Registering for On-Campus Interviews

Fill out the on-line registration form for Duke University to schedule your on-campus interviewing. A registration can be submitted for one office location or for multiple office locations.

1. Click on the **Student Recruiting** tab, click the **OCI Tools** sub-tab, then click on the **Register for OCI** left-side menu link to get to Duke University for on-line OCI+ registration.
2. Click **Continue**. Your employer’s contact information appears.
3. Make any changes needed in the fields provided.
4. Click **Update** to save your changes, if any.
5. Click **Continue** to continue to the first page of the school’s registration form.
6. To register for a single office, check the box next to the office location for which you want to register to interview. To register for multiple offices, check more than one of the boxes next to the office locations. Alternately you can submit a separate registration per office but each office will have to log in as that office that Duke has assigned in order to do that. Please speak to Duke University School of Law’s Career Services Department for that information if you have not received it.
   **If a location does not appear, it is likely that another of your offices has already registered for that office.**
7. If allowed by the school, you can allocate interviews for each office location for a multi-office registration by selecting a Yes option for *Would you like to specify a percentage of students for each office?*. Click the Yes, across all interviews to allocate the interviews to each office across all scheduled interviews. Click the Yes, for each schedule option to allocate interviews to each office per schedule, which will allow you to separate schedules (rooms) by office. Later you will be asked to specify the percentage of interviews per office for all interviews or for each schedule. Click No to indicate that interviews can be randomly split among the offices.
   **The system will permit you to set up one schedule for DC, and another schedule for Atlanta, with differing criteria and interviewing classifications.**
8. Select the number of days that you are requesting from the school to conduct on-campus interviews from the “How many days you wish to come on campus for drop-down list?”.
9. Check the boxes next to the student class years that you are interested in interviewing.
   **If a class year does not appear, then the school does not permit you to interview for that classification.**
10. If allowed by the school, select a radio button for *Would you like to specify a percentage of students from each class to indicate whether and how you want interviews allocated per student class year*. Select the Yes, across all interviews, if you want to allocate a percentage per class year for all scheduled interviews. OR Select the Yes, for each schedule, if you want to allocate a percentage per class year for each schedule (room). Select No, if you are only interviewing one class year or if you do not have a preference on the class year allocation.
11. Click **Continue** to go to the **General Information** screen.

Entering General Registration Information

Enter the registration details, including how many schedules (rooms) are needed per day, class year and office location allocations, contact information, interviewers, interview location, and requested materials.

1. If offered, enter the percentage of students that you want to interview per employer office location allocated across all interviews for this registration.
   **This option appears if you registered for multiple offices and indicated that you want to allocate students for each office location across all interviews on the previous screen.**
2. If offered, enter the percentage of students from each class that you would like allocated across all interviews for this registration.
This option appears if you chose more than one class year to interview and you selected that you want to allocate students per class year across all interviews on the previous screen.

3. Select the person who should be contacted in your office about the registration from the Primary Contact drop-down list.
4. Choose how many schedules (rooms) you need for interviewing for each day requested. Each schedule is for a specific room, so request one schedule for each interviewer (or team of interviewers) per day.

**For Multi-Office Registrations- If you would like separate schedules (rooms) for each office location that will be interviewing, select the appropriate number of schedules.

5. Check the boxes next to any additional offices with which you want to coordinate interview dates.
6. Click on a radio button to indicate whether you will interview candidates Alone or In Teams.
7. Enter the name(s) of the interviewers’ names and year of graduation if Duke alumni into the text box provided.

8. ** Duke DOES NOT ALLOW PRESCREENING (Transcripts, references and writing samples will be made available at the interview.)
9. Click Continue to get the Interview Dates screen.

**Selecting Interview Dates**

Specify 1 to 3 choices for preferred interview dates for the schedules you requested. The choices are made on one to three tabs – 1st Choice Dates, 2nd Choice Dates, and 3rd Choice Dates.

1. Select one of the schedules listed in the Select a Schedule drop-down list.

**The number of schedules listed depends on how many schedules you requested per day on the previous screen.

2. Select a date from the Interview Date drop-down list.

3. Select your preferred Start and End Interview Times from the drop-down lists.
4. Select a radio button to indicate whether you would like a Full Day, Half Day (am) or Half Day (pm) schedule.
5. If offered, specify the percentage of students that you want to interview for each office location for the selected schedule in the Offices boxes. Check the Separate box if you want separate schedules for the AM and PM sessions.

**This option will appear if you registered for multiple offices and indicated that you want to allocate students for each office location for each schedule on a previous screen.

6. If offered, specify the percentage of students per class year that you want to interview for the selected schedule in the Class Years boxes.

