

## EMPLOYERS REGISTERING FOR THE 2010 RMDLCF

In order to make the bidding process more user friendly for law students, recent graduates and employers alike, applying for the **2010** Rocky Mountain Diversity Legal Career Fair has been altered to operate like signing up for OCI. Please note the following instructions:

### 1) BUILDING AN EMPLOYER PROFILE

To build your profile, click on the “Profile” link on the top navigational bar. Click on the various tabs to fill in or update important employer information. It is to your benefit that you complete as much of your profile as possible.

### 2) REQUESTING A SCHEDULE

a) To request a schedule for the **2010** RMDLCF, you may select “Submit a Schedule Request” from the shortcuts menu on your homepage, or click on “OCI” from the top navigation bar and then select “Schedule Request.” You will automatically be directed to the Rocky Mountain Diversity Legal Career Fair **2010** session.

b) For **2010**, registered employers may conduct either traditional interviews for open positions, or informational interviews. **When you post your job opening on your Schedule Request, please specify which type of interview you are conducting in your position description.** This will permit students and recent graduates to make informed decisions about how to spend their time and travel budgets. Please note that you can only specify one type of interview per schedule.

c) The required candidate registration includes a diversity statement. If you wish to see that statement in addition to whatever other documents you require (cover letter, writing sample, transcript, etc.), please select the checkbox next to “Other Documents” and include the following in the field for “Requested Document Notes:”

“Please provide a brief statement describing how your employment would support an organization's diversity efforts.”

d) When all of your Schedule Request information has been entered, click on the “Submit” button.