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**On-Campus Interview Schedule Request**

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| Firm/Organization: | | | |  | | | | | | | | | | | | | | | | |
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| Contact’s Name: | | |  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Contact’s Email Address: | | | | | |  | | | | | | | | | | Contact’s Phone #: | |  | | |
|  | | | | | |  | | | | | | | | | |  | |  | | |
| Preferred Date: | |  | | | | | | | | | | | | Alternate Date(s): | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Interview Length:  20 Minutes  30 Minutes | | | | | | | | | | | | | | | | | | | | |
|  | | (most common choice) | | | | | | | | |  | | | | | | | | | |
| Interview Time Span:  Morning Afternoon  All Day | | | | | | | | | | | | | | | | | | | | |
|  | | | | | Exact times will be determined after students are selected for interviews. | | | | | | | | | | | | | |  | |
| Position(s) Description(s): | | | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Compensation Details (paid/class credit): | | | | | | | | | | | | |  | | | | | | | |
|  | | | | | | | | |  | | | | | | | | | | | |
| Interview Class(es): | | | | | | | | 1L  2L  3L  LLM | | | | | | | | | | | | |
|  | | | | | | | |  | | | | | | | | | | | |
| Requested Documents | | | | | | | | Resume  Cover Letter  Transcript  Writing Sample | | | | | | | | | | | |
|  | | | | | | | |  | | | |  | | | | | | | | |
|  | | | | | | | | Other: | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| To whom should application materials be addressed? | | | | | | | | | | | | | | |  | | | | | |
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| Hiring Criteria: |  | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | |
| Interviewer(s): |  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Additional Requests/Comments: | | | | | | | | | |  | | | | | | | | | | |