**This option appears if you chose more than one class year to interview and you selected that you want to allocate students per class year for each schedule on a previous screen.

7. Click Update to save your choices.
8. Repeat these steps for each schedule in the Select a Schedule drop-down list.
9. Click the 2nd Choice Date tab, if available and repeat these steps again for all schedules.
10. Click the 3rd Choice Date tab, if available and repeat these steps again for all schedules.
11. Click Next> to save your choices and continue to the Hiring Criteria screen.

**The Next> option only appears after a date is chosen for each interview day – for at least one schedule per day.

**Defining Hiring Criteria**

1. If you are registering for multiple office locations, the Applies To list box with the office locations appears in the top right corner. Select one or more (hold the Ctrl key) locations to which this hiring criteria applies (defaults to all offices selected). If you are registering for a single location, it
is automatically assigned. **At least one location must be chosen and be sure to scroll down to see all locations.**

2. Select Preferred or Required from the drop-down box for any hiring criteria listed that you want to include. Enter values for Minimum class ranking and Minimum GPA, if applicable. Select one or more options from the list boxes for Foreign Language, Advanced Degree, and Undergraduate Degree, if applicable.

3. Enter a description of the job being offered and any additional hiring criteria for the job in the Job Criteria/Description text box.

4. Check the Position Unpaid box, if the position for which you are interviewing is does not offer any compensation.

5. Click Update to save your entries and enter another set of criteria or Next> to save the criteria and continue to the Registration Summary screen.

**Each set of criteria entered is saved with the name Hiring Criteria # (where # is a sequential number).**

Attaching Messages

You can communicate with Duke about your registration using the message function on the Registration Summary screen.

1. Click Attach Message at the bottom of the registration form to send additional messages to the Duke that cannot be conveyed in the registration itself. Duke will be able to respond and communicate with you through these attached messages.

**An Attachment (paper clip) icon appears on the Registration Status screen next to the name of Duke when there is a message attached to a registration.**

2. You will also be able to view the message history at the bottom of the Registration Summary screen. If Duke sends you a message, it appears in the history list with a check box next to it. Check the box and click Mark as Read to indicate that you have read the message.

**A list of registrations with unread messages can be accessed via the Unread Messages link on the Registration Summary Statistics screen that is displayed when any of the Primary or Secondary Navigation Bar tabs are selected.**

Editing Registrations

Registration information can be changed at the end of the registration process from the Registration Summary screen. Once the initial registration is completed, the Registration Summary screen can be accessed again using the [Student Recruiting] – [OCI Tools] – [Register for OCI] or [Student Recruiting] – [Campus Planner] – [Registration Status] menu options.

**You may not edit a registration once it has been Accepted by the law school.**

1. Click Edit Registration at the bottom of the completed registration form.

**This option will not appear once the registration is Accepted by the law school.**

2. The following list of links appears that allow you to edit the appropriate information:

- Edit general details
- Edit existing schedules/hiring criteria
- Add office(s) to the registration
- Remove office(s) from the registration
- Change how office percentages are represented
- Add class year to the registration
- Remove a class year from the registration
- Change how class year percentages are represented
- Increase the number of days
3. Click **Edit general details** to change the percentage of students allocated to each office or class year across all interviews, primary contact, number of schedules for each day, length of interviews, offices with which to coordinate schedules, materials requested, or interview location. Click **Next Continue** to save your changes and go to the Interview Dates screen.

4. Click **Edit existing schedule/hiring criteria** to change your preferred schedule dates, interview start, end and length times, break times, and percentage of students allocated to each office or class year for each schedule. Click **Next Continue** to get the Hiring Criteria screen and change the preferred or required criteria for your employer.

5. Click **Add office to the registration** to add additional office locations to the registration. **If percentages are allocated per office, then the General Information or Interview Dates screen appears, so you can adjust your percentages per office.**

6. Click **Remove office from the registration** to remove a selected office from a registration form. **If percentages are allocated per office, then the General Information or Interview Dates screen appears, so you can adjust your percentages per office.**

7. Click **Change how office percentages are represented** to change the whether you want to allocate students per office location **Across all interviews, For each schedule, or not at all (Don’t Specify a Percentage).** **If percentages are allocated per office, then the General Information or Interview Dates screen appears, so you can adjust your percentages per office.**

8. Click **Add class year to the registration** to add an additional class year to your registration form. **If percentages are allocated per class year, then the General Information or Interview Dates screen appears, so you can adjust your percentages per class year.**

9. Click **Remove a class year** from the registration to remove a class year from your registration. **If percentages are allocated per class year, then the General Information or Interview Dates screen appears, so you can adjust your percentages per class year.**

10. Click **Change how class year percentages are represented** to change the whether you want to allocate students per class year **Across all interviews, For each schedule, or not at all (Don’t Specify a Percentage).** **If percentages are allocated per class year, then the General Information or Interview Dates screen appears, so you can adjust your percentages per class year.**

11. Click **Increase the number of days** to add additional days to your interview schedule. Click **Update** and the General Information screen appears so you can specify the number of schedules per additional day, then click **Continue** to get the Interview Dates screen appears to select your preferred dates for the additional schedules. Click **Update** to save your selections for each new schedule.

