University of Illinois College of Law

On-Campus Interview Program Registration Form

Registration Deadline: June 14, 2019

Employer Name ____________________________________________________________

Address _________________________________________________________________

City __________________________ State ___________ Zip _______________

Phone __________________________ Fax __________________________

Website ________________________________________________________________

Offices for which you are hiring* __________________________________________

*Please register separately for offices interviewing independently.

Primary Contact Name ____________________________________________________

Primary Contact Title ____________________________________________________

Primary Contact Phone __________________________ Primary Contact Email ______

Position Title ___________________________________________________________

Position Type (Check all that apply.) ☐ Part-time ☐ Full-time ☐ Summer ☐ Temporary

Job Description ___________________________________________________________

Preferred Qualifications**__________________________________________________

**E.g., academic qualifications, law school activities, prior academic/employment experience

Accepting Resumes From (Check all that apply.) ☐ 2Ls ☐ 3Ls ☐ LL.M. Students

Additional Application Materials Requested: ☐ Unofficial Transcript ☐ Cover Letter ☐ Writing Sample

☐ Other (Please Specify): __________________________________________________

Number of Schedules __________________________

Length of Interviews ☐ 20 minutes ☐ 30 minutes ☐ Other (Specify): ______________

Schedule ☐ Standard: The standard schedule runs from 9 a.m. until 5 p.m. with a 20-minute break during each of the morning and afternoon sessions and a one-hour break for lunch from noon until 1 p.m.

☐ Other (Specify): _______________________________________________________

Our Fall 2018 On-Campus Interview Program will take place on August 6-8, September 4-6 and September 10-12. Please indicate your top three date preferences.

First Preference _____________ Second Preference _____________ Third Preference ___________

A limited number of greeting rooms are available for reservation. Please indicate if you would like to reserve a room to meet with students prior to or following their interviews. ☐ Greeting Room

Affirmation Regarding Employment Practices

Bylaw 6-3(b) of the Association of American Law Schools requires every employer participating in the On-Campus Interview Program and Job Notification Program to affirm its status as an equal opportunity employer, offering the College of Law’s students and graduates with equal opportunity to obtain employment without discrimination or segregation on the ground of race, color, religion, national origin, sex, gender (including identity and expression), sexual orientation, age, or disability. I agree, to the extent permitted by law, to abide by the principle of equal opportunity as set forth in Bylaw 6-3(b) of the Association of American Law Schools.

By: __________________________ Title________________________ Date__________________

Requested Materials

• Registration Form
• $100 registration fee by check made payable to “University of Illinois”

Return this form and all requested materials to: Office of Career Planning and Professional Development, University of Illinois College of Law, Suite 101, 504 E. Pennsylvania Avenue, Champaign, Illinois 61820; Fax (217) 244-5734; Email law-career@illinois.edu.