

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 _____

Assuming that safety precautions are followed, do you prefer to interview 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 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:

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 26th) _____

You will accept resumes from 2L _____ 3L _____ Recent Graduates _____

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 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 _____		