

RECRUITING REQUEST



Recruiting Organization: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Recruiting Administrator: _____ Email Address: _____

Hiring Attorney(s): _____

Office location(s) for which you are recruiting: _____

On-Campus Interviews

<p>A. On-Campus Interview Information Interviews will take place Monday-Friday beginning at 9:00 AM – 5:00 PM at MSU College of Law.</p> <p>Requested Interview Dates:</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Start Time</th> <th>End Time</th> </tr> </thead> <tbody> <tr> <td>1st Choice:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2nd Choice:</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Interview Length: <input type="radio"/> 20 minutes <input type="radio"/> 30 minutes <input type="radio"/> Other: _____</p>		Date	Start Time	End Time	1st Choice:				2nd Choice:				<p>B. Hiring Criteria (Please indicate specific criteria required, if any):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
	Date	Start Time	End Time										
1st Choice:													
2nd Choice:													
<p>C. Application Materials In addition to resumes, please indicate additional materials required.</p> <p><input type="radio"/> Unofficial Law School Transcript</p> <p><input type="radio"/> Writing Sample</p> <p><input type="radio"/> Other: _____</p> <p>Preferred Method for Receiving Materials: <input type="radio"/> Mail <input type="radio"/> Email</p>	<p>D. Class Years Considered</p> <p><input type="radio"/> 1L</p> <p><input type="radio"/> 2L</p> <p><input type="radio"/> 3L</p> <p><input type="radio"/> Recent Graduates</p> <p><input type="radio"/> LLM</p>												

Resume Collect/Direct Send Only

(Please complete the hiring criteria, application materials and class years considered above.)

- Resume Collect:** MSU will collect and send application materials as a group to the employer
- Direct Send:** Students will send application materials directly to the employer

Deadline to Apply: _____

Please fax or email completed form to:
Michigan State University College of Law, Career Services Office
 Fax: 517-432-6831
 heavilip@law.msu.edu

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