



University of South Dakota
School of Law

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

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www.usd.edu/law/career-services

FALL 2020 OCI REQUEST FORM

Thank you for participating in On Campus Interviews (OCI) at the University of South Dakota School of Law. Fall 2020 OCI dates will be available in three rounds: **August 20-21**, **September 10-11** and **October 1-2**. All requests will be processed on a first come, first served basis.

CONTACT INFORMATION:

Employer Name: _____

Address: _____

Primary Contact: _____

Email Address: _____

Phone Number: _____

Website: _____

EMPLOYMENT INFORMATION:

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

Round I: August 20 & 21

Round II: Sept. 10 & 11

Round III: October 1 & 2

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

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

Do you prefer to interview in the: morning afternoon

TARGET AUDIENCE/EXPECTED START DATE:

2Ls For which terms? Fall 2020 (immediate) Spring 2021 Summer 2021

3Ls For which terms? Summer 2021 Fall 2021

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 School of Law Career Services Office (CSO) agree to abide by the [EEO/Non-Discrimination policies](#) of the University of South Dakota School of Law.

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

Signature: _____ **Date:** _____

All applicant materials will be sent to the primary contact noted above approximately ten days 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 Brian.Boyenga@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 Brian Boyenga, Director of Career Services at (605) 658-3546 or Brian.Boyenga@usd.edu.