

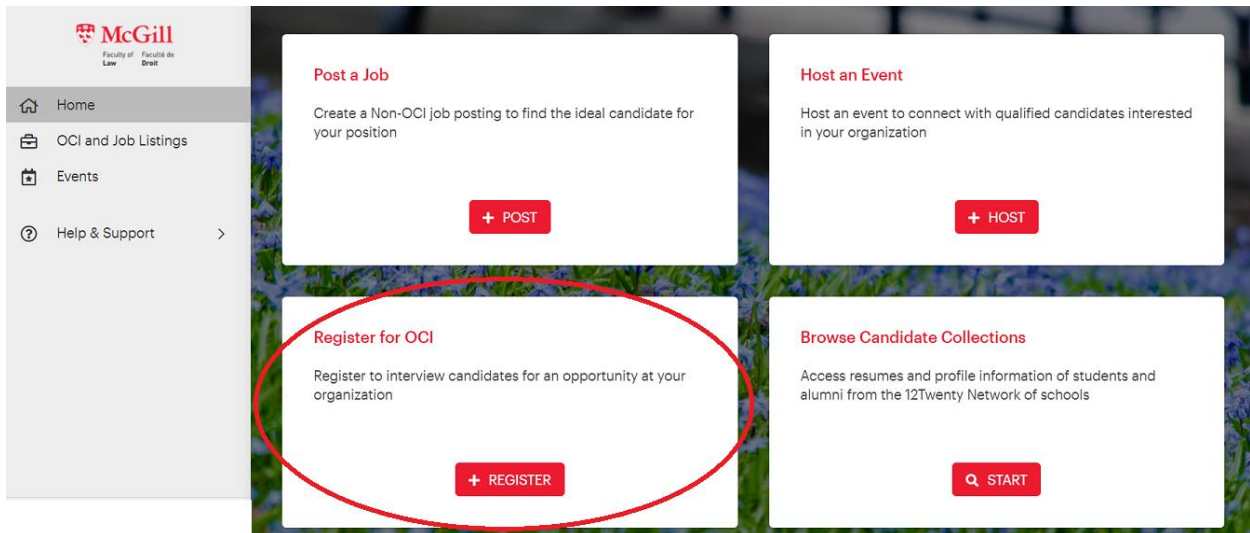


12Twenty OCI Registration Guide

We are excited to announce that we recently launched a new career platform where you will be able to register for our OCIs, post jobs, and invite students to your events, on and off campus. We invite you to log in on <https://mcgill-law.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'. All job postings targeting McGill law students will be housed on this platform moving forward. You may continue to use myFuture to recruit students in other faculties by logging in at <https://caps.myfuture.mcgill.ca/employers>.

Registering for OCI

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



2. 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.
3. For the **OCI Round** drop down menu, please select the round for which you are recruiting (e.g. US 2L Summer 2022, Toronto 2L Summer 2022, etc.).

Register for OCI

Cancel Save Draft Next

OCI Details

Employer*
OCI Round* ⓘ

- Select the date of our scheduled OCI (marked as 'available' in the registration calendar).

Interview Date Preferences
Preferred Interview Dates cannot be the same.

First Choice *

Second Choice

Third Choice

Time Preference *

MM/DD/YYYY

« October 2021 »

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	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 how many **interview slots** you will need. It is important to note that our interview slot options are either a **Full Day (20 interview slots)**, a **Half Day (10 interview slots)**, or **Two Teams (40 interview slots)**. Please select the corresponding number of interview slots to indicate which option you prefer. Please note the corresponding registration costs for either option listed in our OCI invitation.

Interview Preferences

of Total Interview Slots*

Expected a maximum of 15 digits only.

Rotating Schedule

Yes No

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

OCI Contact

OCI Contact Name*

Title*

Email*

Phone*

Address*

- To submit your registration for approval, select **Next**.

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).

3. Select your preferred method of application. Applying through 12Twenty is required for OCIs.

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* Yes No
- Apply via External Link Yes No
- Apply via Email Yes No
- Apply via Postal Mail Yes 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 “**X**” means that it will not appear in your job posting. Neither selecting “” nor “**X**” 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"/> X

- You may include an anticipated start date and names of the interviewers.
- 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*	<input type="text" value="Name"/>
	<input type="checkbox"/> Make Visible to Students
Title*	<input type="text" value="Title"/>
	<input type="checkbox"/> Make Visible to Students
Email*	<input type="text" value="Email"/>
	<input type="checkbox"/> Make Visible to Students

- Select eligible student group(s). The student groups available are: BCL/JD, LLM (master's), DCL (doctorate) and Recent Graduates/ Alumni.

Eligibility

The criteria below determines who can view and apply.

Student Group*	<div style="border: 1px solid red; padding: 5px;"><p>-- Select a Value --</p><div style="border: 1px solid blue; padding: 2px; margin-bottom: 5px;"><input type="text" value="Search"/></div><ul style="list-style-type: none"><input type="checkbox"/> Select all<input type="checkbox"/> BCL/JD<input type="checkbox"/> LLM<input type="checkbox"/> Recent Graduates/ Alumni</div>
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- Submit your job posting for approval.

If you need assistance, please send an email to law.jobs@mcgill.ca.