

2011-2012 Law School Career Services Request Form

Law School: **Indiana University**
Maurer School of Law-Bloomington
 Date of Chicago On-Location Recruiting Program: 9/9/11
 Normal Interviewing hours: 9:00 a.m. - 2:00 p.m.
 Length of Interviews: **30 minutes***
 Phone: 812-855-8433 Fax: 812-855-4840
*you can opt for a 20/25 min. interview w/5 minutes for your notes

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			