

## VIEWING YOUR APPLICATIONS

1. Access **12Twenty** at <https://law-uw.12twenty.com/hire> with your 12Twenty username and password.
  - a. First time 12Twenty users can click the Employer Sign Up button from the login screen.
2. Click the **OCI and Job Listings menu** (left-hand side of screen).
3. Click on the **OCI tab** and select the desired Resume Collect posting.
4. In the new window, click on Step 3 **“Applicants”**.
5. Click the **Action button** (there are two, use the one underneath the Confirm button)
6. Select **“Download All Application Packages”** and follow the prompts to access the application package.
  - a. A spreadsheet with applicant data is also available from this dropdown.
  - b. To create a package for limited groups of candidates, use the check boxes to indicate whom.
  - c. To view documents individually, click the hyperlinked documents under the Application column.

## SELECTING CANDIDATES FOR ON-CAMPUS INTERVIEWS

1. Click on the **OCI and Job Listings** menu (left-hand side of screen).
2. Click on the **OCI tab** and select the desired OCI posting.
3. In the new window, click on Step 3 **“Applicants”**
4. Update Interview Decision status for candidates to **Extended Interview, Alternate, or Not Selected**. *Candidates selected as Alternate must be ranked in order of preference. This allows us to make updates to your interview schedule if an interview slot becomes available.*
  - a. To update status individually:
    - i. Under the **Interview Decision** column, click on the pencil in the “bubble” next to the candidate’s application documents.
    - ii. In the pop-up window, select appropriate status and click **Save**.
  - b. To update status in batches:
    - i. Check the boxes of candidates you wish to assign the same Interview Decision status.
    - ii. From the **Action dropdown menu** select the appropriate status and click **Yes**.
5. Click the **Confirm** button to finalize the interview decisions and notify SCS of your decisions.
  - a. Candidates left in **Pending** status will automatically be updated to **Not Selected** by the system.
  - b. To update a candidate’s status after submitting your confirmation, contact us at [uwlawrec@uw.edu](mailto:uwlawrec@uw.edu).

## **VIEWING THE ON-CAMPUS INTERVIEW SCHEDULE**

1. You will receive an email notification from 12Twenty when the OCI Schedules are available.
2. To view or export your schedule, click on the **OCI and Job Listings** menu (left-hand side of screen).
3. Click on the **OCI** tab and select the desired OCI posting.
4. In the OCI window, click on Step 4 **“Schedule”**
5. To export a PDF copy of the schedule, click on the **Schedule Actions** menu and select **Export Schedule**.

## **ADDITIONAL RECRUITING OPPORTUNITIES**

### **Diversity Fellowship Opportunities**

Share your 1L and 2L Diversity Fellowship program with our students! We have a variety of mediums to get the word out about these exciting opportunities. We can post them on our job board, conduct a resume collection, and/or share through our diversity fellowship resources.

### **Fall OCI and Resume Collections**

Beginning in August, UW Law will host our Fall OCI and Resume Collection programs. The programs are expanding to provide additional options and more flexible deadlines for employers seeking to recruit for 2L summer programs, diversity fellowships, patent fellowships, and post-graduate employment opportunities for recent graduates. Additional details will be emailed to all past OCI and Resume Collection participants this winter.

### **Job Postings on the 12Twenty Job Board**

If you are seeking candidates for academic year opportunities, writing competitions, scholarships, fellowships or post-graduate positions, these can all be made available to our students and alumni through our password protected 12Twenty Job Board. You can submit directly through [12Twenty](#) or email the information to us for posting.

Contact [uwlawrec@uw.edu](mailto:uwlawrec@uw.edu) if you need assistance.