



# 2014-2015 Law School Career Services Request Form

*Career Services Offices: Please complete this portion of the form prior to distributing to employers.*

Law School: \_\_\_\_\_  
 Dates of On-Campus Recruiting Program: \_\_\_\_\_  
 Block-out Dates: \_\_\_\_\_  
 Normal Interviewing Hours: \_\_\_\_\_ to \_\_\_\_\_ Usual length of interviews:  20 minutes  30 minutes

### Recruiting Organization Information

Employer: \_\_\_\_\_  
 Name of Recruiting Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_  
 Offices for which you are recruiting: \_\_\_\_\_  
 (For offices interviewing independently, please use a separate form.)

### Request for Campus Interview Information

Interview dates requested:  
 First choice: \_\_\_\_\_ Second choice: \_\_\_\_\_ Third choice: \_\_\_\_\_  
 Classes you will interview:  2L ( \_\_\_%)  3L Permanent ( \_\_\_%)  3L Summer (pre-clerkship) ( \_\_\_%)  Evening  
 LLM (specify): \_\_\_\_\_  Joint Degree  
 May interested LLM students apply for 2L positions?  Yes  No For 3L positions?  Yes  No  
 Begin interviews at (time) : \_\_\_\_\_ End by: \_\_\_\_\_  
 Number of schedules (rooms) required: \_\_\_\_\_ Number of interviewing days: \_\_\_\_\_  
 Names of interviewers (indicate by including class year if alumnus/a): \_\_\_\_\_

Interviewers will work:  alone  in teams Number of interviewers per room: \_\_\_\_\_  
 Length of interviews:  20 minutes  30 minutes Other (specify): \_\_\_\_\_  
 Students should bring:  Resume  Transcript  References  Other \_\_\_\_\_

If the law school offers prescreening of resumes to employers, please indicate what should be provided in addition to a resume:  
 Cover Letter  Writing sample  
 Law school transcript  Other \_\_\_\_\_  
 Undergraduate transcript

Dates should be coordinated with the following schools (if any): \_\_\_\_\_  
 An express mail service may be used at your expense. Name and account number for express mail service: \_\_\_\_\_  
 Preferred arrangement (explain): \_\_\_\_\_  
 Other information required by school: \_\_\_\_\_

### Request for Resumes Only

If you do not plan to interview at our school but wish to receive resumes: Resumes should be sent by the following date: \_\_\_\_\_  
 You will accept resumes from:  2L  3L Permanent  3L Summer (pre-clerkship)  Evening  
 LLM (specify): \_\_\_\_\_  Joint degree (specify): \_\_\_\_\_  
 Resumes should be sent individually by students:  Yes  No  
 Resumes should be sent as a group by the career services office:  Yes  No

<b>Hiring Information</b> (Please indicate <b>specifically</b> any criteria you consider in hiring our students.)			
	Required	Preferred	Not a Factor
Class Rank _____% (if school ranks)			
G.P.A.			
Law Journal			
Moot Court/Mock Trial			
Technical Background _____			
Advanced Degree Other than J.D. _____			
Foreign Language _____			
Other _____			