

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/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 1L 2L 3L Recent Graduates

Assuming that safety precautions are followed, do you prefer to interview On campus Virtually

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) _____

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) _____

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: _____

You will accept resumes from 1L 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 _____		