

# 2019-2020 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 6, 2019 through November 8, 2019

Interviews will **not** be held on the following days:

8/19-8/23, 9/2, 9/30, 10/1, 10/8, 10/14

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: 2021 graduates \_\_\_\_\_ 2020 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: 2021 grads \_\_\_\_\_ 2020 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.

	<b>Required</b>	<b>Preferred</b>	<b>Not a Factor</b>
Class Rank _____%			
Law Journal			
Moot Court/Mock Trial			
Scientific/Technical Background (please specify degree)			
Advanced Degree Other than J.D.			
Foreign Language _____			

Other criteria and/or hiring needs:

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- Suffolk University Law School is committed to a policy of providing its students and graduates with equal opportunity to obtain employment, without discrimination. Suffolk University does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, gender expression, genetic information, Vietnam-era or disabled-veteran status in its employment, admission policies, or in the administration or operation of, or access to its academic and non-academic programs and policies. It does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973.

***(Check box to affirm willingness to observe these principles of equal opportunity.)***

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

Michelle Dobbins, Director for Recruitment and Operations  
 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](mailto:mdobbins@suffolk.edu)