

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: ☐ 1L ☐ 2L ☐ 3L

Documents Requested (in addition to a resume):

- ☐ Cover Letter ☐ Unofficial Transcript ☐ Writing Sample  
☐ Other: \_\_\_\_\_

**Spring Semester OCI Interview Dates:**

Visit [www.law.richmond.edu/career/employers](http://www.law.richmond.edu/career/employers) for complete schedule:

In-Person Interviews (Mon/Tues):

January 29 – 30 (**1Ls only**)

February 5 – 6 (1L/2L/3L)

February 12 – 13 (1L/2L/3L)

Virtual Interviews (Wed/Thurs):

January 31 – February 1 (**1Ls only**)

February 7 – 8 (1L/2L/3L)

February 14 – 15 (1L/2L/3L)

**EMPLOYER-SCHEDULED INTERVIEWS (RESUME COLLECTS)**

Students you wish to interview: ☐ 1L ☐ 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](mailto: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: \_\_\_\_\_