



2004-2005 Law School Career Services Request Form

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: _____
 Recruiting Administrator: _____ Hiring Attorney: _____
 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 (_____ %) 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 Writing samples References
 If the law school offers prescreening of resumes to employers, please indicate what should be provided in addition to a resume:
 Undergraduate transcript with resume Undergraduate transcript at interview
 Law school transcript with resume Law school transcript at interview
 Writing sample with resume Writing sample at interview
 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 Evening LLM (specify): _____
 Resumes should be sent individually by students: Yes No
 Resumes should be sent as a group by the career services office: Yes No
 You also require: Transcript Writing Sample Other: _____

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

Other Services: Please contact the career services office if you are interested in additional information on any of the following programs: _____