

2023 On-Campus Interview Program



Employer: _____

Address: _____

Hiring Attorney: _____

Recruiting Administrator: _____ Title: _____

Email: _____ Website: _____

Telephone: _____ Fax: _____

Office(s) for which you are recruiting: _____

Request for Virtual On-Campus Interviews

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

Dates of Summer Associate On-Campus Interviews: July 31 through August 3, 2023
OCI can also be scheduled any time on or after August 7, 2023.

Virtual Interview dates requested:

First choice: _____ Second choice: _____ Third choice: _____

Classes you will interview: 2025 graduates ____ 2024 graduates ____ LL.M. students ____

Begin interviews at (time): _____ End by (time): _____

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

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

Materials required with 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 date: _____

Classes from which you will accept resumes: 2025 grads ____ 2024 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
 Email: mdobbins@suffolk.edu