

# JOB POSTING REQUEST



Organization name \_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_

Contact name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

<b>Job posting title:</b>			
<b>Display to:</b> <input type="checkbox"/> Students only <input type="checkbox"/> Graduates only <input type="checkbox"/> Both	<b>Response method:</b> <input type="checkbox"/> Give to career office <input type="checkbox"/> Mail directly to contact <input type="checkbox"/> Fax directly to contact <input type="checkbox"/> Call contact directly <input type="checkbox"/> E-mail contact directly <input type="checkbox"/> No phone calls	<b>Time period:</b> <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Summer full time <input type="checkbox"/> Summer part time <input type="checkbox"/> School year full time <input type="checkbox"/> School year part time	<b>Response deadline date:</b>
			<b>Start date:</b>
			<b>End date:</b>
<b>Job type:</b> <input type="checkbox"/> Law clerk <input type="checkbox"/> Judicial clerk <input type="checkbox"/> Non-legal <input type="checkbox"/> Summer associate <input type="checkbox"/> Intern/Volunteer <input type="checkbox"/> Academic <input type="checkbox"/> Attorney <input type="checkbox"/> Fellow <input type="checkbox"/> Other _____			<b>Paid or unpaid position?</b> <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid <b>Compensation:</b> _____
<b>In addition to the resume, which of the following do you want to receive?</b> <input type="checkbox"/> Law school transcript <input type="checkbox"/> Writing sample <input type="checkbox"/> Cover letter			<b>Number of references required:</b> <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
			<b>Number of letters of recommendation required:</b> <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<b>Job description</b> (attach additional pages if needed):			
<b>Professional status:</b> <input type="checkbox"/> Law school student: <input type="checkbox"/> Recent JD with bar <input type="checkbox"/> JD with 6+ years ___1L ___2L ___3L <input type="checkbox"/> JD with 1-3 years <input type="checkbox"/> LLM <input type="checkbox"/> Recent JD <input type="checkbox"/> JD with 4-6 years			
<b>Hiring criteria:</b>			
<b>Description of organization</b> (e.g., number of attorneys, type of work):		<b>Comments</b> (attach additional pages if needed):	

**Please complete and return to:** Michigan State University College of Law, Career Services Office, 301 Law College Building, East Lansing, MI 48824-1300, fax 517/432-6831. You also may submit this information at [www.law.msu.edu/employers](http://www.law.msu.edu/employers).

*All notices must comply with applicable equal opportunity laws and the Association of American Law Schools non-discrimination policy.*