RECRUITING ORGANIZATION INFORMATION

Organization Name:_____________________________________________________________________________________
Address:_______________________________________________________________________________________________
_______________________________________________________________________________________________________
Telephone:__________________________________  Fax:__________________________________________
Web-site Address:______________________________________  Contact e-mail:____________________________________
Recruiting Admin: ______________________________________   Hiring Atty:_______________________________________
Overall firm/agency size: ________________________________  Office size:_______________________________________
List all offices interviewing for _______________________________________________________________________

NOTE: Date confirmation and other information regarding interview schedules will be sent via email to the contact email address listed above. If the contact email changes, please let us know to ensure receipt of all updates and information about the program. If you choose to Collect Resumes, they will be emailed to the contact email by August 17, 2009.

Fall 2009 ON-CAMPUS INTERVIEW SCHEDULING INFORMATION

Required Registration Materials

Registration/EEO Compliance Form with $95 Registration Fee:    Fee Enclosed ______   Please Invoice_______
(Government & Public Interest Organizations exempt)
Note: Equal Employment Opportunity Compliance Form must be signed. Please see reverse side of this form.

Interviews arranged Monday, August 17 – Friday, Sept. 4, 2009 (Later dates may be arranged by request)

Interview dates requested:  1st Choice: ______________  2nd Choice: ______________  3rd Choice ______________
Names of interviewer(s) (if Chicago-Kent alum, please indicate with asterisk & include graduation year if known)
_______________________________________________________________________________________________________

Interview hours (Usually 9:00 a.m. to 5:00 p.m.): Begin at: ______________ End by: ______________

Number of schedules (rooms) required: ______________

Length of interviews:  20 minutes.________  30 minutes.________ Other (specify)_______________

Breaks (other than 1 hour lunch period):
   AM & PM break _______   AM break only _______   PM break only_______   No break _______

Classes you will interview:  2L_______  3L_______

Percentage of each class you wish to interview (e.g. 65% 2L, 35% 3L):  2L_______  3L_______

May interested LLM students apply for 3L positions?   Yes_______ No_______
If yes, please indicate type of LLM student:
   LLM Tax _______   LLM Financial Services _______   LLM International (foreign JD) _______

Additional materials students should bring to interview (e.g. transcripts, writing samples):
______________________________________________________________________________________________

Hiring Criteria

Class Rank: Top _______%  Required _______  Preferred _______

Law Review: Required_______  Preferred_______  Moot Court: Required_______  Preferred_______

Technical Background (specify): ___________________________________________________________________

Other (specify): ___________________________________________________________________

______________________________________________________________________________________________
COLLECTION OF RESUMES/DIRECT CONTACT BY STUDENTS

If you do not plan to interview at our school but would like us to collect resumes and forward from Career Services or notify students to send resumes directly please indicate below:

________ Collect resumes and forward from Career Services Office via email by August 17, 2009
________ Have students send resume & cover letter directly on a rolling basis

Classes you will consider:

2L_______   3L_______  LLM Tax _______  LLM Financial Services _______  LLM International (foreign) _______

Hiring Criteria:  Class Rank = Top _______%  Required ________  Preferred ________

Law Review: Required ________  Preferred ________  Moot Court: Required ________  Preferred ________

Technical Background (specify):_________________________________________  Required ________  Preferred ________

Other (specify):_______________________________________________________  Required ________  Preferred ________

Also require: Transcript ________  Writing Sample ________

Other (specify)__________________________________________________________

POSTING A LAW CLERK OR ATTORNEY POSITION

To post an opening for a part-time or full-time academic year law clerk position, a summer associate/law clerk position, or an entry level or lateral attorney position please enter your position on-line at by accessing our job posting system by clicking on the “Job Postings” link in the “Employer” section of the CSO web-page at: www.kentlaw.edu/depts/cso. If you prefer, you may also e-mail the details of the position to kentcso@kentlaw.edu and we will enter the information into our system for you.

EEO COMPLIANCE FORM

It is Chicago-Kent’s firm expectation that employers who use the facilities and services of the law school for interviewing and other placement functions will observe the principles of equal opportunity stated below. Schedules pertaining to on-campus interviews and information about employers cannot be posted until this form is signed and received by the College of Law.

STATEMENT OF EQUAL OPPORTUNITY

Chicago-Kent College of Law provides equality of opportunity in legal education for all persons, including faculty and employees, with respect to hiring, continuation, promotion and tenure, applicants for admission, enrolled students, and graduates, without discrimination or segregation on the ground of race, color, religion, national origin, sex/gender, age, handicap or disability, sexual orientation or gender identity. In addition, Chicago-Kent provides its students and graduates with equal opportunity to obtain employment without discrimination or segregation on the above-stated grounds. Facilities and services of the Career Service Office of Chicago-Kent College of Law are available only to employers whose employment practices are consistent with this policy and are similarly non-discriminatory.

_________________________________________________
Name of Organization

_________________________________________________
City & State

Agrees to adhere to the same non-discrimination standards and policies as are applied by Chicago-Kent, as stated in the above policy.

_________________________________________________
Signature

_________________________________________________
Position or Title

_________________________________________________
Date  2009 - 2010