University of Illinois College of Law
Winter Interview Program Registration Form (due 9/15/20)

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.)

☐ 1Ls  ☐ 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 Winter 2021 interview programs will take place on: January 14-15; January 21-22; and February 4-5. 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 American Association of Law Schools.

By: ____________________________ Title_________________________ Date___________________

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.