



# **MyCareer:**

**How to Create an  
Employer Account**

**&**

**Register for  
On-Campus Interviews**

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# CREATE YOUR ACCOUNT

1. Click on [MyCareer](#)
2. Sign up on the **Employer portal**, by clicking on “Sign Up” button.

OSGOODE | YORK UNIVERSITY MyCareer Powered by 12Twenty

**Welcome Back!**  
Login with your 12Twenty account to start connecting with qualified candidates from York

Email Address

Password

**Log In**

[Forgot Password?](#)

Not registered yet? **Sign Up**

3. **Complete the sign up form to create an account.** Your company name may pop up when you begin to type. If it already exists in our database please go ahead and select the name. If your company name has changed or is incorrect, please proceed to type in the correct information to override the old information.

OSGOODE | YORK UNIVERSITY MyCareer

**Welcome to MyCareer!**  
We're glad you are joining us! Get started by creating an account.

First Name\*  Last Name\*

Email Address\*

Password\*

Confirm Password\*

Company\*

Job Title\*

Phone Number\*

I agree to the Terms of Service and Privacy Policy.\*

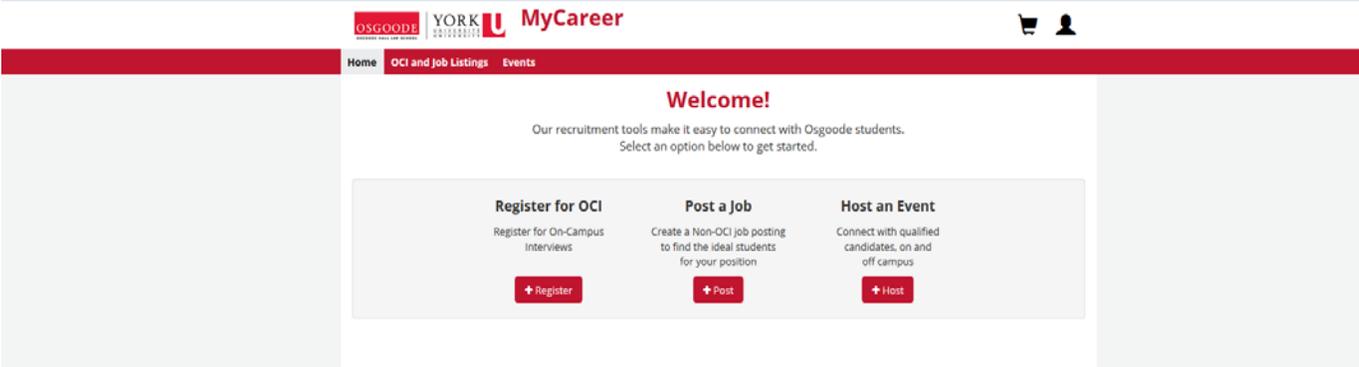
**Create Account**

- Minimum 8 characters
- An uppercase letter
- A lowercase letter
- A special character (!@#\$%^&\*)
- A number
- Example: ThisSchool105

4. Once you click Create Account, your **employer registration is now pending approval** from by our office. You will receive an email updating you of the status.

