



# SPRING 2017 OCI REQUEST FORM

Thank you for participating in On Campus Interviews (OCI) at the University of Wyoming College of Law. We can offer OCI opportunities during the business week (Monday-Friday) beginning Monday, February 6, 2017 through Friday, March 3, 2017. 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.

College of Law  
Office of Career &  
Professional Development  
Dept. 3035  
1000 E. University Ave.  
Laramie, WY 82071-2000

(307) 766-4074  
fax (307) 766-6417

e-mail: [lawcare@uwyo.edu](mailto:lawcare@uwyo.edu)

[http://www.uwyo.edu/  
law/career-services/](http://www.uwyo.edu/law/career-services/)

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Date(s)/Time(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:

1Ls For which term(s)?  Spring 2017 (Immediate)  Summer 2017  Fall 2017

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

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

Per the American Bar Association accreditation rules, full-time law students should not work more

than 20 hours per week when classes are in session.

Materials Requested:

Resume  Cover Letter  Writing Sample  Unofficial Transcript

Other: \_\_\_\_\_

Number of: Interview Rooms Requested: \_\_\_\_\_

Length of Interviews  20 minutes  30 minutes  Other: \_\_\_\_\_

All applicant materials will be sent to the primary contact noted about two weeks before the date selected, or as arranged. We kindly request that the list of applicants you select to interview and the number attending OCI 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](mailto: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](mailto:Ashli.Tomisich@uwyo.edu).