
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
Illini Center – 200 South Wacker Drive
Chicago, Illinois 60606
(312) 342-0129 | miarecki@illinois.edu
www.law.illinois.edu
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 **Symplicity**. 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.
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”
University of Illinois College of Law

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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