

**Recruiting Organization Information**

Employer \_\_\_\_\_  
 Recruiting Administrator \_\_\_\_\_ Title \_\_\_\_\_  
 Hiring Attorney \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_ Web site \_\_\_\_\_  
 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/employers/policies](http://louisville.edu/law/careers/employers/policies)*

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Request for On-Campus Interview Information**

Interview dates requested:  
 First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_ Third Choice \_\_\_\_\_  
 Class year you will interview:  1L  2L  3L  Recent Graduate  
 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 alumni/ae) \_\_\_\_\_

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  References Other (please specify): \_\_\_\_\_

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

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

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

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

If you do not plan to interview at 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 Graduate  
 Additional required documents:  
 Cover letter  Resume  Law school transcript  Writing sample  Undergraduate transcript  
 Other (please specify) \_\_\_\_\_