Employer/Organization:________________________________________________________________________
Mailing Address:_____________________________________________________________________________
Phone: (____)________________________ Website: _____________________________________________
Contact: Ms./Mr.________________________ Title: _______________________________ E-mail: _____________________________
Offices for which you are recruiting:________________________________________________________________________

On-Campus Interview Program
The University of Richmond School of Law offers two structured on-campus interview sessions.

Session 1: August OCI will be held August 8 – August 10 and August 14 – August 17.
Session 2: Fall OCI will be held in September on the following dates: September 12 – 14, September 18 – 21, and September 25 – September 28.

Employers who are unable to participate in on-campus interviews during this time period may contact the CDO to select an interview date.

Interview date(s) requested: First Choice __________ Second Choice __________

Students you wish to interview: 2L 3L Candidates for LL.M in International Studies (September and later only)

Length of interviews: 20 minutes 30 minutes

Documents requested from applicants in addition to a resume:

Unofficial Transcript Cover Letter Writing Sample List of References Other ____________________________

Please provide a brief description of the position(s) you are interviewing for: ______________________________________

Indicate any criteria you consider in hiring our students: __________________________________________________

If you are not able to interview on-campus, we will be happy to assist you by collecting a resume booklet, scheduling interviews with our students via videoconference, or arranging for students to send applications directly to you.

Job Postings/Resume Collection
Employers who seek to fill full-time, part-time, or short-term project positions (check one)

Resume Collection – receive one resume packet via email to be delivered on this date: __________
Resume Direct – resumes sent directly from students via Mail Email by this date: __________

Applicants are requested to apply on-line through your website: __________

Applicants: 2L 3L Recent Graduate Alumni Candidates for LL.M in International Studies

Documents requested in addition to a resume:

Unofficial Transcript Cover Letter Writing Sample List of References Other ____________________________

Indicate any criteria you consider in hiring our students: __________________________________________________

Skype Interviews
Interview date(s) requested: First Choice __________ Second Choice __________

Applicant 2L 3L Recent Graduate Alumni Candidates for LL.M in International Studies

Return completed form to:

Kym Osterbind
Recruiting Coordinator
University of Richmond School of Law - Career Development Office
28 Westhampton Way, Room 115 Richmond VA 23173
(p) 804-289-8680 kosterbi@richmond.edu

The University of Richmond School of Law prohibits discrimination with regards to race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, gender expression, disability, status as a veteran, or any classification protected by local, state or federal law. The services and facilities of the Career Development Office are available only to those employers whose practices are consistent with this policy. The representatives of any employer using these services and facilities affirm that the employer does not discriminate.