

# 2009-2010 Law School Career Services Request Form

Law School: **Indiana University**  
**Maurer School of Law-Bloomington**  
 Date of Chicago On-Location Recruiting Program: 9/11/09  
 Normal Interviewing hours: 9:00 a.m. - 1:00 p.m.  
 Length of Interviews: **20 minutes**

***RECRUITING ORGANIZATION INFORMATION***

Employer: \_\_\_\_\_  
 Recruiting Administrator: \_\_\_\_\_ Hiring Attorney: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail for firm: \_\_\_\_\_  
 E-mail for recruiting administrator: \_\_\_\_\_  
 Web Site: \_\_\_\_\_  
 Offices for which you are recruiting: \_\_\_\_\_

***REQUEST FOR CAMPUS INTERVIEW INFORMATION***

Classes you will interview: \_\_\_\_\_ 2L \_\_\_\_\_ 3L  
 Number of schedules (rooms) required: \_\_\_\_\_  
 Names of interviewers (indicate by including class year if alumnus/a): \_\_\_\_\_  
 Interviewers will work: \_\_\_\_\_ alone \_\_\_\_\_ in teams      Number of interviewers per room: \_\_\_\_\_  
 Materials needed for prescreening only: \_\_\_\_\_ resume \_\_\_\_\_ transcript \_\_\_\_\_ writing sample  
 Students should bring: \_\_\_\_\_ resume \_\_\_\_\_ transcript \_\_\_\_\_ writing sample \_\_\_\_\_ references  
**An express mail service may be used at your expense. Name and account number for express mail service:**  
 \_\_\_\_\_

If you do not plan to interview during the on-location recruiting but wish to receive resumes:  
 Resumes should be sent by the following date: \_\_\_\_\_  
 You will accept resumes from: \_\_\_\_\_ 2L \_\_\_\_\_ 3L  
 Resumes should be sent individually by students \_\_\_\_\_ or as a group by the career services office \_\_\_\_\_  
 You also require: \_\_\_\_\_ transcript \_\_\_\_\_ writing sample \_\_\_\_\_ other  
**An express mail service may be used at your expense. Name and account number for express mail service:**  
 \_\_\_\_\_

HIRING INFORMATION (Please indicate specifically any criteria you consider in hiring )			
	Required	Preferred	Not a Factor
Class rank _____ %			
Law Journal			
Moot Court/Mock Trial			
Technical Background _____			
Advanced Degree other than J.D. _____			
Foreign Language _____			
Other			