

Career Development Office

2009-2010 Registration Form



Employer: _____

Address: _____

Hiring Attorney: _____

Recruiting Administrator: _____ Title: _____

Email: _____ Website: _____

Telephone: _____ Fax: _____

Office(s) for which you are recruiting: _____

Request for On-Campus Interviews

****Please also complete the Hiring Criteria information on the back of this form.****

Dates of On-Campus Recruiting Program: August 26, 2009 through November 13, 2009

Interviews will **not** be held on the following days:

9/7, 9/10, 9/28, 10/12, 10/15, 10/16, 11/11

Normal interviewing hours: 9:00am to 5:00pm Lunch is provided from 12:00 to 1:00pm.

Interview dates requested:

First choice: _____ Second choice: _____ Third choice: _____

Classes you will interview: 2011 graduates _____ 2010 graduates _____ LL.M. students _____

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

Number of interviewing days: _____ Number of schedules (rooms) required: _____

Names of interviewer(s) (indicate by including class year if alumnus/a): _____

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

Students should submit before interview:

Resume _____ Transcript _____ Writing Sample(s) _____ References _____

Students should bring to interview:

Resume _____ Transcript _____ Writing Sample(s) _____ References _____

Request for Resumes Only

****Please also complete the Hiring Criteria information on the back of this form.****

Resumes should be sent individually by students: Yes _____ No _____

Resumes should be sent as a group by the Career Development Office: Yes _____ No _____

Resumes should be sent by the following day: _____

Classes from which you will accept resumes: 2011 grads _____ 2010 grads _____ LL.M. _____

Materials required with resume:

Transcript _____ Writing Sample(s) _____ References _____ Other _____

Hiring Criteria

Please indicate specifically any criteria you consider in hiring our students.

	Required	Preferred	Not a Factor
Class Rank _____%			
Law Journal			
Moot Court/Mock Trial			
Technical Background			
Advanced Degree Other than J.D.			
Foreign Language _____			

Other criteria and/or hiring needs:

Please return this form, along with any informational materials you wish to provide to:

Michelle Dobbins, Associate Director for Recruitment & Marketing
Career Development Office
Suffolk University Law School
120 Tremont Street
Boston, MA 02108-4977
Tel: 617-305-1674
Fax: 617-573-8706
Email: mdobbins@suffolk.edu

Other Services

Please contact the Career Development Office if you are interested in additional information on any of the following programs:

Massachusetts Law School Consortium National Recruitment Program
Massachusetts Law School Consortium Government/Public Interest Recruitment Programs
New Hampshire Legal Job Fair
Job Postings