



UW College of Law, Office of Career Services & Professional Development

Hiring options & timing

The following is a high-level review of the hiring options provided to employers. All services are free of charge. More detailed information, including the College’s EEO policy, can be found on our [website](#). Please reach out with any questions!

	What is this?	Timing	Targeted audience	How-to participate
Job Listing	Post the position to our internal job board (POKES) Can post both paid internships, externships (for credit), and post-graduate positions.	Year-Round	All students and alumni	Online through the form (http://www.uwyo.edu/law/career-services/forms/online-jobpost-form.html)
On-Campus Interviews (OCI)	Our office coordinates the job listing, submits applications to the employer, and schedules interviews for selected candidates. Interviews are hosted on campus in September and February.	Fall: Employer invitations open in June, and interviews are held in September Spring: Employer invitations open in December, and interviews are held in February	Fall: 2L’s for summer internships 3L’s for post-graduate jobs Spring: 1L’s and 2L’s for summer internships 3L’s for post-graduate jobs	All employer job listings and dates are accepted on a first-come, first-served basis. For dates and the sign-up form, please review our website (http://www.uwyo.edu/law/career-services/on-campus-interviews.html)
Resume Book	Students submit resumes for consideration for part-time contract work or full-time employment; the requested PDF is emailed to the employer within two business days.	Each academic year, Fall & Spring	All enrolled law students	Request a copy, or review the complete policy through the website here: http://www.uwyo.edu/law/career-services/forms/resume-book-collection-form.html
Externships	Student earns school credit instead of payment. Restricted to judicial chambers, non-profit or governmental organizations.	Each academic term (Fall, Spring and Summer) Standard Process: Students review the approved externship field supervisors list and submit applications to the faculty director, who reaches out to employers for placement after the program deadline. Employer Driven: Employers can post a position with the Office of Career Services through the job posting form or participate in OCI and hire externs on their timeline.	1L’s may participate the summer after their 1L year; 2L’s and 3L’s may participate until graduation. Student Deadlines: First Friday in July for the fall semester First Friday in November for the spring semester First Friday in April for the summer semester	Review the timeline, update your supervisor listing, or complete an application to become a field supervisor through the externship website here: http://www.uwyo.edu/law/experiential/legal-externships/index.html