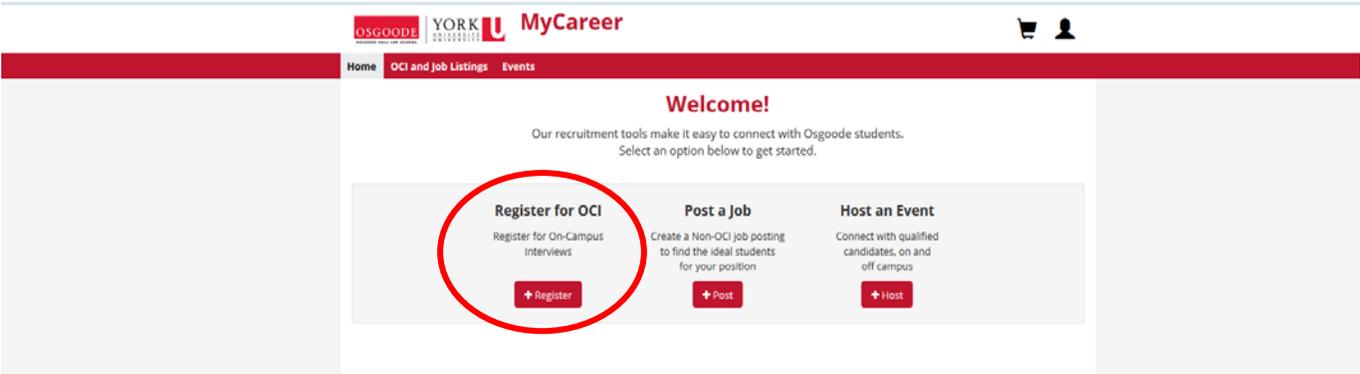
# REGISTER, POST, OR HOST!

Welcome! This is the landing page where you may now choose to request **registration for OCIs**, **post a job** or **advertise an event**.



## STEP 1 - REGISTER FOR ON CAMPUS INTERVIEWS (OCIs)

To sign up for OCIs click on “Register for OCI” button.



On the registration page you will see **important information about the OCI process**. Please **read and complete the following form**. When the registration form is submitted, it will be pending approval from our office.



[Home](#) [OCI and Job Listings](#) [Events](#)

## Register for On-Campus Interviews

**REGISTRATION INFORMATION:**  
Interviews will be held on Thursday October 13th & Friday October 14th 2016. If a firm/office registers for two teams, then the first team will interview on the 1st day and the second team on the 2nd day. If a firm/office registers for three teams, then the two will interview on the 1st day and one team on the 2nd day. If a team registers for four teams, then two teams will interview on each day. If you are sending less than two teams you will interview on either day one or two. You may indicate your preference of day in the "Preferred Interview Date and Time" section, however, due to scheduling and space constraints we are not able to guarantee your request. We will confirm your assigned date upon confirmation of registration.

**OTHER DETAILS:**

1. The OCI Contact should be the person who will be engaging with this system and handling all correspondences throughout the OCI process. This is the person we will send all emails to regarding the process. If you wish to have another person copied, please include their name and email address in the additional information area.
2. Please indicate how many teams you will be sending in the "Additional Information" section **(1/2 Team - 10 interviews \$750) (1 Team- 20 interviews \$1000) (2 Teams- 40 interviews \$1500) (3 Teams- 60 interviews \$2000) (4 Teams - 80 interviews \$2500)**
3. SPIAP: Please indicate in the Additional Information section if you would like to participate in SPIAP and when you would like students to express interest in the a) Cover letter b) OCI Interview c) November interview week d) Offer time

Please make all cheques payable to: Osgoode Hall Law School of York University.  
All payments should be directed to:  
**Nadine Reid-Warren, Recruitment Coordinator,**  
**Osgoode Hall Law School of York University,**  
**4700 Keele Street, Toronto, ON M3J 1P3**

### OCI Details

Employer*	<input type="text" value="Test Employer #1"/>
Job Title*	<input type="text" value="Test Employer Summer Student 2017"/>
Job Phase	<input type="text" value="Summer Job"/>
OCI Round* ⓘ:	<input type="text" value="Toronto On Campus Interviews"/>
Round Timeline:	<input type="text" value="-- Please Select a Round --"/>
Period	<input type="text" value="New York OCIs in Toronto"/>

Job Phase

OCI Round\*

Round Timeline:

Period	Start Date & Time	End Date & Time
Employer Registration Period	5/24/2016, 12:00 AM	6/17/2016, 5:00 PM
Student Application Period	7/18/2016, 12:00 AM	8/22/2016, 5:00 PM
Employer Decision Period	8/25/2016, 12:00 AM	9/15/2016, 5:00 PM 9:00 AM

