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 3, 2020; 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: 2021 Summer Associate ________ 2021 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 ________
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: 2021 Summer Associate ________ 2021 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, gender identity, or gender expression. 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