



2009 FALL OCI -- ON-CAMPUS

2009-2010 Law School Career Services Request Form

Career Services Offices: Please complete this portion of the form prior to distributing to employers.

Law School: University of Baltimore School of Law

Dates of On-Campus Recruiting Program: August 10, 2009 – October 30, 2009

Block-out Dates: Sept 7, Sept 18, Sept 28, Oct 2, Oct 9

Normal Interviewing Hours: 9:00 am to 5:00 pm Usual length of interviews: 20 minutes 30 minutes

Recruiting Organization Information

Employer: _____
 Name of Recruiting Contact: _____ Title: _____
 Address: _____
 Telephone: (_____) _____ Fax: (_____) _____
 E-mail: _____ Web Site: _____
 Offices for which you are recruiting: _____

(For offices interviewing independently, please use a separate form.)

Request for Campus Interview Information

Interview dates requested:
 First choice: _____ Second choice: _____ Third choice: _____
 Classes you will interview: 2L (___%) 3L Permanent (___%) 3L Summer (pre-clerkship) (___%) Evening
 LLM (specify): _____ Joint Degree
 May interested LLM students apply for 2L positions? Yes No For 3L positions? Yes No
 Begin interviews at (time) : _____ End by: _____
 Number of schedules (rooms) required: _____ Number of interviewing days: _____
 Names of interviewers (indicate by including class year if alumnus/a): _____

Interviewers will work: alone in teams Number of interviewers per room: _____
 Length of interviews: 20 minutes 30 minutes Other (specify): _____
 Students should bring: Resume Transcript References Other _____
 If the law school offers prescreening of resumes to employers, please indicate what should be provided in addition to a resume:
 Undergraduate transcript Writing sample
 Cover letter Other _____
 Law school transcript

Dates should be coordinated with the following schools (if any): _____
 An express mail service may be used at your expense. Name and account number for express mail service: _____
 Preferred arrangement (explain): _____
 Other information required by school: _____

Request for Resumes Only

If you do not plan to interview at our school but wish to receive resumes: Resumes should be sent by the following date: _____
 You will accept resumes from: 2L 3L Permanent 3L Summer (pre-clerkship) Evening
 LLM (specify): _____
 Resumes should be sent individually by students: Yes No
 Resumes should be sent as a group by the career services office: Yes No

Hiring Information (Please indicate specifically any criteria you consider in hiring our students.)			
	Required	Preferred	Not a Factor
Class Rank _____% (if school ranks)			
G.P.A.			
Law Journal			
Moot Court/Mock Trial			
Technical Background _____			
Advanced Degree Other than J.D. _____			
Foreign Language _____			
Other _____			