Fall 2012 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 13, 2012.

Fall 2012 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 beginning Monday, August 13, 2012
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) ______
List any additional materials students should bring to interview:
______________________________________________________________________________________________

Hiring Criteria
Class Rank:  Top _____________%  Required ________  Preferred ________
Law Review: Required ________ Preferred ________  Moot Court: Required ________ Preferred ________
Technical Background (specify): ____________________________ Required ________ Preferred ________
Also require: Transcript ________ Writing Sample ________
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 13, 2012
_______ 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_______

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.

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 2012 - 2013