

# Spring 2023 RECRUITING GUIDE

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## Office Of Career Planning and Professional Development

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504 East Pennsylvania Avenue, Suite 101  
Champaign, Illinois 61820  
(p) (217) 333-2961  
(f) (217) 244-5734  
(e) law-career@illinois.edu

**Illini Center**  
200 South Wacker Drive, Suite 326  
Chicago, Illinois 60606  
(p) (312) 342-0129  
(e) miarecki@illinois.edu



**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 Spring 2023 Recruiting Programs** offer employers the opportunity to access College of Law talent through interviewing programs, resume collection services, and job posting services. Should you have any questions, or if you would like to discuss the possibility of creating a custom recruiting program for your organization, 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*

University of Illinois College of Law

200 South Wacker Drive

Chicago, IL 60606

(312) 342-0129 | [miarecki@illinois.edu](mailto:miarecki@illinois.edu)

[law.illinois.edu](http://law.illinois.edu)



## Spring 2023 Interviewing Programs

Registration for our Spring 2023 interview sessions is now open. Employers may choose from the following dates:

### Virtual Interviewing Sessions

Thursday, February 2, 2023

Tuesday, February 28, 2023

### In-Person Interviewing Sessions (College of Law campus in Champaign, Illinois)

Friday, February 3, 2023

Wednesday, March 1, 2023

There is no fee for these sessions. **Deadline to register is 30 days prior to interview session.** Please email the attached form or click on one of the following links to register:

- Via [Symlicity](#). Account holders may register for our on-campus interview program by logging in and navigation to the OCI menu on the left, then choosing “Schedule Request.”
- Via our online [Registration Form](#).

### 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 [Symlicity](#). First-time users must create an account. Account holders may submit a job posting by logging in and selecting “jobs” from the navigation bar at the left 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](#).



# University of Illinois College of Law

## Spring 2023 Interview Program Registration Form

Employer Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Website \_\_\_\_\_

Primary Contact Name \_\_\_\_\_ Salutation \_\_\_\_\_

Primary Contact Title \_\_\_\_\_ Phone \_\_\_\_\_

Primary Contact Email \_\_\_\_\_

Locations for which you are hiring (city & state) \* \_\_\_\_\_

*\*Please register separately for locations interviewing independently.*

Our Spring 2023 interview programs will take place on the following dates:

- Thursday, February 2, 2023 (virtual)
- Friday, February 3, 2023 (Champaign)
- Tuesday, February 28, 2023 (virtual)
- Wednesday, March 1, 2023 (Champaign)

Please indicate your top three date preferences.

First: \_\_\_\_\_ Second: \_\_\_\_\_ Third: \_\_\_\_\_

Length of Interviews:  20 minutes  30 minutes  Other Specify): \_\_\_\_\_

Morning: 9:00 a.m. – 12:00 p.m.  Afternoon: 1:00 p.m. – 5:00 p.m.

Full Day: The full day runs 9:00 a.m. – 5:00 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): \_\_\_\_\_

Interviewer Name(s): \_\_\_\_\_

Position Title \_\_\_\_\_ Salary (if known): \_\_\_\_\_

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

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): \_\_\_\_\_

Name and title to be used in cover letters (if different than primary contact):

\_\_\_\_\_

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Additional Notes \_\_\_\_\_

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\_\_\_\_\_

### 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](mailto:law-career@illinois.edu).