### Interview Date and Time Preferences

*Preferred Interview Dates cannot be the same.*

First Choice \*

Second Choice

Third Choice

### Interview Preferences

# of Total Interview Slots\*

# of Interview Rooms Needed\*

Length of Interview\*

### Additional Information

Visitation Description

Special Request

**Interview Preference**

**# of Total Interview Slots** - is the total amount of interviews slots required (i.e. 2 teams = 40 interview slots)

**# of Interview Rooms Needed** - is the number of total booths required (i.e. 1 team = 1 room, 2 teams = 2 rooms, 3 teams = 3 rooms, 4 teams = 4 rooms)

**Length of Interview** = 20 minutes  
(i.e. 17 minutes + 3 minutes for notes)

**Register for On-Campus Recruiting**

Would you like to submit your request for approval now?

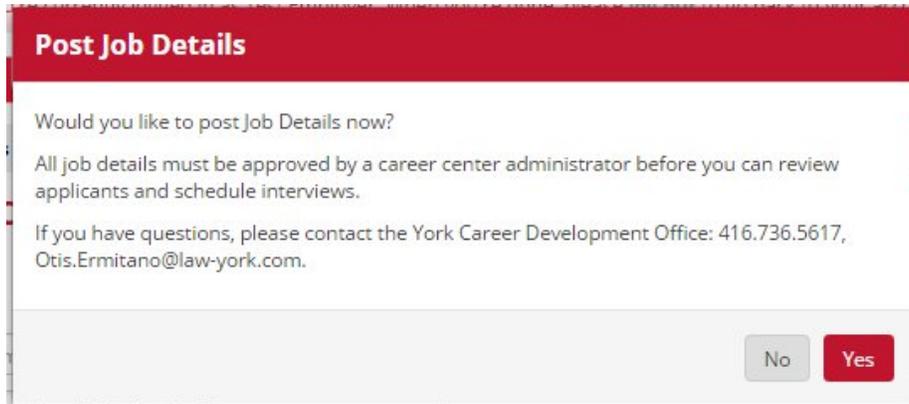
All on-campus recruiting events must be approved by a career center administrator before you can review applicants and schedule interviews.

If you have questions, please contact the York Career Development Office: 416.736.5617, Otis.Ermitano@law-york.com.

# STEP 2 – CREATE A (OCI) JOB POSTING

Once your registration is submitted, an associated post containing job detail information should be created. **This is a formal posting for OCIs viewable by students.** Feel free to use the same posting submitted through the ViDesktop Portal. The posting is then submitted to our office for approval.

If for any reason you are not prepared to complete the job posting form at this time, you may log back in at any time and update your registration with a posting.



**Post Job Details**

Would you like to post Job Details now?

All job details must be approved by a career center administrator before you can review applicants and schedule interviews.

If you have questions, please contact the York Career Development Office: 416.736.5617, [Otis.Ermitano@law-york.com](mailto:Otis.Ermitano@law-york.com).

### Job Details

**Employer\***

**Job Title\***

**Job Phase**

**Type of Job**

**Location\***

**Preferred Years of Experience**

**Interview Format**

### Job Dates

**Application Begins On\***

**Application Deadline\***

**Anticipated Job Start Date**

Format: MM/DD/YYYY

### Primary Job Contact

**Name\***   
 Make Visible to Students

**Title\***   
 Make Visible to Students

**Email\***   
 Make Visible to Students

**Phone\***   
 Make Visible to Students

**Address\***   
 Make Visible to Students

**Is Alumnus**  Yes  No

**It is important that make this informaton visable to students.**

**This will let them know to whom and where their applications should be addressed**

### Target Audience

**Work Auth Requirement**

### Who Can Apply

Please select which student groups can see and apply to this job.

**Student Group\***

**Select all**

Current JD/Joint Students

All System Users

### Who Can Apply

Please select which student groups can see and apply to this job.

