Fall 2024 On-Campus Interview (OCI) and Resume Collect (RC) Program

Important Dates and Deadlines

For employers that typically offer post-graduate positions after students' 2L summer associate experience, we recommend registering for one of the first three weeks of OCI. Once you have decided on your interview date, **please mark your calendar with the date that interview selections will be due for your week.**

Round 1 Interviews: Thursday, July 25 to Friday, August 2 – VIRTUAL ONLY
 OCI and RC registrations must be submitted on or before Friday, 6/28/24
  Please note, Round 1 usually fills up well before the registration deadline.
 OCI and RC employers will receive applications on Thursday, 7/11/24
 OCI employers must send interview selections to CDO by 9:00 a.m. on Thursday, 7/18/24
 OCI employers will receive final schedules on Tuesday, 7/23/24

Round 2 Interviews: Monday, August 5 to Friday, August 9 **– VIRTUAL ONLY**
 OCI and RC registrations must be submitted on or before Friday, 7/5/24
 OCI and RC employers will receive applications on Thursday, 7/18/24
 OCI employers must send interview selections to CDO by 9:00 a.m. on Thursday, 7/25/24
 OCI employers will receive final schedules on Tuesday, 7/30/24

Round 3 Interviews: Monday, August 12 to Friday, August 16 – Virtual or On Campus
 OCI and RC registrations must be submitted on or before Friday, 7/12/24
 OCI and RC employers will receive applications on Thursday, 7/25/24
 OCI employers must send interview selections to CDO by 9:00 a.m. on Thursday, 8/1/24
 OCI employers will receive final schedules on Tuesday, 8/6/24

Round 4 Interviews: Monday, August 19 to Friday, August 23 – Virtual or On Campus
 OCI and RC registrations must be submitted on or before Friday, 7/19/24
 OCI and RC employers will receive applications on Thursday, 8/1/24
 OCI employers must send interview selections to CDO by 9:00 a.m. on Thursday, 8/8/24
 OCI employers will receive final schedules on Tuesday, 8/13/24

Round 5 Interviews: Monday, August 26 to Friday, August 30 – Virtual or On Campus
 OCI and RC registrations must be submitted on or before Friday, 7/26/24
 OCI and RC employers will receive applications on Thursday, 8/8/24
 OCI employers must send interview selections to CDO by 9:00 a.m. on Thursday, 8/15/24
 OCI employers will receive final schedules on Tuesday, 8/20/24

Round 6 Interviews: Tuesday, September 3 to Friday, September 6 – Virtual or On Campus
 OCI and RC registrations must be submitted on or before Friday, 8/2/24
 OCI and RC employers will receive applications on Thursday, 8/15/24
 OCI employers must send interview selections to CDO by 9:00 a.m. on Thursday, 8/22/24
 OCI employers will receive final schedules on Tuesday, 8/27/24

Virtual Interviews – What to Expect

We are planning to use Flo Recruit for the first time this fall! More information will be sent to registrants later.

In-Person Interviews – What to Expect

Interviews will take place in the Wolf Law Building at CU Boulder. We will send parking instructions to the job posting contact the Tuesday before the interview. Interviewers will come up to the third floor and meet us in the Career Development Office in Suite 327. The interviews themselves will take place in a study room attached to our office, or in a small classroom nearby if we have a lot of employers that day. We will provide interviewers with water and snacks.

For those staying the whole day, Foolish Craig's runs a café on the second floor of the Wolf Law Building ("Lawless Craig's") Monday through Thursday which serves coffee, sandwiches, pizza, and more. There are also a number of restaurants directly across the street including Doug's Day Diner, Noodles & Company, Brewing Market Coffee, Taj Indian Cuisine, May Wah, Subway, Wendy's, Taco Bell, Einstein Bros. Bagels, and Starbucks.

Participation Fees

WE CAN ONLY ACCEPT CHECKS. Fees are due by your interview date. Invoices will be sent in July. Contact Katie Rabinowitz at katie.rabinowitz@colorado.edu with any questions.

Government	Free
Public Interest / 501(c)(3)	Free
Law firm with less than 40 attorneys	Free
Companies/Businesses	$100
Law firm with 40-74 Attorneys	$100
Law firm with 75-149 Attorneys	$200
Law firm with 150+ Attorneys	$300
First time participating in OCI, regardless of organization type	Free
Resume collect (interviews not scheduled by Colorado Law)	Free

EEO Policy

It is the firm expectation of the University of Colorado Law School that employers of our students and graduates and potential employers who accept applications from and interview our students and graduates will observe the principles of non-discrimination and equality of opportunity on the basis of race, color, ethnicity, religion, national origin, sex, gender, gender identity or expression, sexual orientation, age, disability, or military status. **By utilizing the services and facilities of the Career Development Office you are agreeing to abide by this expectation and to comply with the Equal Employment Opportunity (EEO) laws established by the federal and Colorado governments.**

Instructions for OCI and Resume Collect Registration

Point your browser to: https://colorado-law.12twenty.com/hire
- If you already have a CDOnline (12Twenty) account, you may enter your username and password. If you do not know your password, click on "Reset your Password" and enter your email address.
- If you have not ever logged in to CDOnline before, click "Sign up for an account," to register on our site.
- If you are unable to log on, please email LSCareer@colorado.edu.

After logging in, follow these instructions:
1. For Resume Collects, click on "+Post" under the "Post a Job" tile on the homepage, then skip to step 5 below.
2. For OCI, click on "+Register" under the "Register for OCI" tile on the homepage.
3. Select one of the seven rounds by clicking on the "OCI Round" dropdown menu. Check the Important Dates and Deadlines above to see when you will receive applications and when your selections are due.

4. Complete the online registration form:
    a. Complete all required fields and enter "1" for # of Interview Rooms Needed
    b. Click Next to fill out information about the position for which you are hiring.
        i. If the form does not give you an option to include your contact information, you will need to "Save Draft" first and then update it with your contact information.
5. Fill out the job details, completing all required fields.
    a. **Please provide as much information as possible**, including job duties, compensation details, practice areas, and specific requirements.
    b. As a reminder, employers must include the hourly or salary compensation (or a range thereof) for each job opening in CO, NY, CA, and WA. Additionally, Colorado Law students can only receive school credit for jobs with government or public interest entities.
    c. Describe any qualifications and requirements for the position (i.e. strong legal writing/research, law journal, moot court, certain classes taken, etc.) and indicate if each qualification is "required" or "preferred."
    d. Application Methods will automatically have "Apply via This Site" selected.
    e. Make sure to select ALL application documents AND include any special instructions.
        i. If you request a cover letter, please fill out to whom the cover letter should be addressed.
        ii. If you request a writing sample, please note if you have a page limit.
    f. Indicate which class years you would like to interview under Student Group (1L, first year; 2L, second year; 3L, third year). **NOTE: The class years correspond to the level at which students will be in the 2024-2025 academic year.**
6. Click "Submit" to submit it for approval. You will receive an email confirmation after we have reviewed and approved your registration.

Please note that date changes might not be feasible once your registration has been approved. Any date changes for Round 1 made after July 5 will incur an additional charge.