RECRUITING ORGANIZATION INFORMATION

Organization Name: _____________________________________________________________

Address: ______________________________________________________________________

______________________________________________________________________________

Telephone: __________________ Fax: __________________

Web-site Address: ___________________________ Contact e-mail: _______________________

Recruiting Admin: ___________________________ Hiring Atty: ___________________________

Overall firm/agency size: __________________ Office size: ____________________________

List all offices interviewing for

NOTE: Date confirmation and other information regarding interview schedules will be sent via email to the contact email address listed above. If the contact email changes, please let us know to ensure receipt of all updates and information about the program. If you choose to collect resumes, they will be emailed to the contact email by July 15, 2016.

Fall 2016 ON-CAMPUS INTERVIEW SCHEDULING INFORMATION

Required Registration Materials

Registration/EEO Compliance Form with $95 Registration Fee: Fee Enclosed _____ Please Invoice______

(Government & Public Interest Organizations exempt)

Note: Equal Employment Opportunity Compliance Form must be signed. Please see page 2 of this form

Interviews begin Monday, August 8, 2016

Interview dates requested: 1st Choice: __________ 2nd Choice: __________ 3rd Choice __________

Names of interviewer(s) (if Chicago-Kent alum, please indicate with asterisk & include graduation year if known)

________________________________________

________________________________________

Interview hours (Usually 9:00 a.m. to 5:00 p.m.): Begin at: __________ End by: __________

Number of schedules (rooms) required: __________

Length of interviews: 20 minutes.________ 30 minutes.________ Other (specify)____________

Breaks (other than 1 hour lunch period):

AM & PM break _______ AM break only _______ PM break only _______ No break _______

Classes you will interview: 2L________ 3L________

Percentage of each class you wish to interview (e.g. 65% 2L, 35% 3L): 2L________ 3L________

May interested LLM students apply for 3L positions? Yes_______ No_______

If yes, please indicate type of LLM student:

LLM Tax _______ LLM Financial Services _______ LLM International (foreign JD holders) ______

Hiring Criteria

Class Rank: Top __________ % Required _______ Preferred _______

Law Review: Required_______ Preferred_______ Moot Court: Required_______ Preferred_______

Technical Background (specify): __________________________ Required _______ Preferred _______

Additional Required Documents: Cover Letter _____ Transcript _____ Writing Sample _____

Other (specify): __________________________ Required _______ Preferred _______

List any additional materials students should bring to interview:


COLLECTION OF RESUMES

Chicago-Kent will collect resumes and forward via email by July 15, 2016

Classes you will consider:

2L ______ 3L ______ LLM Tax ______ LLM Financial Services ______ LLM International (foreign) ______

Hiring Criteria: Class Rank = Top ______% Required ______ Preferred ______

Law Review: Required ______ Preferred ______ Moot Court: Required ______ Preferred ______

Technical Background (specify): ____________________________ Required ______ Preferred ______

Other (specify): _________________________________________ Required ______ Preferred ______

Additional Required Documents: Cover Letter ______ Transcript ______ Writing Sample ______

Other (specify): _________________________________________ Required ______ Preferred ______

POSTING A LAW CLERK OR ATTORNEY POSITION

To post an opening for a part-time or full-time academic year law clerk position, a summer associate/law clerk position, or an entry level or lateral attorney position please enter your position on-line at by accessing our job posting system by visiting the “Post a Job” section of the CSO Employers & Recruiters web-page at: http://www.kentlaw.iit.edu/career-preparation/career-services/employers-and-recruiters/post-a-job. If you prefer, you may also e-mail the details of the position to kentcso@kentlaw.iit.edu and we will enter the information into our system for you.

EEO COMPLIANCE FORM

It is Chicago-Kent’s firm expectation that employers who use the facilities and services of the law school for interviewing and other placement functions will observe the principles of equal opportunity stated below. Schedules pertaining to on-campus interviews and information about employers cannot be posted until this form is signed and received by the College of Law.

STATEMENT OF EQUAL OPPORTUNITY

Chicago-Kent College of Law provides equality of opportunity in legal education for all persons, including faculty and employees, with respect to hiring, continuation, promotion and tenure, applicants for admission, enrolled students, and graduates, without discrimination or segregation on the ground of race, color, religion, national origin, sex/gender, age, handicap or disability, sexual orientation or gender identity. In addition, Chicago-Kent provides its students and graduates with equal opportunity to obtain employment without discrimination or segregation on the above-stated grounds. Facilities and services of the Career Service Office of Chicago-Kent College of Law are available only to employers whose employment practices are consistent with this policy and are similarly non-discriminatory.

Name of Organization

City & State

Agrees to adhere to the same non-discrimination standards and policies as are applied by Chicago-Kent, as stated in the above policy.

Signature

Position or Title

Date