#### Student Group\*

Students Eligible for 2L Summer Recruitment

Search

Select all

Current JD/Joint Students

All System Users

Students Eligible for 1L Summer Recruitment

Students Eligible for 2L Summer Recruitment

Students Eligible to Article

1L JDs

2L JDs

3L JDs

JD Alumni

Please select "Students Eligible for 2L Summer Recruitment". This will include all students eligible for the OCI Process.

### Application Method(s)\*

Which application method(s) would you like to require? At least one is required.

Apply via This Site (MyCareer)\*

Yes  No

Apply via External Website

Yes  No

Apply via This Site: YES IS AUTOMATICALLY CHOSEN

Apply via External Website: INCLUDE THE ViLAW PORTAL ADDRESS OR ANY OTHER PREFERRED WEBSITE ADDRESS FOR YOUR EXTERNAL COLLECTION

Format: <http://www.sampleurl.com>

asdasdasd

## Attachments

No files selected.

Allowed file types are : Any

or drag & drop files here to upload

## Application Document Requirements

Request or require students to submit below documents when applying to this job:

- |                                                  |                                                           |
|--------------------------------------------------|-----------------------------------------------------------|
| <input checked="" type="checkbox"/> Resume       | <input checked="" type="checkbox"/> Require this document |
| <input checked="" type="checkbox"/> Cover Letter | <input checked="" type="checkbox"/> Require this document |
| <input checked="" type="checkbox"/> Transcript   | <input checked="" type="checkbox"/> Require this document |
| <input type="checkbox"/> Writing Sample          | <input type="checkbox"/> Require this document            |
| <input checked="" type="checkbox"/> Other        | <input checked="" type="checkbox"/> Require this document |

For required documents not included in the list, you may use the "other" box and type a description in the provided box.

## Submit Job Posting

Would you like to submit this job posting for approval now?

All job details must be approved by a career center administrator before you can review applicants and schedule interviews. If your job details have not been finalized, you can return to this page at any time to make changes or submit.

If you have questions, please contact the York Career Development Office: 416.736.5617, Otis.Ermitano@law-york.com.

Until your job posting has been approved by Osgoode Career Development Office, it will remain in a "Pending" status.

The screenshot displays the MyCareer portal interface. At the top, the Osgoode and York University logos are visible alongside the 'MyCareer' title. A navigation bar includes 'Home', 'OCI and Job Listings', 'Candidate Search', and 'Events'. The main content area is titled 'Test Attorney' and shows a progress bar with five steps: 1. REGISTRATION (Pending Approval), 2. JOB POSTING (Pending Approval, circled in red), 3. TIME SLOTS, 4. APPLICANTS (0), and 5. SCHEDULE. Below the progress bar, a 'Job Posting Status' box indicates 'Pending Approval' with an 'Edit' button. The 'Job Details' section lists: Type of Job (Job), Location (Toronto - ON - Canada), Preferred Years of Experience (5), and Interview Format (In Person Interview). The 'Job Dates' section lists: Application Begins On (5/20/2016, 1:50 PM), Application Deadline (5/20/2016, 1:55 PM), and Anticipated Job Start Date (7/4/2016). On the right, the 'Primary Job Contact' section lists Jane Doe, Head Legal Recruiter, with contact information: recruiterjanedoe@testingforYork.com, 555-555-5555, and 123 Someplace, Anytown XX 123 456. A 'Target Audience' section is also present at the bottom right.

**OSGOODE** | **YORK U** **MyCareer**

Home OCI and Job Listings **Candidate Search** Events

### Test Attorney

Action ▾  
Duplicate

Test Company  
Application Deadline: 5/20/2016, 1:55 PM  
Interview Date: --  
Employer Decision Deadline: 5/20/2016, 2:00 PM

**1** REGISTRATION Pending Approval **2** JOB POSTING Pending Approval **3** TIME SLOTS **4** APPLICANTS (0) **5** SCHEDULE

Job Posting Status: Pending Approval. You will be notified when this posting has been reviewed. Edit

