

University of Washington School of Law
Summer/Fall 2024 OCI and Resume Collection Information

On-Campus Interview Sessions

Participating Applicants: 2Ls, 3Ls, LLMS, MJs (Non-Lawyer Professional), PhDs, and Class of 2024 graduates
Interview Format: Employers May Choose In-Person or Virtual (via Zoom) Format.

Summer OCI Dates

Week 1: Monday, July 29 through Wednesday, July 31 (virtual)

Week 2: Monday, August 5 through Wednesday, August 7 (in-person)

Registration Deadline: Friday, June 14

Participation Fee Due: Friday, June 21

Student Application Materials Released to Employers	Wednesday, July 10
Employer Interview Selections Due	Wednesday, July 19 by 12:00 PM
Target Date for Schedule Release to Students and Employers	Wednesday, July 24

Fall OCI Dates

Thursday, October 17 (virtual)

Friday, October 18 (virtual)

Registration Deadline: Friday, September 6

Participation Fee Due: Friday, September 13

Student Application Materials Released to Employers	Thursday, September 26
Employer Interview Selections Due	Thursday, October 3 by 12:00 PM
Target Date for Schedule Release to Students and Employers	Thursday, October 10

OCI Registration Instructions

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

- New 12Twenty users must set up a profile. Click on the “Sign Up” button on the login page.
- Please save our 12Twenty system email (notifications@law-uw.12twenty.com) to your safe sender list.

After logging in, follow these steps to complete your registration request and submit your OCI posting:

1. Click the **Register for OCI** button on the welcome page.
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.
 - b. Complete all required fields in the job posting form.
4. Read and affirm compliance with our [Policy on Equality of Opportunity in Recruiting and Employment Practices](#).
5. Click **Save Draft** to return to the registration or **Submit** to finalize your registration request.

A schedule confirmation email will be sent from notifications@law-uw.12twenty.com following the review and approval of your schedule request. Contact us at uwlawrec@uw.edu if you need assistance.

Summer/Fall 2024 OCI Fee Schedule

1 - 10 attorneys	\$ 75.00
11 - 25 attorneys	\$ 125.00
26 - 50 attorneys	\$ 250.00
51 - 150 attorneys	\$ 350.00
151+ attorneys, Accounting Firms and Corporations	\$ 400.00
Government and Public Interest Organizations	fee waived
First-time OCI Participants	fee waived
Resume Collection Participants	fee waived

Fees are non-refundable. Fees 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 participating office(s) and not on the number of attorneys in the entire organization. If you are hiring for multiple offices, please list the locations in the OCI posting attached to your registration.

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
June	Friday, June 7	Wednesday, June 26
July	Friday, June 14	Wednesday, July 10
August	Friday, August 2	Thursday, August 22
September	Friday, August 30	Thursday, September 19
October	Friday, September 27	Wednesday, October 16

Resume Collection Registration Instructions

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>.

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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. Read and 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 June Resume Collection, please enter the date of June 25 at noon.
 - ii. For the July Resume Collection, please enter the date of July 9 at noon.
 - iii. For the August Resume Collection, please enter the date of August 21 at noon.
 - iv. For the September Resume Collection, please enter the date of September 18 at noon.
 - v. For the October Resume Collection, please enter the date of October 15 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.

To ensure receipt of email notifications from our 12Twenty System when your applications are ready for review, we encourage you to set up a user profile at <https://law-uw.12twenty.com/hire>.

Questions?

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