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

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)* _____

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 _____		