Fall 2018 Recruiting Form

Name of Organization: __________________________________________________________
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 7 – August 9, August 13 – 16, and August 21 – 23, 2018.

Session 2: Fall OCI will be held in September on the following dates: September 11 – 13 and September 18 – 20, 2018.

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  __________________________________________
Other ____________________

Indicate any criteria you consider in hiring our students: ______________________________________________________________

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

Resume Collection/Direct Send

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: ______________________________________________________________

Video Conference Interviews

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

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

Submit completed form to:

Kym Osterbind, Recruiting Coordinator
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.