

**NORTHEASTERN UNIVERSITY SCHOOL OF LAW
CENTER FOR CO-OP & PROFESSIONAL ADVANCEMENT
SUMMER/FALL 2013 RECRUITMENT REQUEST FORM**

Employer: _____
Recruitment Administrator: _____ E-mail: _____
Hiring Attorney: _____ E-mail: _____
Address: _____
City, State & Zip _____
Telephone: _____ Fax: _____
Web Page: _____
Offices for which you are recruiting: _____

Please complete Section A. **OR** Section B. below:

A. REQUEST FOR ON-CAMPUS INTERVIEW INFORMATION

Note: **This year, our On-Campus Interview Program will be held August 1st through August 9th (with the exception of August 8th).**
If this timeframe does not work for your firm, please contact our office.

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Classes you will interview: 2L _____% 3L _____%

If you will interview 3L, please indicate: Post-Graduate or Summer Positions Only

In addition to receiving resumes, what other materials do you require in **advance**? (Note: NUSL has no alphabetic or numeric grading system, class rank or law review competition; a transcript is comprised of both course and co-op evaluations).

Transcript Writing Sample Cover Letter Other _____

Length of interviews: 20 minutes 30 minutes Other (specify) _____

Interview hours (Usually 9:00 to 5:00): Begin at: _____ End by: _____

Number of schedules (rooms) required: _____

B. REQUEST FOR RESUME COLLECTION & DIRECT MAILING

If you do not plan to interview at our school but wish to receive resumes from our students:

Deadline for receipt of resumes: _____

You will accept resumes from: 2L 3L

If you will accept resumes from 3L, please indicate: Post-Graduate or Summer Positions Only

In addition to receiving resumes, what other materials do you require? (Note: NUSL has no alphabetic or numeric grading system, class rank or law review competition; a transcript is comprised of both course and co-op evaluations).

Transcript Writing Sample Cover Letter Other _____

Materials should be sent to you: Directly from Students or From the Office of Career Services

HIRING INFORMATION:

Please indicate SPECIFICALLY any criteria you consider in hiring students: _____

ANTIDISCRIMINATION POLICY:

The career services facilities and resources of Northeastern University School of Law are available only to those employers who do not discriminate in the selection of employees on the basis of race, color, religion, religious creed, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran status or disability status. By signing this form the employer agrees to abide by this policy.

(Signature)

(Title)

(Date)