2014-2015 Recruiting Registration Form

Employer: ________________________________________________________________________

Address: _________________________________________________________________________

Hiring Attorney: ___________________________________________________________________

Recruiting Administrator: ____________________________ Title: _________________________

Email: ____________________________________ Website: ________________________________

Telephone: ____________________________ Fax: ______________________________________

Office(s) for which you are recruiting: __________________________________________________

Request for On-Campus Interviews

**Please also complete the Hiring Criteria information on this form.**

Dates of On-Campus Recruiting Program: August 12, 2014 through November 14, 2014
Interviews will not be held on the following days: 8/21, 9/1, 9/25, 10/6, 10/7, 10/13, 11/11
Normal interviewing hours: 9:00am to 5:00pm Lunch is provided from 12:00 to 1:00pm

Interview dates requested:

First choice: __________ Second choice: __________ Third choice: __________

Classes you will interview: 2016 graduates ____ 2015 graduates ____ LL.M. students ____

Begin interviews at (time): _______________ End by (time): ______________________

Number of interviewing days: ___________ Number of schedules (rooms) required: _______

Names of interviewer(s) (indicate by including class year if alumnus/a):

___________________________________________________________________________

Length of interviews: 20 minutes _____ 30 minutes _____ Other (specify): _____________

Students should submit before interview:

Resume _____ Cover Letter _____ Transcript _____ Writing Sample(s) _____ References _____

Students should bring to interview:

Resume _____ Cover Letter _____ Transcript _____ Writing Sample(s) _____ References _____

Request for Resumes Only

**Please also complete the Hiring Criteria information on this form.**

Resumes should be sent as a group by the PCD Office: Yes ____ No _____

Resumes should be sent individually by students: Yes ____ No _____

Resumes should be sent by the following day: ______________________________________

Classes from which you will accept resumes: 2016 grads ____ 2015 grads ____ LL.M. ____

Materials required with resume:

Cover Letter _____ Transcript _____ Writing Sample(s) _____ References _____ Other ___________
Hiring Criteria

Please indicate specifically any criteria you consider in hiring our students.

<table>
<thead>
<tr>
<th>Required</th>
<th>Preferred</th>
<th>Not a Factor</th>
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<tbody>
<tr>
<td>Class Rank _______%</td>
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<tr>
<td>Law Journal</td>
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<tr>
<td>Moot Court/Mock Trial</td>
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<td>Scientific/Technical Background (please specify degree)</td>
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<td>Advanced Degree Other than J.D.</td>
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<td>Foreign Language ______________</td>
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Other criteria and/or hiring needs:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Please return this form, along with any informational materials you wish to provide to:

Michelle Dobbins, Associate Director for Recruitment and Marketing
Office of Professional and Career Development
Suffolk University Law School
120 Tremont Street
Boston, MA 02108-4977
Tel: 617-305-1674
Fax: 617-573-8706
Email: mDOBbins@suffolk.edu

Other Services

Please contact the Office of Professional and Career Development if you are interested in additional information on any of the following programs:

Massachusetts Law School Consortium National Recruitment Program
Massachusetts Law School Consortium Government/Public Interest Recruitment Programs
Massachusetts Law School Consortium Northern New England Legal Job Fair in Boston
Suffolk Law School Job Postings or Resume Collections