SECTION I. ORGANIZATION INFORMATION

Organization Name:_________________________________________

Address:_______________________________________________________________________________________________
_______________________________________________________________________________________________________

Telephone:__________________________________ Fax:__________________________________________

Web-site Address: ___________________________ Contact Email:______________________________

Recruiting Admin: ___________________________ Hiring Atty:______________________________

Overall firm/agency size: ___________________________ Office size:______________________________

List all offices interviewing for:

NOTE: Date confirmation and other information regarding interview schedules or collection of resumes will be sent via email to the contact email address listed above. If the contact email changes, please let us know to ensure receipt of all updates and information about the program.

SECTION II. ON-CAMPUS INTERVIEWING

NOTE: For organizations interested only in collection of resumes, please skip to Section III.

Part A. Required Registration Materials

Registration Form with $100 Registration Fee*:

Fee Enclosed (make checks payable to Chicago-Kent College of Law) ______ Please Invoice_______

*Government & Public Interest Organizations exempt

Equal Employment Opportunity Compliance Form: Please see page 3.

Part B. Interview Information

On-Campus Interviews begin Monday, August 7, 2017; there is no official end date.

Interview date requested: 1st Choice: ________________ 2nd Choice: ________________ 3rd Choice ________________

Name(s) of interviewer(s) (if Chicago-Kent alum, please indicate with asterisk & include graduation year if known):

_______________________________________________________________________________________________________

Interview hours (usually 9:00 a.m. to 5:00 p.m.): Begin at: ____________ End by: ____________

Number of schedules (rooms) required: __________________________

Length of interviews: 20 minutes __________ 30 minutes __________ Other (specify) __________

Breaks (other than 1 hour lunch period):
AM & PM break _______ AM break only _______ PM break only _______ No break _______

Class(es) you will interview: 2L _______ 3L _______

May interested LLM students apply for 3L positions? Yes _______ No _______

If yes, please indicate type of LLM student:
LLM Tax _______ LLM Financial Services _______ LLM International (foreign JD holders) _______
Part C. Hiring Criteria

Class Rank: Top _______________% Required ________ preferred ________

Law Review: Required ________ Preferred ________ Moot Court: Required ________ Preferred ________

Technical Background (specify): ____________________________ Required ________ Preferred ________

Additional Required Documents: Cover Letter ________ Transcript ________ Writing Sample ________

Other (specify): ________________________________________ Required ________ Preferred ________

List any materials students should bring to interview:
____________________________________________________

SECTION III. COLLECTION OF RESUMES

Chicago-Kent will collect resumes and forward access information via email by Monday, July 17, 2017.

Part A. Required Registration Materials

Registration Form

Equal Employment Opportunity Compliance Form: Please see page 3.

Part B. Hiring Criteria

Class(es) you will consider:
2L ______ 3L ______ LLM Tax ______ LLM Financial Services ______ LLM International (foreign JD holders) ______

Class Rank: Top _______________% Required ________ preferred ________

Law Review: Required ________ Preferred ________ Moot Court: Required ________ Preferred ________

Technical Background (specify): ____________________________ Required ________ Preferred ________

Additional Required Documents: Cover Letter ________ Transcript ________ Writing Sample ________

Other (specify): ________________________________________ Required ________ Preferred ________

SECTION IV. POSTING A LAW CLERK OR ATTORNEY POSITION

To post an immediate law clerk or attorney opening, please enter your position online by accessing our job posting system at https://law-kent-csm.symplicity.com/employers/ or email the details of the position to kentcso@kentlaw.iit.edu.

PLEASE CONTINUE TO PAGE 3 TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE FORM.
SECTION V. EEO COMPLIANCE FORM/STATEMENT OF EQUAL OPPORTUNITY

EEO COMPLIANCE FORM

It is Chicago-Kent’s firm expectation that employers who use the facilities and services of the law school for interviewing and other placement functions will observe the principles of equal opportunity stated below. Schedules pertaining to on-campus interviews and information about employers cannot be posted until this form is signed and received by the College of Law.

STATEMENT OF EQUAL OPPORTUNITY

Chicago-Kent College of Law provides equality of opportunity in legal education for all persons, including faculty and employees, with respect to hiring, continuation, promotion and tenure, applicants for admission, enrolled students, and graduates, without discrimination or segregation on the ground of race, color, religion, national origin, sex/gender, age, handicap or disability, sexual orientation or gender identity. In addition, Chicago-Kent provides its students and graduates with equal opportunity to obtain employment without discrimination or segregation on the above-stated grounds. Facilities and services of the Career Service Office of Chicago-Kent College of Law are available only to employers whose employment practices are consistent with this policy and are similarly non-discriminatory.

_________________________________________________
Name of Organization

________________________________________________
City & State

Agrees to adhere to the same non-discrimination standards and policies as are applied by Chicago-Kent, as stated in the above policy.

________________________________________________
Signature

________________________________________________
Position or Title

________________________________________________
Date