#### Job Details

Type of Job	Job
Location	Toronto - ON - Canada
Preferred Years of Experience	5
Interview Format	In Person Interview

#### Job Dates

Application Begins On	5/20/2016, 1:50 PM
Application Deadline	5/20/2016, 1:55 PM
Anticipated Job Start Date	7/4/2016

#### Primary Job Contact

Jane Doe  
Head Legal Recruiter  
recruiterjanedoe@testingforYork.com  
555-555-5555  
123 Someplace, Anytown XX 123 456

#### Target Audience

# STEP 3 – EMPLOYER BOOTH ASSIGNMENTS

At this stage you will be assigned a booth number(s) along with the number of slots you have registered.



Home OCI and Job Listings Events

## recruitment

Action ▾

**Test Employer #1**  
Summer Job | Application Deadline: 8/22/2016, 5:00 PM  
Interview Date: 10/13/2016, 10/14/2016  
Employer Decision Deadline: 9/15/2016, 5:00 PM

1 REGISTRATION **Active** 2 JOB POSTING **Approved** **3 TIME SLOTS **Complete**** 4 APPLICANTS (0) 5 SCHEDULE

Interview Date and Time Preferences	Interview Preferences	Visit Details
1. Thursday, October 13, 2016, 9:00AM 2. Friday, October 14, 2016, 9:00AM	# of Total Interview Slots 40 # of Interview Rooms Needed 1 Length of Interview 20	2. teams 3. no SPIAP

**Booth #1 10/13/2016, 9:00AM - 5:00PM**  
Seats: 3, Equipment:

Interview Time	Slot Notes
----------------	------------

**Booth #1 10/14/2016, 9:00AM - 5:00PM**  
Seats: 3, Equipment:

Interview Time	Slot Notes
9:00AM - 10:00AM	Rotational Team 1 - First 30 Minutes
10:00AM - 11:00AM	Rotational Team 2 - First 30 Minutes
11:15AM - 12:15PM	Rotational Team 3 - First 30 Minutes
12:15PM - 1:15PM	Rotational Team 4 - First 30 Minutes
2:00PM - 3:00PM	Rotational Team 5 - First 30 Minutes
3:00PM - 4:00PM	Rotational Team 6 - First 30 Minutes

**Booth #2 10/13/2016, 9:00AM - 5:00PM**  
Seats: 3, Equipment:

Interview Time	Slot Notes
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# STEP 4 – RETREIVING STUDENT APPLICATIONS

## \*\*\*OPTIONAL\*\*\*

Once everything has been approved, and students begin applying, applications may be retrieved via “OCI and Job Listings” tab. This step is optional and only offers the employer another means to review applications.

**MyCareer**

Home **OCI and Job Listings** Candidate Search Events

### My OCI and Job Listings

All OCI Job Listings [+ Post a Job](#) [+ Register for OCI](#)

1. To Post a Job without an On-Campus Interview, click "+ Post a Job" button on the top right.  
2. To Post a Job with an On-Campus Interview, click "+ Register for OCR" button on the top right.  
3. Click on any job title in the list below to view more details about the job posting.

Type of Job: All OCI or Job Listings: All Student Group: All Job Status: All  
[x Clear Filters](#) [Q Get Results](#)

Status Registration

Job Title	Job Phase	OCI or Job Listing	OCI Request Status	Job Status	Applicants
<b>Test Attorney</b> Test Company   Toronto - ON - Canada Application Deadline: 5/20/2016, 1:55 PM		On Campus	Active	Application Closed	5 applicants

First Previous 1 Next Last

To retrieve the applications, click on the OCI job posting name (under the “Status” tab). It will bring you to this screen.

