On-Campus Interview Request

Employer:____________________________________________

Contact Name:______________________ Title:______________________

Address:________________________________________________________

City, State, & Zip:_________________________________________________

Telephone: ( _____ ) _____________ Fax: ( _____ ) _____________

E-mail:______________________________ Web Site:_____________________

Offices for which you are recruiting/Geographic region:____________________

Preferred Interview Dates:

First choice: ___________ Second choice: ___________ Third choice: ___________

Dates should be coordinated with the following schools (if any):_____________________

Begin interviews at (time):_________________ End by:_________________

Length of interviews:

20 minutes  30 minutes  Other (specify):_________________________

Names of interviewers (indicate by including class year if alumnus/a):_____________________

Interviewers will work:     Alone____   In teams____

Number of interviewers per room:_________

Number of rooms required:_____________

Classes you will interview: 2L ( _____%) 3L ( _____%) Spring Only: 1L ( _____%)

Students should bring (circle all that apply):

Resumé  Cover Letter  Transcript  References

Other:____________________________________________

If you would like CCPD to prescreen the documents, please indicate what should be provided in addition to a resumé:

Undergraduate Transcript  Writing Sample  Cover Letter  Law School Transcript

Other:____________________________________________

Other information required by school: Signed Nondiscrimination Statement