

**Recruiting Organization Information**

Employer \_\_\_\_\_  
 Recruiting Administrator \_\_\_\_\_ Title \_\_\_\_\_  
 Hiring Attorney \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ Website \_\_\_\_\_  
 Offices 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/employment/policies](http://louisville.edu/law/careers/employment/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 Recent Graduates  
 Begin interview at (time) \_\_\_\_\_ End interviews at (time) \_\_\_\_\_  
 Number of schedules (rooms) required \_\_\_\_\_ Number of interviewing days \_\_\_\_\_  
 Names of interviewers (please indicate if Brandeis School of Law alumna/alumnus):  
 \_\_\_\_\_

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:  
 Cover Letter Law school transcript Undergraduate transcript  
 Resume Writing Sample Other (please specify) \_\_\_\_\_  
 Students should bring to the interview:  
 Writing Sample Law school transcript References Other (please specify) \_\_\_\_\_

**Hiring Information for On-Campus Interview Information OR Resume Collection**

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

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

**Resume Collection Request (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 26) \_\_\_\_\_  
 You will accept resumes from 2L 3L Recent Graduates  
 Additional required documents:  
 Cover Letter Writing Sample Law school transcript References  
 Other (please specify) \_\_\_\_\_