

# UNIVERSITY OF IOWA COLLEGE OF LAW

## SYMPPLICITY – OCI SIGN-UP INSTRUCTIONS

**STEP 1:** Go to <http://www.law.uiowa.edu/oci/students.php>

**STEP 2:** Type in your Hawk Id and password.

**STEP 3:** Click the Profile Tab in the taskbar and enter in all pertinent data. (You must fill out all fields marked with a red asterisks or you will not be able to advance through the system.) Be sure to select the correct class year (L1, L2, or L3).

**STEP 4:** Click the Documents Tab in the taskbar (this is where you will upload your résumé(s), transcript, and cover letters).

To upload your résumé (or other documents), click the “+Add New” button. Select the type of document you are uploading (résumé, cover letter or transcript) and name the document (e.g. Public Interest Résumé or Corporate Résumé).

Click the “Browse” button, go to the appropriate folder and select your document produced with Word, WordPerfect or Adobe PDF and hit save. Please make sure your résumé does not have any blank pages before you upload. After a few moments your résumé will be converted and uploaded as an Adobe PDF.

**MAC USERS:** Career Services recommends that you transfer your résumés and other documents to PC-based software because sometimes the MAC version of Word does not format correctly.

**STEP 5: Now you are ready to Bid for Employers!** Please note that you will not be able to bid for employers unless 1) you have uploaded a résumé and made it your default résumé, and 2) the bidding process has commenced.

Bid by going to the OCI tab in the taskbar. You will only see employers who are actively interviewing for your class year (i.e., a 3L will not see an employer who is only looking for 1L or 2L students).

In the far right column you must enter a bid for each employer you select by using the small drop down window. To remove a number, click on the drop down menu, look for the blank line that precedes the number one, and select it. This will remove the bid from that employer, and then you may then re-number your bids.

**HAPPY JOB HUNTING!**