



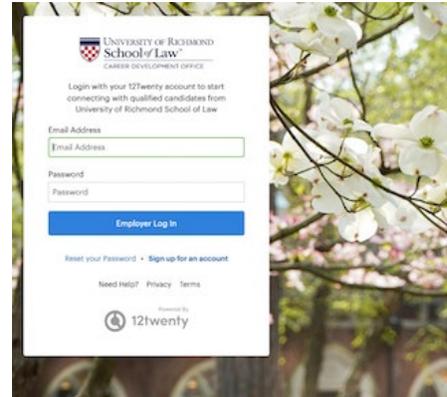
LawQuest Employer Resource Guide

LawQuest, powered by 12twenty, is the new recruiting system for Richmond Law students and employers! To get started, follow the steps below.

REGISTER FOR AN ACCOUNT

Navigate to <https://law-richmond.12twenty.com/hire> and click **“Sign Up for An Account”**.

To register for an account, complete all required fields, create a password, and acknowledge the University’s non-discrimination policy on the Employer Registration Form (see sample below) and click the **“Create Account”** button.



SAMPLE EMPLOYER REGISTRATION FORM Welcome to LawQuest

We're glad you are joining us! Get started by creating an account.

First Name*	<input type="text" value="First Name"/>
Last Name*	<input type="text" value="Last Name"/>
Email Address*	<input type="text" value="Email Address"/>
Share my email with candidates	<input checked="" type="checkbox"/>
Password	<input type="text" value="Password"/>
	<ul style="list-style-type: none"> • Minimum 10 characters • An uppercase letter • A lowercase letter • A special character (.!@#%&'&*) • A number • Example: ThisSchool10\$
Confirm Password	<input type="text" value="Confirm Password"/>
Employer*	<input type="text" value="Employer"/>
Address*	<input type="text" value="Street Address"/>
Country*	-- Country --
City*	<input type="text" value="City"/>
Postal Code*	<input type="text" value="Postal Code"/>
Your Job Title*	<input type="text" value="Your Job Title"/>
Phone Number*	<input type="text" value="Phone Number"/>

I agree to the [Terms of Service](#) and [Privacy Policy](#). I also agree to abide by the [Non-Discrimination Policy](#). *

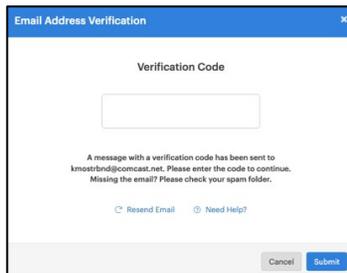
[Create Account](#)

When entering your company name in the “Employer” field, suggestions may appear. If your company already exists in our system, select it from the options; otherwise, enter your organization’s full official name.

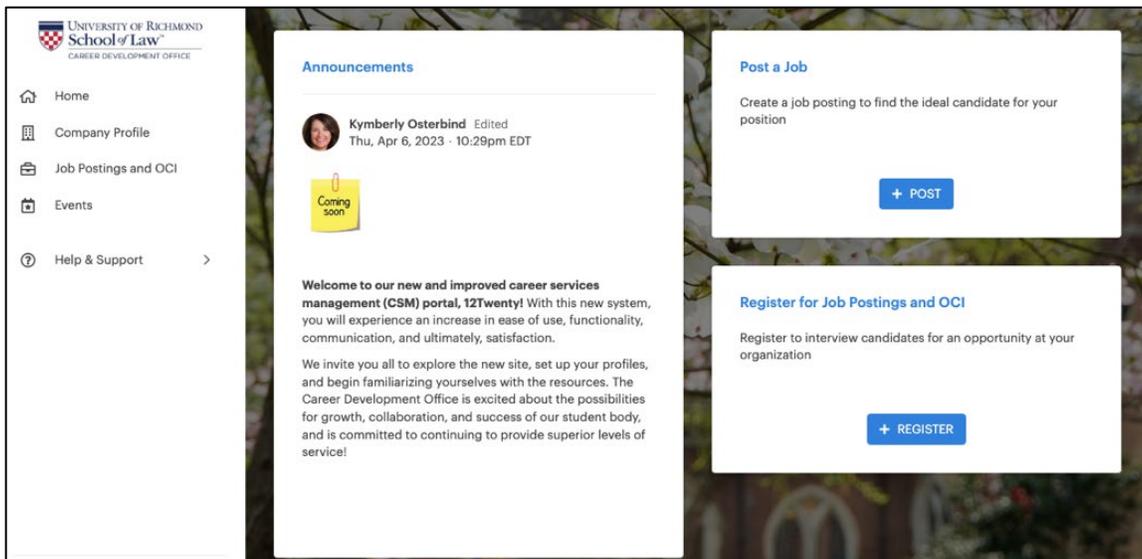
Please Note: in the ‘City’ field, type in your city and state. For example, for Richmond VA, type in and select Richmond – VA.

