Please contact Mark Kleinschnittger, Manager of Recruitment & Operations, at kleinscm@bc.edu or 617-552-1192, with any questions about using SAGE to register for Summer OCI at BC Law.

Login to SAGE or Register for a New Account

- Website - https://law-bc.12twenty.com/Hire
- If you forgot your password, please use the “Reset your Password” link on the SAGE homepage.
  
  Hint: If you have a 12Twenty account with another law school, the same username & password will work on SAGE.
- If you don’t yet have an account, please use the [Employer Sign Up] button on the SAGE homepage.

Register for OCI (Part 1)

Please note that any of your registration preferences can be adjusted at a later date. To do so, please email Mark.

- [+ Register] - Select the [+ Register] button on the [Home] tab.
- OCI Round - Select “2019 Summer On-Campus Interview (OCI) Program”
- Interview Date Preferences - Program dates are August 5, 6, 7 and 8. Please select one (or more, ideally) dates that work for you. As your recruiting calendar becomes clearer down the road, please feel free to contact Mark to discuss alternate dates. With interview space limitations in mind, we are happy to accommodate date change requests where possible.
- # of Total Interview Slots - A full schedule (9 AM to 5 PM) of 20-minute interviews is 20 interviews. The total # of interviews can be adjusted later in the process upon request.
- Visitation Description - Please note any specific schedule preferences you have here. For example, “End interviews by 3 PM” or “25 minute interviews with a 5 minute break between each interview”.
- [Next] - Important: Click the [Next] button to proceed to the “Create Job Posting” portion of OCI Registration (Part 2).

Create Job Posting (Part 2)

- Job Title - This should be the job title for which students will apply (e.g. “2020 Summer Associate”).
- Location Type - Select “Specify Location(s)” and then add all cities for which you plan to consider hiring candidates.
- Job Description - We encourage you to use this field to describe the position, ideal candidate, hiring criteria and anything else you would like the candidate to know about the job. You can also use the [Attachments] button to include additional info.
- Application Document Requirements - Important: Use the “Is Required?” checkbox to make an application document required (i.e. Students will not be able to apply without submitting those documents). If you want to make an application document optional (e.g. cover letter), please leave the box unchecked. If you do not want candidates to submit a certain document type (e.g. references, cover writing sample), please use the [x] button to delete a document.
- Who Can View & Apply - This is how you target your applicant audience. Please use the law school year (e.g. 2Ls, 3Ls) to make your selections. The graduating class year (e.g. Class of 2021) will be updated in late May. So if you register before then and want to interview Class of 2021 students who will be rising 2Ls, please select the “Class of 2020 (2Ls)” option.