SECTION I. ORGANIZATION INFORMATION

Organization Name: ____________________________________________
________________________________________________________________
Address: ______________________________________________________________________________________________
_______________________________________________________________________________________________________
Telephone: ___________________________ Fax: ____________________________
Web-site Address: ___________________________ Contact Email: ______________
Recruiting Admin: ___________________________ Hiring Atty: ________________
Overall firm/agency size: ___________________________ Office size: ______________
List all offices interviewing for: __________________________________________

NOTE: Date confirmation and other information regarding interview schedules or collection of resumes 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.

SECTION II. ON-CAMPUS INTERVIEWING

NOTE: For organizations interested only in collection of resumes, please skip to Section III.

Part A. Required Registration Materials

Registration Form with $100 Registration Fee*: Fee Enclosed (make checks payable to Chicago-Kent College of Law) _____ Please Invoice______
*Government & public interest organizations exempt

Equal Employment Opportunity Compliance Form: Please see page 3.

Part B. On-Campus Interview (OCI) Information

On-Campus Interviews begin Monday, August 5, 2019; there is no official end date.

Interview date requested: 1st Choice: ____________ 2nd Choice: ____________ 3rd Choice ____________

Name(s) 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 ________

Class(es) you will interview: 2L ________ 3L ________

Position(s) you are interviewing for: 2020 Summer Associate ________ 2020 Entry-Level Associate ________ Other (please specify) ________

Part C. 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): ______________________________________________________

List any materials students should bring to interview:
___________________________________________________________
___________________________________________________________

SECTION III. COLLECTION OF RESUMES
Chicago-Kent will collect resumes and other requested application materials, and will forward access information via email.

Part A. Required Registration Materials
Registration Form
Equal Employment Opportunity Compliance Form: Please see page 3.

Part B. Hiring Criteria
Class(es) you will consider: 2L______ 3L______
Position(s) you are interviewing for: 2020 Summer Associate ________ 2020 Entry-Level Associate ________ Other (please specify) ________
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): ______________________________________________________

SECTION IV. POSTING A LAW CLERK OR ATTORNEY POSITION
To post an immediate law clerk or attorney opening, please enter your position online by accessing our job posting system at https://law-kent-csm.symplicity.com/employers/ or email the details of the position to kentcso@kentlaw.iit.edu.

PLEASE CONTINUE TO PAGE 3 TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE FORM.
SECTION V. EEO COMPLIANCE FORM/STATEMENT OF EQUAL OPPORTUNITY

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 of the Illinois Institute of Technology 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 alumni, without discrimination on the ground of race, color, religion, national origin, gender, age, 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