**MyCareer**

Home **OCI and Job Listings** Events

## Test - Toronto OCI Job Posting

Action ▾

Test Employer #1  
Application Deadline: 6/8/2016, 4:00 PM

**1** JOB POSTING Application Open **2** APPLICANTS (1)

Applicant Work Authorization: All Action ▾

Applicant	Contact	App
<input checked="" type="checkbox"/> <input type="star"/> Jacquilynne Schlesier JD - Winter 2017 Permanent Work Authorization	jacquilyneschlesier...	Resume 5/29/

- Download Selected Resumes (1)
- Download All Resumes
- Download Selected Application Packages (1)
- Download All Application Packages
- Export Applicant Data

# STEP 5 – INTERVIEW DECISIONS

The following Interview decisions can be made:

- a. Extend interview
- b. Alternate
- c. Not selected

**Manage Interview Decision**

Decision: -- Select a Decision --  
-- Select a Decision --  
Extended Interview  
Alternate  
Not Selected

Cancel Save

Home OCl and Job Listings

## Test Attorney

**Test Company**  
Application Deadline: 5/20/2016  
Interview Date: 5/23/2016  
Employer Decision Deadline: 5/20/2016, 2:05 PM

1 REGISTRATION **Active** 2 JOB POSTING **Application Closed** 3 TIME SLOTS **Complete** **4 APPLICANTS (5)** 5 SCHEDULE

Review job applicants in the list below. You may extend interview invitations, confirm interview decisions, and notify applicants.

**Interview Roster:** 0 of 5 Interview Slots Filled | 0 Alternates **Confirm**

Applicant Work Authorization: All **Action**

<input type="checkbox"/>	Applicant	Contact	Application	Interview Decision	Student Decision
<input type="checkbox"/>	York Test Test Student 1 <i>JD - Fall 2019</i>	teststudent1@testing..	5/20/2016, 2:02 PM	Pending ✓	--
<input type="checkbox"/>	York Test Test Student 2 <i>LLM OPD - FT - Fall 2017</i>	teststudent2@testing..	5/20/2016, 2:02 PM	Pending ✓	--
<input type="checkbox"/>	York Test Test Student 3 <i>JD - Winterim 2018</i>	teststudent3@testing..	5/20/2016, 2:02 PM	Pending ✓	--
<input type="checkbox"/>	York Test Test Student 4 <i>JD - Fall 2019</i>	teststudent4@testing..	5/20/2016, 2:02 PM	Pending ✓	--
<input type="checkbox"/>	York Test Test Student 5 <i>JD - Joint - Fall 2019</i>	teststudent5@testing..	5/20/2016, 2:02 PM	Pending ✓	--

OSGOODE | YORK UNIVERSITY MyCareer

Home OCI and Job Listings Candidate Search Events

## Test Attorney

Action ▾

**Test Company**  
 Application Deadline: 5/20/2016, 1:55 PM  
 Interview Date: 5/23/2016  
 Employer Decision Deadline: 5/20/2016, 2:09 PM

1 REGISTRATION **Active** 2 JOB POSTING **Application Closed** 3 TIME SLOTS **Complete** 4 APPLICANTS (5) 5 SCHEDULE

Review job applicants in the list below. You may extend interview invitations, confirm interview decisions, and notify applicants.

Interview Roster: 3 of 5 Interview Slots Filled | 1 Alternates **Confirm**

Applicant Work Authorization: All Action ▾

<input type="checkbox"/>	Applicant ⇅	Contact	Application ⇅	Interview Decision ⇅	Student Decision ⇅
<input type="checkbox"/>	York Test Test Student 1 <i>JD - Fall 2019</i>	teststudent1@testing..	5/20/2016, 2:02 PM	Extended Interview ✎	--
<input type="checkbox"/>	York Test Test Student 2 <i>LL.M OPD - FT - Fall 2017</i>	teststudent2@testing..	5/20/2016, 2:02 PM	Not Selected ✎	--
<input type="checkbox"/>	York Test Test Student 3 <i>JD - Winterim 2018</i>	teststudent3@testing..	5/20/2016, 2:02 PM	Alternate (1) ✎	--
<input type="checkbox"/>	York Test Test Student 4 <i>JD - Fall 2019</i>	teststudent4@testing..	5/20/2016, 2:02 PM	Extended Interview ✎	--
<input type="checkbox"/>	York Test Test Student 5 <i>JD - Joint - Fall 2019</i>	teststudent5@testing..	5/20/2016, 2:02 PM	Extended Interview ✎	--

Once all interview decisions have been made, the interview decisions are finalized by clicking on the “Confirm” button.

