

Fall 2022 RECRUITING GUIDE

Office Of Career Planning and Professional Development

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College of Law

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

I ILLINOIS LAW

Intelligent. Dedicated. Problem Solvers. Team Players. Ready on Day 1.

These are key characteristics common to graduates of the University of Illinois College of Law. The College boasts a student body that is academically talented, diverse, rich in experience, and highly trained. We expose our students to a rigorous course of study featuring our world-class faculty, training in legal research and advocacy, and externships, practicums, and clinics designed to provide practical experience. We have also provided them with innovative training programs in fundamental aspects of legal practice, including, for example, the business of law, professional communications and interactions, personal branding, business development and marketing, client service, and leadership. When students graduate from the College of Law, they are prepared to practice law and add value.

Our Fall 2022 Interviewing Program provides for virtual and in-person interviews. Interviews will be held virtually and in person throughout the month of August. A virtual interviewing session will also be held in November.

The Fall 2022 Recruiting Guide offers employers the opportunity to access College of Law talent through interviewing programs, resume collection services, and job posting services. Should you have any questions, please contact me directly. We appreciate the chance to be of service and look forward to working with you in the coming months.

Very truly yours,



GREG MIARECKI

Executive Assistant Dean for Career Planning and Professional Development

Director, University of Illinois College of Law Leadership Project

Interim Director, Kimball Anderson and Karen Gatsis Anderson Center for Advocacy and Professionalism

University of Illinois College of Law

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Kimball R. and Karen Gatsis
Anderson Center
for Advocacy and Professionalism

Fall 2022 Interviewing Programs

Registration for our interview sessions is now open. Employers may choose from the following dates:

Virtual Interviewing Sessions

Tuesday, August 2, 2022
Wednesday, August 3, 2022
Thursday, August 4, 2022
Wednesday, November 9, 2022

In-Person Interviewing Sessions

Tuesday, August 9, 2022 (Chicago)
Tuesday, August 30, 2022 (Champaign)

There are no fees for the virtual interviewing sessions or our Champaign in-person session. The fee for our Chicago in-person interviewing program, which will take place at our Illini Center facility, located at 200 South Wacker Drive in Chicago, is **\$500** for a full-day schedule. Please click on one of the following links to register:

- Via [Symplicity](#). Account holders may register for our on-campus interview program by logging in and choosing “Submit Schedule Request” under Shortcuts on the account homepage.
- Via our online [Registration Form](#).

You may pay online by credit card or make your check payable to “University of Illinois” and mail it to the Office of Career Planning and Professional Development, University of Illinois College of Law, Suite 101, 504 E. Pennsylvania Avenue, Champaign, Illinois 61820.

Pay Online: [Chicago In-Person Registration Fee \(\\$500\)](#)

Resume Collection Program

We can collect resumes of interested applicants and send them to your attention. Please register online using the [Resume Collection Form](#) or complete the attached job notification form.

Job Postings

We can post job openings for you. To submit a job posting, please register using one of the methods listed below.

- Register using [Simplicity](#). First-time users must establish an account. Account holders may submit a job posting by logging in and selecting “jobs” from the navigation bar at the top of the screen, then “Job Postings,” then “Add New;” entering details regarding the opening and application process; and clicking “Submit.”
- Register using the online [Job Notification Form](#).
- Complete a hard copy of the attached Job Notification Form.

I University of Illinois College of Law

Fall 2022 Interview Program Registration Form (due 5/20/22)

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 Fall 2022 interview programs will take place on August 2-4 & August 9; August 30; and November 9.

Please indicate your top three date preferences.

First Preference _____ Second Preference _____ Third Preference _____

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 _____

Email this form and any additional employer materials to: law-career@illinois.edu.

Requested Materials

- Registration Form
- Registration fee check made payable to "University of Illinois"

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Job Notification Form

Resume Collection

Job Posting

For Resume Collections:

Date by which our office should send application materials _____

For Job Postings:

Application deadline _____

Method by which applicants should apply Mail Fax (Provide number) _____
 Email (Provide address) _____

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 _____

Salary Range (if known) _____

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 Alumni

Additional Application Materials Requested: Unofficial Transcript Cover Letter Writing Sample

Other (Please Specify): _____

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By: _____ Title _____ Date _____

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