### Submitting the Registration

The completed registration form must be submitted to Duke University for **review and acceptance**. Duke Career Services may not view your online registration form until you are prepared for them to view it. Do not submit the registration until you are ready for the school to review it, and it will remain in the **Unsent** status for your firm’s viewing only.

1. Click **Submit** when the registration form is complete and ready to be reviewed by the Duke. **This option will not appear if you have already submitted the registration to Duke.**

2. An email is sent to Duke notifying the registration administrator that your registration has been submitted.

3. Duke reviews the registration using the OCI+ application and accepts the registration or returns it for changes. The registration remains in **Pending** status until it is **Accepted** or **Returned** by the school. The status changes to **Scheduled** when the school publishes the final registration schedule. The person designated as your employer’s primary contact receives an email from the school when the registration status is changed to **Returned**, **Accepted**, or **Scheduled**.
Viewing Registration Schedules

View your on-campus interview registration schedules that have been published by Duke. The schedules are available when the status of a registration is *Scheduled*.

**Registration schedules contain the final interview dates, time slots, and locations, but do not have students assigned to time slots yet.**

1. Click on the **Student Recruiting** tab, click the **OCI Tools** sub-tab, then click on the **Review OCI Schedules** left-side menu link to get a summary of your interview schedules.
2. To print the schedule summary, right-click on the screen and select the **Print** option.
3. To copy the schedule summary to Word or WordPerfect, highlight the information you want to copy and hit the Ctrl-C keys (together) to copy then click on the document and hit the Ctrl-V keys (together) to paste the information.
4. Click on Duke’s name link to see the details for that schedule, including available interview locations and times.
   **After students have been scheduled, this screen contains the student name for each interview slot and allows you to review information about the student.**

Viewing Final Schedules

**Using OCI (On-Campus Interview) Tools**

Click on the **Student Recruiting** Tab from the Primary Navigation Bar. Click on the **OCI Tools** sub-tab in the Secondary Navigation Bar, which has the following options in the Left-side menu:

- Register for OCI
- Review OCI Schedules
- Review Waitlist Students
- View Selected Documents

**Reviewing Waitlisted Students**

Sometimes prior to publishing the final schedule for an employer, Duke may try to fill empty interview slots from waitlisted students. Wait listed students are students who bid for an employer, but did not get selected for an interview. Employers can review waitlisted students and work with the school to get selected students added to the interview schedule.

1. Click on the **Student Recruiting** tab, click the **OCI Tools** sub-tab, then click on the **Review Waitlist Students** left-side menu link to review the students that bid to interview with your employer, but were not selected for an interview or as an alternate.
2. Select Duke for which you would like to review waitlisted students from the **View waitlist for drop-down list.**
   **Duke would have published their list of students who bid for your employer.**
3. Click **Academic Preference** to select students by Interviewing Year, Year in School, Graduate Degree, Undergraduate Degree, Legal Activities, Non-Legal Activities, Foreign Languages, or Program Type.
4. Click [Work Preference] to select students by their Home Town/State, Preferred City/State, Preferred Population Size, Preferred Employer Size, or Preferred Areas of Practice.

**For employers using the multi-office application the Preferred City/State fields are changed to Top Ranked City and Will Work In City, which are compared to the student’s office location preferences specified when they bid for your employer. Normally, the Preferred City/State fields are compared to the city/state preferences specified in the student’s profile.**

5. Click [Sort Criteria] to sort the candidates alphabetically by Last Name or First Name, by Year in School or Graduation Date in Ascending or Descending order.

6. Click on [Generate Student List] when you have finished specifying your selection and sort criteria. A list of students appears with the students that match your selection criteria on top and those that do not match listed below in gray shading. The following options are available from the [Waitlisted Students] screen:

   a) Click the [View Resume] (page) icon to view a student’s resume in Acrobat Reader format.

   b) To view or print multiple resumes and other documents, check the boxes in the Print Documents column next to selected student names for the documents you want to print. Click [Select All] to check all documents for all students. Choose a radio button for the document format – PDF or Zip - and click [Documents Only] or [Documents w/ Cover Letters]. Click the [Edit Ranking/Comments] (page) icon to view your comments about the student, if you entered any during the prescreening process.

   c) Click the [Email] (envelope) icon to send the student an email.

