



# Capital University Law School Recruiting Program

Policy on Discrimination: Capital University Law School is committed to a policy against discrimination in education and employment based on race, color, religion, sex, age, handicap or disability, national origin, or sexual orientation. Career services are available only to those employers whose practices are in agreement with this policy and who, by registering, affirm their intent to comply with this policy (except as otherwise mandated by state or federal law).

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## RECRUITING ORGANIZATION INFORMATION

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_ http:// \_\_\_\_\_

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

Recruiting for (check all that apply):  Summer Positions  School Year Positions (FT or PT)  Post-Graduation Positions

## REQUEST FOR ON-CAMPUS INTERVIEWS (OCI)

Complete this section only if you plan to interview on campus.

Interview Date: \_\_\_\_\_

Interview length:

Interviewers will interview:

20 minutes

Alone

Interview Start Time: \_\_\_\_\_

30 minutes

As a Team

Other \_\_\_\_\_

Are these interviews informational only? (i.e., not for current hiring)  Yes  No

## REQUEST FOR RESUMES (NO ON-CAMPUS INTERVIEWS)

Complete this section only if you do not plan to interview at our school but wish to receive resumes.

Resumes should be sent:  Individually by students  As a group by the Career Services Office

Date by which resumes should be sent: \_\_\_\_\_

## CANDIDATE CRITERIA

Candidate Degree:

Requested Candidate Materials:

J.D. (1L Day/2L Evening)

Cover Letter

J.D. (2L Day/3L Evening)

Resume

J.D. (3L Day/4L Evening)

Transcript

LL.M.

Writing Sample - # of Pages \_\_\_\_\_

Master of Taxation

Other \_\_\_\_\_

Please indicate any criteria you will specifically consider in hiring candidates:

Required Preferred

Class Rank (specify): Top \_\_\_\_\_%

Law Review (1D & 2E students are not eligible)

Moot Court/Mock Trial (Only 3D/4E students are eligible)

Clinic Experience (Only 3D/4E students are eligible)

Technical Background (specify): \_\_\_\_\_

Specific Undergraduate Degree (specify): \_\_\_\_\_

Foreign Language (specify): \_\_\_\_\_

Other: \_\_\_\_\_