

12Twenty OCI Registration Guide for On Campus & Virtual Interviews

To participate in our On-campus & Virtual Interview program, we invite you to log in on <https://law-syr.12twenty.com/hire>. If you don't have an employer profile yet, you can create one by clicking on '**Sign up for an account**' below 'Employer log in'. Access to our 12Twenty system is **free**, so please be sure to only use our link when posting positions.

Email Address

Password

Employer Log In

[Reset your Password](#) • [Sign up for an account](#)

[Need Help?](#) [Privacy](#) [Terms](#)

Registering for OCI

1. On your employer Home page, you will be able to select **Register for OCI**. Please click on the blue **+Register** button.

S Syracuse University
College of Law

Home
Company Profile
OCI and Job Listings
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Announcements

Welcome to our new and improved career services management (CSM) portal, 12Twenty!

With this new system, you will experience an increase in ease of use, functionality, communication, and ultimately, satisfaction. While our previous CSM software had its share of difficulties, we made the change to 12Twenty to encourage and facilitate Syracuse Law students and graduates to take full advantage of the Office of Career Services online, as well as in-person. You are able to post new positions, and register for our OCI and Resume Collect programs while tracking your progress live. You can find OCI and Job Posting instructions [here](#).

We invite you all to explore the new site, set up your profiles, and begin familiarizing yourselves with the resources. The Office of Career Services is excited about the possibilities for growth, collaboration, success of our students, and is committed to providing superior service to the Syracuse Law community!

Post a Job

Create a Non-OCI job posting to find the ideal candidate for your position

+ POST


Register for OCI

Register to interview candidates for an opportunity at your organization

+ REGISTER

- Once on the Register for OCI page, you will be able to input information such as your employer's name, information about the job opportunity, etc.
- For the **OCI Round** drop down menu, please select the round week for which you would like to interview.

Employer*

OCI Round* :

-- Please Select a Round --

-- Please Select a Round --
July 22 - July 26
July 29 - August 2
August 5 - August 9
August 12 - August 16
August 19 - August 23
August 26 - August 30

Interview Periods

Period	Start

- Select your top three choices for the date during the OCI Round week that you would like to interview.

Interview Date Preferences


Preferred Interview Dates cannot be the same.

First Choice *

Second Choice

Third Choice

Interview Format * 

What time to start interviews (HH:MM AM/PM) * 

Length of Interview * 

Breaks in between interviews? *

MM/DD/YYYY

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March 2024

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Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

- Select Interview Format, Time to Start, Length of Interview, if you would like a break between interviews, and number of interviews you would like to hold.

- Fill out the **OCI Contact** information:

OCI Contact Name*	<input type="text" value="OCI Contact Name"/>
Title	<input type="text" value="Title"/>
Email*	<input type="text" value="Email"/>
Phone*	<input type="text" value="Phone"/>
Address*	<input type="text" value="Address"/>

Is Alumni ☐ Yes ☐ No

7. To submit your registration for approval, select **Next** to then enter Job Details.

Submitting a Job Posting to accompany your OCI registration

1. Once you submit your OCI registration, you will be prompted to create an accompanying job posting.
2. Fill out the information required (e.g. Job Title, Type of Job, Location, Practice Area).



- Home
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Create Job Posting

[Cancel](#) [Save Draft](#) [Submit](#)

Job Details

Employer*

☐ Hide Employer Name from Applicants

Job Title*

Type of Job*

3. Select your preferred method of application. Applying through 12Twenty is required for OCIs. Students will submit their application documents on the site and we will email to you after the deadline date.

Application Method(s)* ?

Which application method(s) would you like to require? At least one application method must be selected as "Yes".

- | | |
|---------------------------|---|
| Apply via This Site* | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Apply via External Link ? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Apply via Email ? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Apply via Postal Mail ? | <input type="radio"/> Yes <input checked="" type="radio"/> No |

4. Fill out the **Job Description** text box.
5. Indicate which **application documents** are required. Selecting " ☒ " will indicate that this document is required. Clicking on " ☒ " means that it will not appear in your job posting. Neither selecting " ☒ " nor " ☐ " will mark that document as *optional*.

Application Document Requirements

Request or require students to submit below documents when applying to this job:

Document Type	Document Display Name	Is Required?
Resume	Resume	<input checked="" type="checkbox"/>
Cover Letter	Cover Letter	<input type="checkbox"/> <input checked="" type="checkbox"/>
Transcript	Unofficial Transcript	<input type="checkbox"/> <input checked="" type="checkbox"/>
Writing Sample	Writing Sample	<input type="checkbox"/> <input checked="" type="checkbox"/>
Recommendation Letter	Recommendation Letter	<input type="checkbox"/> <input checked="" type="checkbox"/>
Other	Other	<input type="checkbox"/> <input checked="" type="checkbox"/>

[Add additional Document Type](#)

6. You may include an anticipated start date and names of the interviewers if known.
7. Fill out the **Primary Job Contact's** information and select what you wish to make visible to students.

Primary Job Contact

Use My Information

Name*

Name

☒ Make Visible to Students

Title

Title

☒ Make Visible to Students

Email*

Email

☒ Make Visible to Students

8. **Submit** your job posting for approval.

If you need assistance, please send an email to lawcareer@syr.edu.