



Complete this form to request a virtual or in-person interview schedule. Richmond Law's OCI Program allows 100% pre-screening of candidates and is available at no charge.

Name of Organization: _____

Address: _____

Phone: _____ Email: _____

Contact Name and Title: _____

Offices for which you are recruiting: _____

Hiring Criteria: _____

SCHOOL-SCHEDULED OCI INTERVIEWS

OCI Date Request (see Interview Schedule in red box):

Length of Interviews: 20 minutes 30 minutes

Students you wish to interview: 2L 3L

Documents Requested (in addition to a resume):

- Cover Letter Unofficial Transcript Writing Sample
 Other: _____

OCI Interview Dates: Visit www.law.richmond.edu/career/employers for complete schedule of in-person (Mondays/Tuesdays) and virtual (Wednesdays/Thursdays) interviews:

Week One: July 31 – August 3
 Week Two: August 7 – 10
 Week Three: August 14 – 17
 Week Four: September 5 – 7
 Week Five: September 11 – 14

EMPLOYER-SCHEDULED INTERVIEWS (RESUME COLLECTS)

Students you wish to interview: 2L 3L Recent Grads

Documents Requested (in addition to a resume):

- Cover Letter Unofficial Transcript Writing Sample
 Other: _____

Date Requested to Receive Application Packet: _____

**Submit completed form to: Kym Osterbind, Recruiting Coordinator at kosterbi@richmond.edu.
 Call Kym at (804) 289-8680 with questions.**

Please read and sign our Non-Discrimination Policy:
 The University of Richmond School of Law prohibits discrimination with regards to race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, gender expression, disability, status as a veteran, or any classification protected by local, state or federal law. The services and facilities of the Career Development Office are available only to those employers whose practices are consistent with this policy. The representatives of any employer using these services and facilities, in doing so and by completing the boxes below, affirm that the employer does not discriminate.

Signature: _____

Printed Name: _____

Title: _____

Date: _____