



# Chicago-Kent College of Law

ILLINOIS INSTITUTE OF TECHNOLOGY

## Fall 2008 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 15, 2008.

### Fall 2008 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 18 – Friday, Sept. 5, 2008 (No interviews conducted on Monday, September 1st)

Interview dates requested: 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_ 3<sup>rd</sup> 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 15, 2008
- \_\_\_\_\_ 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](http://www.kentlaw.edu/depts/cso)**. If you prefer, you may also e-mail the details of the position to [kentcso@kentlaw.edu](mailto:kentcso@kentlaw.edu) and we will enter the information into our system for you.

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**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