

**Career Development Office  
2019 Fall Recruitment Program  
REGISTRATION**

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

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Hiring Attorney: \_\_\_\_\_ Position Being Recruited: \_\_\_\_\_

Office(s) for which you are hiring: \_\_\_\_\_

Hiring Criteria:

	Please specify required or preferred criteria
Class Rank and/or GPA	
Law school activities (i.e., Law Review/journal; Trial Team)	
Specific Background or Experience	
Patent Bar Eligible	
Other	

*Please complete either Part I (Request for On-Campus Interviews) \*OR\* Part II (Request for Resume Collection) AND sign the University of Maryland Carey School of Law Non-Discrimination Policy on page 2.  
DEADLINE TO REGISTER TO PARTICIPATE IN PART I OR PART II: June 28, 2019.*

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

SELECT FROM AVAILABLE DATES: (ROUND ONE) AUGUST 5, 6, 7, 8, 13, 14, 15, 16; (ROUND TWO) AUGUST 26, 27, 28, 29; SEPTEMBER 3, 4, 5, 6; (ROUND THREE) SEPTEMBER 10, 11, 12, 17, 18, 19

1) Interview dates requested: First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

2) Interview Length (*select one*): 20 minutes: \_\_\_\_\_ 30 minutes: \_\_\_\_\_

3) Classes you will interview (*select one*): 2D/3E (Class of 2021): \_\_\_\_\_ 3D/4E (Class of 2020): \_\_\_\_\_

4) Students should submit for pre-screening purposes in addition to a resume (*check all that apply*):

COVER LETTER \_\_\_\_\_ TRANSCRIPT (UNOFFICIAL) \_\_\_\_\_ WRITING SAMPLE \_\_\_\_\_ REFERENCES \_\_\_\_\_

5) Names of Interviewers: \_\_\_\_\_

6) Other information (as applicable): \_\_\_\_\_

\_\_\_\_\_

**FEES:** The fee for on-campus interviews is \$100 for private sector employers (one schedule) and \$50 for each additional schedule. Please specify if you are requesting more than one schedule. No fee for public sector employers. Please make checks out to "University of Maryland Francis King Carey School of Law."

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

By signing up for a Resume Collection (RC), we collect all the requested materials via *Symplicity* and provide to you at one time. There are four (4) options:

- July Resume Collection (RC) – Resumes and materials received by July 18<sup>th</sup>
- August Resume Collection 1 (RC1) – Resumes and materials received by August 2<sup>nd</sup>
- August Resume Collection 2 (RC2) – Resumes and materials received by August 22<sup>nd</sup>
- September Resume Collection (RC) – Resumes and materials received by September 6<sup>th</sup>

1) RC requested (select one): July RC: \_\_\_\_\_ August RC1 (2<sup>nd</sup>): \_\_\_\_\_ August RC2 (22<sup>nd</sup>): \_\_\_\_\_ September RC: \_\_\_\_\_

2) Classes you are recruiting (select one): 2D/3E (Class of 2021): \_\_\_\_\_ 3D/4E (Class of 2020): \_\_\_\_\_

3) Students should submit for pre-screening purposes in addition to a resume (check all that apply):

COVER LETTER \_\_\_\_\_ TRANSCRIPT (UNOFFICIAL) \_\_\_\_\_ WRITING SAMPLE \_\_\_\_\_ REFERENCES \_\_\_\_\_

4) Other information (if applicable): \_\_\_\_\_

\_\_\_\_\_

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### NON-DISCRIMINATION POLICY

The University of Maryland, Baltimore does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, sexual orientation, gender identity or expression, physical or mental disability, marital status, protected veteran's status, or age in its programs and activities. Specifically, Title IX prohibits discrimination on the basis of sex in UMB's programs and activities. UMB will take steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects. *(Your signature indicates that you will observe this policy.)*

Name: \_\_\_\_\_

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

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

**Please return completed form to the attention of Terri Goode, Recruitment Specialist**

- Via email: [tgoode@law.umaryland.edu](mailto:tgoode@law.umaryland.edu) or [careerdv@law.umaryland.edu](mailto:careerdv@law.umaryland.edu)
- Via mail: The Career Development Office, University of Maryland Francis King Carey School of Law, 500 W. Baltimore Street, Suite 208, Baltimore, Maryland 21201
- Via facsimile: (410-706-0870)

***Please note that you can register for all of our recruitment programs via [Symplicity](#).***