

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 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 Resume 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 24): _____
 Class year you will accept resumes from: 2L 3L Recent Graduates
 Additional required documents:
 Cover Letter Writing Sample Law school transcript 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 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 _____		