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 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: 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 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) __________________________________________
Required ________ Preferred ________

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.

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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 2008 - 2009