



University of South Dakota
Knudson School of Law

Career Services Office
414 E. Clark St
Vermillion, SD 57069

(605) 658-3546
lawcareerservices@usd.edu
www.usd.edu/law/career-services

SPRING 2022 OCI REQUEST FORM

Thank you for participating in On Campus Interviews (OCI) at the University of South Dakota Knudson School of Law. Spring 2022 OCI dates will be available in two rounds: **February 3-4** and **March 3-4**. All requests will be processed on a first come, first served basis.

CONTACT INFORMATION:

Employer Name: _____

Address: _____

Primary Contact: _____

Email Address: _____

Phone Number: _____

Website: _____

REGISTRATION INFORMATION:

Please attach a **job description** that includes expected job duties, hours and compensation.

Round I: Feb. 3 & 4

Round II: March 3 & 4

Interview Method:

1st choice date: _____ 1st choice date: _____

In person

2nd choice date: _____ 2nd choice date: _____

Virtual

Do you prefer to interview in the: morning afternoon

TARGET STUDENT GROUP/START DATE:

	For which terms?	Spring 2022 (immediate)	Summer 2022	Fall 2022
1Ls				
2Ls				
3Ls				

MATERIALS REQUESTED:

Resume Cover Letter Writing Sample Unofficial Transcript

Other _____

Name of Interviewer(s): _____

Length of interviews: 20 minutes 30 minutes Other: _____

All employers who utilize any services, including OCI, provided by the Knudson School of Law Career Services Office (CSO) agree to abide by the EEO/Non-Discrimination policies of the University of South Dakota.

I have read and will comply with the terms of the Non-Discrimination policies of USD.

Signature: _____ Date: _____

All applicant materials will be sent to the primary contact noted above for review before the interview date selected. We kindly request that the list of applicants you select to interview be returned no later than five business days after receiving the applicant materials so we can prepare your interview schedule.

Please return this form by email to lawcareerservices@usd.edu along with a job description and any other materials to be included in students' applications. If you have any questions or need assistance, please contact Career Services at (605) 658-3546 or lawcareerservices@usd.edu.