

STUDENTS REGISTERING FOR THE 2010 RMDLCF

In order to make the bidding process more user friendly for law students and recent graduates, 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 A PERSONAL PROFILE

To build your profile, click on the “Profile” link on the top navigational bar. Click on the various tabs to fill in important personal information. It is to your benefit that you complete as much of your personal profile as possible. Under the “Personal Information” tab, please fill in or update your email address and other contact information. **Under the “Academic Information” tab, please enter your graduation date and year in school.** This information must be correct, otherwise you will not be able to bid on employers interested in interviewing students from your class year.

2) MANAGING DOCUMENTS

To view existing or upload new documents (résumés, cover letters, unofficial transcripts and writing samples), click on the “Documents” link on the top navigational bar. **You must upload documents before you can bid for OCI.** To add a new document, click on the “Add New” button. Enter a document title in the “label” field and select a document type. Click on the “Browse” button to select a file to upload and then click the “Submit” button. If you upload more than one version of a document (i.e. more than one résumé), you will be asked to designate a default version. The default version will be your first option when applying to employers. When bidding for employers, you will have the opportunity to select a version other than the default version.

3) REVIEWING EMPLOYERS

Prior to bidding, you may view a list of the employers participating in the **2010** RMDLCF by clicking on the “OCI” tab from the top navigation bar. Choose the “Rocky Mountain Diversity Legal Career Fair **2010**” session and click on “Search.” To view the employers, click on the “Review” button next to the employer’s name to view specific information about an employer’s participation. **Please read the information provided for each employer, as each employer may choose to conduct interviews for open positions or interviews that are informational only, and will have specified which type of interview they are conducting in their job posting.** Please check back often, as employers have until July 26, 2010 to register for the 2010 RMDLCF. You can utilize the search filters to filter the employer list further.

4) BIDDING ON OCI EMPLOYERS

Please check back often, as employers have until July 26, 2010 to register for the 2010 RMDLCF

To begin the bidding process, click on “OCI” from the top navigation bar and then select “Employers/Bidding.” Select the “Rocky Mountain Diversity Legal Career Fair **2010**” session to see a list of participating employers. To bid on an OCI employer, click on the “Apply” button. *The default versions of your documents will be included in your bid unless you choose otherwise.* To change the specific version of your documents, click on the “Review” button and use the drop down menus on the right hand side to select the appropriate version. If you make any changes to your bid, including changing document versions, you must click the “Update” button in order for the changes to be processed. You may review your bid at any time by clicking on the “Review” button. You may also withdraw your bid at any time while in the “Review” mode.