

# 2025 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 Virtual On-Campus Interviews: June 25 through June 27, 2025  
Virtual OCI can also be scheduled any time on or after July 28, 2025.

Virtual Interview dates requested:

First choice: \_\_\_\_\_ Second choice: \_\_\_\_\_ Third choice: \_\_\_\_\_

Classes you will interview: 2027 graduates \_\_\_\_ 2026 graduates \_\_\_\_

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 \_\_\_\_

## ***Direct Application Information***

***\*\*Not participating in OCI. Accepting applications and interviewing prior to June 25, 2025\*\****

Date online hiring portal will open: \_\_\_\_\_

Other relevant early hiring information for students: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ***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: 2027 grads \_\_\_\_\_ 2026 grads \_\_\_\_\_

Materials required with resume:

Cover Letter \_\_\_\_\_ Transcript \_\_\_\_\_ Writing Sample(s) \_\_\_\_\_ References \_\_\_\_\_

### ***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 _____			

Practice area preferences and/or other hiring needs:

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***(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, Senior Director for Recruitment and Operations  
Office of Professional and Career Development  
Suffolk University Law School  
Email: [mdobbins@suffolk.edu](mailto:mdobbins@suffolk.edu)