REGISTER FOR THE 2020 PATENT LAW INTERVIEW PROGRAM
EMPLOYER INSTRUCTIONS

REGISTER FOR PIPER

1. Go to: https://law-patent-luc.12twenty.com/hire
2. If you have a 12Twenty account, please log into your account and skip to the “REGISTER FOR THE PATENT LAW INTERVIEW PROGRAM” section below.
3. If this is your first time using 12Twenty, click on “Employer Sign Up” to register for the system.
4. Enter your contact information and click on “Create Account.”

REGISTER FOR THE PATENT LAW INTERVIEW PROGRAM

1. Click on the blue “Register” button.
3. Using the dropdown menus, choose the following:
   a. Interview schedules for Thursday, July 23 and/or Friday, July 24*
   b. Hospitality suites for Thursday, July 23 and/or Friday, July 24*
      *Please note that you will only be signing up for interview rooms and hospitality suites at this time. Sleeping rooms will be reserved separately.
4. Under OCI Contact, click the “Use my Information” button to automatically populate your contact information into the appropriate fields.
5. To continue, click “Next.”

OPTIONS FOR SETTING UP YOUR INTERVIEW SCHEDULE(S)

1. **Interviewing for one office location only.** Follow the instructions below (CREATING YOUR PATENT PROGRAM JOB POSTINGS).

2. **Interviewing for multiple office locations with candidates not divided by geographic preference.** Follow the instructions below (CREATE YOUR PATENT PROGRAM JOB POSTINGS) and note each location that you are hiring for when you are entering your job posting information. Students will be given the opportunity to indicate which locations they are interested in and rank the locations when they are applying.

3. **Interviewing for multiple office locations with schedules divided by geographic preference.** Follow the instructions below (CREATE YOUR PATENT PROGRAM JOB POSTINGS) and create a separate posting for each location. Please note: for this option, each Job Title should include the location (e.g. Patent Program Interview – Chicago; Patent Program Interview – New York, etc.)

4. **Interviewing candidates based on technical backgrounds or other non-geographic categories.** Follow the instructions below (CREATE YOUR PATENT PROGRAM JOB POSTINGS) and create a separate posting for each category (e.g. one posting for Engineering candidates and one posting for Chem/Bio candidates). Please note: for this option, each Job Title should include the category (e.g. Patent Program Interview – Engineering; Patent Program Interview – Chem/Bio, etc.)
CREATE YOUR PATENT PROGRAM JOB POSTING(S)

1. **Job Details**
   a. **Job Title:** The job title should always be “Patent Program Interview”
   b. From the Location Type dropdown menu, choose “Specify Location(s)” to enter the city or cities that you are hiring for. *If you are interviewing for multiple locations and want your applicants to rank the locations when they are applying, please be sure to answer “Yes” for the question: “Are you planning to interview for positions in multiple offices?”*
   c. Complete the information regarding acceptable background credentials, patent bar eligibility, and your firm’s starting salary.

2. **Job Description**
   Use the Job Description field to include hiring requirements, details about your firm, your summer program, the type of candidate that you are seeking, etc. Attachments can also be uploaded if you prefer to share information that way.

3. **Application Document Requirements**
   Select the documents that students should submit when applying to your firm.

   **Please note:** indicating that a “Graduate Transcript” is required will mean that only students with a Master’s or PhD will be able to apply to your firm. If you do not require an advanced degree, please do not mark “Graduate Transcript” as a required document.

4. **Anticipated Start Date & Interviewer Name(s)**
   Anticipated job start date and interviewer name are not required; however, we will ask that you provide the name(s) of your interviewer(s) later this summer.

5. **Primary Job Contact**
   In the “Primary Job Contact” box, click the “Use my Information” button to automatically populate your contact information into the appropriate fields.

6. **Eligibility**
   Use the dropdown menu to indicate class year requirements for your candidates.

7. **Click the blue “Submit” button to send your registration information to our office for approval.**

CREATE ADDITIONAL PATENT PROGRAM JOB POSTINGS (IF NECESSARY)

If you are registered for multiple schedules and would like your schedules separated by geographic location, technical background, or other non-geographic categories, you will need to create a patent program job posting to correspond to each schedule. To create an additional patent program job posting:

1. Click on the gray “Action” button in the top right-hand corner of your screen
2. Choose “Create & Link New Job Posting” from the dropdown menu
3. Follow the steps above (CREATE YOUR PATENT PROGRAM JOB POSTINGS) to add each of your additional job posting(s)