RECEIVE VERIFICATION CODE

Once you have created your account, a verification code will be sent to the email address you provided to finalize the account creation. Type in the verification code to access LawQuest. * This code will expire in 3 hours.*



POST A JOB OR REGISTER FOR AN OCI SCHEDULE



To post a job, select ‘Post A Job’ and complete all required fields.

Required fields are indicated with an asterisk(*).

There are three options for Location Type:

- Specify Location(s) – identifies the location for an in-person or hybrid position. Note this is the default selection.
- Flexible/Negotiable
- Remote/Telecommute

If “Specify Location(s)” is selected, then under Location, first select a country (USA is at the top of the dropdown). Then under City field, type in your city and state. For example, for Richmond VA, type in and select Richmond – VA.

There are four options for Application Methods:

- Apply via **LawQuest** - If set to Yes, candidates will submit their applications through the platform. This allows you to login to LawQuest at the end of the application period (or any time before the deadline) to create a PDF packet of all the application documents collected through the system.
- Apply via **External Link** - If set to Yes, candidates will be able to apply via the external URL you provide.
- Apply via **Email** - If set to Yes, candidates will be prompted to send their application materials directly to the email address you provide.
- Apply via **Postal Mail** – If set to Yes, a text box will pop up requiring you to type instructions to candidates on where to mail their application.

Under “Application Document Requirements”, you may indicate which documents you want to review during the initial application stage.

- A **resume** will automatically be included in the application packet.
- Mark the check box next to each document you want to **require** (e.g., cover letter, transcript).
- Mark the blue X next to each document you do not want to receive to delete that option.
- Note that if a document is neither required nor deleted, that option will show to students as “Optional”. Students may feel obliged to include the document in their application packet, so if you do not want to review a writing sample or letter of recommendation, be sure to delete those options.
- If you want a list of references or undergraduate transcript, click the checkbox to require “Other” for Document Type, and then type in “List of References” or “Undergraduate Resume” for the Document Display Name.
- Note that if you want to require multiple documents, click “+ Add Additional Document Type”, then select the relevant Document Type from the dropdown and type in the Document Display Name. For example, if you want a total of three recommendation letters, add two additional “Recommendation Letter” fields.

Under Eligibility and “Student Group”, you may select one or more class levels to be eligible to apply to your job posting. Note that “Grad1” indicates the class that graduated this past May.

Once you click “Submit”, the job posting will be sent to the CDO for review and approval.

To register for an OCI select 'Register for OCI and Job Posting' and complete all required fields.

Register For Job Postings and OCI

Cancel Save Draft Next

① Click the Register for OCI button on the welcome page. University of Richmond School of Law Summer/Fall 2023 OCI and Resume Collection Information
In the registration window, indicate preferred OCI Round, dates, schedule details, and contact information before clicking Next.
In the OCI window that opens, click the Post a Job button.
-Complete all required fields in the job posting form.
-Read and affirm compliance with our Non-Discrimination Policy.
-Click Save Draft to return to the registration or Submit to finalize your registration request.
-A schedule confirmation email will be sent following the review and approval of your schedule request.
Contact us if you need assistance.

Interview Details

Employer* Demo Employer 3

Job Phase* -- Job Phase --

OCI Round* ⓘ -- Please Select a Round --

Interview Periods

Period	Start and End Date/Time
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Interview Date Preferences

Preferred Interview Dates cannot be the same.

First Choice * MM/DD/YYYY

Second Choice MM/DD/YYYY

Third Choice MM/DD/YYYY

Interview Preferences

of Total Interview Slots* ⓘ # of Total In

Note that the Interview Periods are fixed depending on the OCI Round you select. The Student Application Period and Employer Decision Period cannot be adjusted.

For Length of Interview, please select 20 or 30 minutes.

After you fill out the OCI registration form, another window will pop up for you to provide more details about the position. ****You will need to fill out this job posting form to complete your OCI Schedule.**** See instructions above about the job posting form.

Demo Job

Demo Employer 3

Richmond - KS (United States)

During JD Job School Year Employment

Just now Apply By: 06/04/2023, 5:00pm EDT

Interview Date(s) --

REGISTRATION - PENDING APPROVAL JOB POSTING - PENDING APPROVAL SCHEDULE NOT RELEASED DATE NEEDED

Registration Job Posting Applicants (0) Schedule

Job Posting Status: Pending Approval. You will be notified when this posting has been reviewed. Edit

The Career Development Office will review your request and send you an email once the schedule has been approved.

Questions???

Contact Dawn Siedlecki, Assistant Director of Recruiting at 804.289.8680.