

2018-2019 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 7, 2018 through November 9, 2018

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

9/3, 9/10, 9/19, 10/1, 10/2, 10/8

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: 2020 graduates _____ 2019 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: 2020 grads _____ 2019 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.

	Required	Preferred	Not a Factor
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:

- 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