview Location: Virtual. All interviews will be conducted virtually via Zoom

On-Campus Interview Session

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

OCI Session – Interviews on January 25 & 26

Employer Registration Deadline: Monday, December 18

Participation Fee Due (If Applicable): Monday, December 25

Student Applications Released to Employers	Tuesday, January 9
Employer Interview Selections Due	Tuesday, January 16, noon
Final Interview Schedules Released	Friday, January 19

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 18	Friday, January 19, noon
February	Monday, January 29	Friday, February 23, noon

Winter 2024 OCI Fee Schedule

1 - 10 attorneys	\$ 75.00	Government and Public Interest Organizations	fee waived
11 - 25 attorneys	\$ 125.00	First-time OCI Participants	fee waived
26 - 50 attorneys	\$ 250.00	Resume Collection Participants	no fee
51 - 150 attorneys	\$ 350.00		
151+ attorneys, Accounting Firms and Corporations	\$ 400.00		

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.

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**.

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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 schedule confirmation following the review and approval of your schedule request.

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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**: For the January Resume Collection, please enter the date of January 19 at noon. For the February Resume Collection, please enter the date of February 23 at noon. Please select: **I will wait until the end of the application period to review all of the applicants**.
 - e. Click **Save Draft** to come back to the registration or
 - f. Click **Submit** to finalize your registration request.

Questions?

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