      ▪ Enter additional addresses in the CC and BCC text boxes, if any.

      ▪ Enter a Subject and Message.

      ▪ Click [Submit] to send the email.

   d) Click [Select Users to Email] to get a screen that allows you to select which students you want to email.

      ▪ Check the boxes next to the students you want to email.

      ▪ Select [Email Selected Students].

      ▪ Enter a Subject and Message.

      ▪ Click [Submit] to send the email.

**Viewing Final Schedules**

Final schedules are published to the employer by Duke after the students have signed up for interview slots during the prescreening process or after students have been assigned to schedules using the automated OCI+ scheduler. Once your final schedule has been published by Duke, an e-mail will automatically be sent to your employer’s primary contact an email notifying them that schedules may now be viewed.

1. Click on the [Student Recruiting] tab, click the [OCI Tools] sub-tab, then click on the [Review OCI Schedules] left-side menu link to get a summary of your interview schedules.

2. Click [View by School].

3. To print the schedule summary, right-click on the screen and select the Print option.

4. To copy the schedule summary to Word or WordPerfect, highlight the information you want to copy and hit the Ctrl-C keys (together) to copy then click on the document and hit the Ctrl-V keys (together) to paste the information.

5. Click on the Duke link to see the details for that schedule, including interview slots and students assigned to each slot. The following options are available on the Schedule Details screen:

   **Note: Any time a candidate changes their schedule information, your firm will see the real time update.**

   a) Click the [Resume] (page) icon to view the student’s resume in Acrobat Reader format.
b) Click the Transcript (page) icon to view a student’s transcript in Acrobat Reader format.

c) Click the Writing Sample (page) icon to view a student’s writing sample in Acrobat Reader format.

d) Click the References (page) icon to view a student’s references in Acrobat Reader format.

e) To view or print multiple resumes and other documents, check the boxes in the Print Documents column next to selected student names for the documents you want to print. Click Select All to check all documents for all students. Choose a radio button for the document format – PDF or Zip - and click Documents Only or Documents w/ Cover Letters.

f) Click the Email (envelope) icon to send the student an email.
   - Enter additional addresses in the CC and BCC text boxes, if any.
   - Enter a Subject and Message.
   - Click Submit to send the email.

g) Click Select Users to Email to get a screen that allows you to select which students you want to email.
   - Check the boxes next to the students you want to email.
   - Select Email Selected Students.
   - Enter a Subject and Message.
   - Click Submit to send the email.

Troubleshooting

Common Problems and Solutions

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>I do not know how to separate schedules for a multi-office registration</td>
<td>Be sure to select the correct cities for which you plan to interview. Choose the number of schedules/rooms that you need for interviewing. Check the option that asks if you would like to separate the percentage of candidates for each location. The system will prompt you to complete the necessary information with the breakdowns.</td>
</tr>
<tr>
<td>I have two schedules on one day, with 100% for one office and 100% for the other.</td>
<td>When the system asks the percentage breakdown for each schedule, select 100% for the one office in Schedule 1 and 0% in the other. For the Schedule 2, place 0% in one schedule and 100% in the other.</td>
</tr>
<tr>
<td>I do not know if I have Adobe Acrobat.</td>
<td>Click on your Start menu at that bottom left hand corner of the screen. Find Programs and scroll over to Adobe Acrobat Reader in your list of Programs. If it does not appear then you will need to download it. (See Below)</td>
</tr>
<tr>
<td>I do NOT have Adobe Acrobat Reader.</td>
<td>Log onto the <a href="http://www.adobe.com">www.adobe.com</a> website and download the Adobe Acrobat Reader for free.</td>
</tr>
<tr>
<td>I am getting a blank screen when I try to view the resumes.</td>
<td>Open your Adobe Acrobat Reader. Go up to File and down to Preferences. Select General and uncheck Web Browser Integration.</td>
</tr>
</tbody>
</table>
Frequently Asked Questions:

1. Q.) Can each of my employer contacts share a Member ID and Password for eAttorney?
   A.) No. It is not recommended that you share Member ID and Passwords for confidentiality reasons. It can also be problematic if several contacts log in at the same time with the same Member ID and Password.

2. Q.) What if I need to change information at eAttorney?
   A.) You may edit or update any of your information at any time. However, once a registration has been accepted by Duke, you may no longer edit the registration.

3. Q.) What kind of IT support will the system require from our firm?
   A.) NONE. Because the system is completely web-based, it will not require any IT assistance from your firm. However, you may need assistance to download Adobe Acrobat or to acquire the Internet Explorer browser.