### Confirm Decisions

Once you confirm the interview list, you will no longer be able to change interview decisions.

Cancel **Confirm**

Student resumes and/or application packages (PDF of all student application documents) may be downloaded by clicking on the “Action” button.

## Test Attorney

Action ▾

### Test Company

Application Deadline: 5/20/2016, 1:55 PM  
Interview Date: 5/23/2016

Employer Decision Deadline: 5/20/2016, 2:09 PM

1 REGISTRATION **Active** 2 JOB POSTING **Application Closed** 3 TIME SLOTS **Complete** 4 APPLICANTS (5) 5 SCHEDULE

Review job applicants in the list below. You may extend interview invitations, confirm interview decisions, and notify applicants.

Interview Roster: 3 of 5 Interview Slots Filled | 1 Alternates Confirm

Applicant Work Authorization All ▾

<input checked="" type="checkbox"/>	Applicant	Contact	Application	Interview	
<input checked="" type="checkbox"/>	York Test Test Student 1 <i>JD - Fall 2019</i>	teststudent1@testing..	5/20/2016, 2:02 PM	Extended Interview	<ul style="list-style-type: none"> <li>Download Selected Resumes (4)</li> <li>Download All Resumes</li> <li>Download Selected Application Packages (4)</li> <li>Download All Application Packages</li> </ul>
<input type="checkbox"/>	York Test Test Student 2 <i>LL.M OPD - FT - Fall 2017</i>	teststudent2@testing..	5/20/2016, 2:02 PM	No Interview	
<input checked="" type="checkbox"/>	York Test Test Student 3 <i>JD - Winterim 2018</i>	teststudent3@testing..	5/20/2016, 2:02 PM	Alternate (1)	--
<input checked="" type="checkbox"/>	York Test Test Student 4 <i>JD - Fall 2019</i>	teststudent4@testing..	5/20/2016, 2:02 PM	Extended Interview	--
<input checked="" type="checkbox"/>	York Test Test Student 5 <i>JD - Joint - Fall 2019</i>	teststudent5@testing..	5/20/2016, 2:02 PM	Extended Interview	--

Action ▾

Once interviews are scheduled and finalized by Osgoode, a PDF download of relevant application documents, as well as an Excel Doc export of the interview schedule can be generated by clicking on the "Action" button.

## Test Attorney

Action ▾

### Test Company

Application Deadline: 5/20/2016, 1:55 PM  
Interview Date: 5/23/2016

Employer Decision Deadline: 5/20/2016, 2:09 PM

1 REGISTRATION **Active** 2 JOB POSTING **Application Closed** 3 TIME SLOTS **Complete** 4 APPLICANTS (5) 5 SCHEDULE

### Final Schedule

Interview Room 5 05/23/2016, 7:00AM - 7:00PM

Seats: 50, Equipment:

Interview Time	Slot Notes	Applicant	Contact	Action
9:00AM - 10:00AM		York Test Test Student 1 <i>JD - Fall 2019</i>	teststudent1@testing.com	<ul style="list-style-type: none"> <li>Download Applicants' Resume</li> <li>Download Application Package</li> <li>Export Schedule</li> </ul>
10:00AM - 11:00AM		York Test Test Student 4 <i>JD - Fall 2019</i>	teststudent4@testing.com	
11:15AM - 12:15PM		York Test Test Student 5 <i>JD - Joint - Fall 2019</i>	teststudent5@testing.com	
12:15PM - 1:15PM		--		
2:00PM - 3:00PM		--		
3:00PM - 4:00PM		--		

Action ▾