



For OCI and Direct Contact Programs, *please* submit the following materials with this completed form: two copies of your NALP form; two copies of your firm resume

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: TOURO COLLEGE JACOB D. FUCHSBERG LAW CENTER, Central Islip, NY

Dates of On-Campus Recruiting Program: Early: August 10-20 Traditional: September 14-October 29, 2009

Block-out Dates: No interviews September 28 Fridays only: 9:00 am - 2:00 pm

Normal Interviewing Hours: 9:00 a.m. to 5:30 p.m. 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: **EMPLOYER MUST SIGN NON-DISCRIMINATION POLICY ON REVERSE SIDE**

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 _____			