

Recruiting Organization Information

Employer _____
 Recruiting Administrator _____ Title _____
 Hiring Attorney _____
 Address _____
 Telephone _____ Email _____ Website _____
 Office locations for which you are recruiting _____

By submitting this form on behalf of your organization you agree to the **UofL Law Nondiscrimination Policy** found at louisville.edu/law/careers/policies

Name _____ Signature _____ Date _____

**If no digital signature, please print form, sign and return.*

On-Campus Interview Information Request

Interview dates requested:

First Choice _____ Second Choice _____ Third Choice _____
 Class year you will interview 2L 3L For Law Clerk, begin this semester summer
 Interview Format On campus Virtually TBD

Virtual Interview Information, if available now: Please include the information for how students will access the interview.

This should include any links, conference call numbers, etc. If you do not have this information at this time, you can provide it to our office at a later time when the information is available.

Begin interview at (time) _____ End interviews at (time) _____

Names of interviewers (please indicate if Brandeis School of Law graduate):

Interviewers will work: Alone In teams Number of interviewers per room _____
 Length of interviews: 20 minutes 30 minutes Other (please specify) _____

When applying students should submit:
 Resume Cover Letter Law school transcript Writing Sample
 Other (please specify) _____

Name of contact to whom cover letter should be addressed: _____

Students should bring to the interview:
 Writing Sample Law school transcript References Other (please specify) _____

Resume Collection Request ONLY (Brandeis School of Law will collect application material and forward via email)

If you **DO NOT PLAN TO INTERVIEW AT THE BRANDEIS SCHOOL OF LAW** but wish to receive student application materials Resumes should be sent by the following date (beginning July 29th) _____

You will accept resumes from 2L 3L For Law Clerks, begin this semester summer

Additional required documents:
 Cover Letter Writing Sample Law school transcript References Other (please specify) _____

Name of contact to whom cover letter should be addressed: _____

Hiring Information for On-Campus Interview Information OR Resume Collection

(Please indicate specifically any preferred criteria you consider in hiring students)

Check All that Apply

Class Rank Top _____ %	
G.P.A. above a _____	
Law Journal	
Moot Court / Mock Trial	
Technical Background _____	
Advanced Degree other than JD _____	
Foreign Language _____	
Other _____	