

# 2011 FALL RECRUITMENT PROGRAM REGISTRATION

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Hiring Attorney: \_\_\_\_\_

Offices for which you are hiring: \_\_\_\_\_

Please fill-out either Part I: Request for On-Campus Interviews \*or\* Part II: Request for Resume Collection and the University of Maryland School of Law Non-Discrimination Policy on page 2.

## **PART I: REQUEST FOR ON-CAMPUS INTERVIEWS**

**August 15, 16, 18, 30, 31; September 1, 6, 7, 8, 12, 13, 14, 15, 19, 20, 21, 22, 27, 28**

Interview dates requested: First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_ Third Choice: \_\_\_\_\_

Interview Length (please check): 20 minutes: \_\_\_\_\_ 30 minutes: \_\_\_\_\_ Other: \_\_\_\_\_

Full Day Schedule (9 a.m. – 5 p.m.): \_\_\_\_\_ Half Day Schedule (morning): \_\_\_\_\_ Half Day Schedule (afternoon): \_\_\_\_\_

Number of schedules (rooms): \_\_\_\_\_ Names of Interviewers: \_\_\_\_\_

Classes you will interview: 2D/3E (Class of 2013): \_\_\_\_\_ 3D/4E (Class of 2012): \_\_\_\_\_

Students should submit for pre-screening purposes (check all that apply): Resume: \_\_\_\_\_ Cover Letter: \_\_\_\_\_

Transcript: \_\_\_\_\_ Writing Sample: \_\_\_\_\_ # of References: \_\_\_\_\_ Other: \_\_\_\_\_

Any additional materials students should bring to the interview: \_\_\_\_\_

**Registration Fee:** \$100 (Private Practice Employer – One schedule); \$150 (Private Practice Employer – Two or more schedules); No fee for public service employers - Please make check payable to “University of Maryland School of Law”

**HIRING CRITERIA:** Please indicate *specifically* any criteria you consider in hiring students (check all that apply):

	Required	Preferred	Not a Factor
Class Rank: _____ %			
Law Review or Journal			
Moot Court/Trial Team			
Technical Background			
Other Advanced Degree			
Foreign Language			
Other:			

Our office will also require you to complete your profile in the Symplicity System. Unless otherwise requested, interview schedules and résumés will be viewable in the Symplicity System or can be sent to you via e-mail as a pdf. If you prefer to receive them via express mail service at your expense. Please indicate express mail service name and account number:

**PART II: REQUEST FOR RESUME COLLECTION (if not interviewing on-campus)**

There are three rounds of resume collections; the only difference is how early/late in the semester you wish to receive materials.

**Round # 1: Resumes and Materials received August 5, 2011**

**Round # 2: Resumes and Materials received August 22, 2011**

**Round # 3: Resumes and Materials received September 12, 2011**

Materials requested by: Round #1: \_\_\_ Round #2: \_\_\_ Round #3: \_\_\_

Classes you are recruiting: 2D/3E (Class of 2012): \_\_\_ 3D/4E (Class of 2011): \_\_\_

Students should submit the following materials (check all that apply): Resume: \_\_\_ Cover Letter: \_\_\_

Transcript: \_\_\_ Writing Sample: \_\_\_ # of References: \_\_\_ Other: \_\_\_\_\_

**HIRING CRITERIA:** Please indicate *specifically* any criteria you consider in hiring students (check all that apply):

	Required	Preferred	Not a Factor
Class Rank: ___ %			
Law Review or Journal			
Moot Court/Trial Team			
Technical Background			
Other Advanced Degree			
Foreign Language			
Other:			

**NON-DISCRIMINATION POLICY**

In accordance with University of Maryland School of Law policy, the Career Development Office prohibits unlawful discrimination on the basis of race, color, gender, religion, age, ethnic origin, sexual orientation, or disability in any stage of employment. School of Law facilities and programs are available only to employers whose practices are in agreement with this policy. (*Your signature indicates that you will observe this policy.*)

Print Name of Employer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Please return completed form:**

**Via facsimile: (410-706-0870)**

**Via email: [careerdv@law.umaryland.edu](mailto:careerdv@law.umaryland.edu)**

**Via mail: The Career Development Office, University of Maryland School of Law, 500 W. Baltimore Street, Suite 208, Baltimore, Maryland 21201**