



Chicago-Kent College of Law

ILLINOIS INSTITUTE OF TECHNOLOGY

Fall 2009 ON-CAMPUS INTERVIEWING REGISTRATION & REQUEST FOR RESUMES FORM

RECRUITING ORGANIZATION INFORMATION

Organization Name: _____

Address: _____

Telephone: _____ Fax: _____

Web-site Address: _____ Contact e-mail: _____

Recruiting Admn: _____ 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): _____ Required _____ Preferred _____

Other (specify): _____ Required _____ Preferred _____

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 POSITON

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