



College of Law
Office of Career &
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[http://www.uwyo.edu/
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FALL 2017 OCI REQUEST FORM

Thank you for participating in On Campus Interviews (OCI) at the University of Wyoming College of Law. The official Fall 2017 OCI dates will be during the business week (Monday-Friday) from September 6-October 6, 2017. All date and time requests will be processed on a first come, first served basis. All employers who utilize any services, including OCI, provided by the College of Law Office of Career & Professional Development agree to abide by the [EEO/Non-Discrimination policies](#) of the University of Wyoming and the College of Law. All employers in the OCI process will also abide by the [OCI policies](#), including offer timing expectations.

Employer Name: _____

Address: _____

Primary Contact: _____

Email Address: _____

Website: _____

Date(s)/Session(s)*:

First Choice: _____ Morning Afternoon Both

Second Choice: _____ Morning Afternoon Both

Third Choice: _____ Morning Afternoon Both

Please attach a **Job Description** that includes expected job duties, hours, and salary information.

Target Audience/Expected Start Date:

2Ls For which term(s)? Fall 2017 (Immediate) Spring 2018 Summer 2018

3Ls For which term(s)? Fall 2017 (Immediate) Spring 2018 Summer 2018

Materials Requested:

Resume Cover Letter Writing Sample Unofficial Transcript

Other: _____

Name of Interviewer(s): _____

Length of Interviews 20 minutes 30 minutes Other: _____

All applicant materials will be sent to the primary contact noted above approximately seven (7) days before the interview date selected. We kindly request that the list of applicants you select to interview be returned no later than five business days later so we can prepare your interview schedule(s). Please return form by email to lawcare@uwyo.edu or fax to (307) 766-6417.

If you have a form that must also be completed and included in the application, please email that to the address above or include a link for the applicants. If you have any questions or need any assistance, please call Ashli Tomisich, Director of Career & Professional Development at (307) 766-4074 or email her at Ashli.Tomisich@uwyo.edu.