BU Law – July 2021 Virtual OCI

Employer Guide to Completing the OCI Registration Form

- Log in to [BU Law CareerHub](#) by entering your username and password.

- From the CareerHub homepage, click on the "**OCI and Job Listings" tab** from the left-hand menu.

- Next, click on the **"Register for OCI" button** at the top right of the screen. Please **complete the form** with all the necessary and required information.

Detailed Instructions for Completing the Registration Form:

- OCI Round: Select your preferred OCI session for Summer 2021 - either July or August.

- Interview Date Preferences: The date options for July OCI are Monday, July 26 – Wednesday, July 28. The date option for August OCI is Monday, August 9.

- Time Preference: Indicate whether you will be interviewing for a full day or a half day.

- Interview Preferences: Indicate the number of interviews you will conduct, as well as the number of schedules, and your preferred interview length. One full-day schedule of 20-minute interviews equals 20 total interviews. If you are unsure of the number of interviews, please reach out to me directly.

- OCI Contact: **Important** – please indicate the primary contact person who you would like to receive all OCI-related emails from BU Law.

- Job Posting: Once you have submitted this registration info, you can fill out the specific job details that you will be interviewing for. This includes location (please list all locations, if you are interviewing for more than one office), job description, and required documents. Please be as specific as possible in terms of hiring criteria, practice settings, and any other details about the firm you'd like to convey to students.

- Eligibility: Please make sure to select which class year(s) you will be interviewing. Select "2L" to interview students who will be rising 2Ls in summer 2021.

- Attachment(s): If you have a separate application form for students to complete in addition to applying through CareerHub, you can upload it here.