



FALL 2019 OCI REQUEST FORM

Thank you for participating in On Campus Interviews (OCI) at the University of Wyoming College of Law. The official Fall 2019 OCI dates will be during the business week (Monday-Friday) from September 3-27, 2019. 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](#).

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

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

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 Fall 2019 (Immediate) Spring 2020 Summer 2020

3Ls Fall 2019(Immediate) Spring 2020 Summer 2020

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 above approximately ten 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 contact the school at the contact information provided.