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: ____________

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.

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<tr>
<th></th>
<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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<td>Law Journal</td>
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<td>Moot Court/Mock Trial</td>
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<td>Scientific/Technical Background (please specify degree)</td>
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<td>Foreign Language ______________</td>
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Other criteria and/or hiring needs:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

☐ 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.)*

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**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