

Recruiting Organization Information

Employer			Area Code & Phone		Fax
Address	Street	City	State	Zip Code	Website
Name of Recruiting Contact			Recruiting Contact Title		
Recruiting Contact's Phone			Recruiting Contact's Email		

Offices for Which You Are Recruiting _____

OPTION #1: On-Campus Interview Request

Job Position/Title _____

Classes you will interview 2LD/3LE 3LD/4LE Joint Degree

Interview dates requested (Interviews begin August 13, 2018) First Choice _____ Second Choice _____ Third Choice _____

Interviewing schedule requested (check one) Full-Day Half-Day Morning Half-Day Afternoon

Length of interviews (check one) 20 Minutes 30 Minutes Other _____

Required application materials Resume Cover Letter Writing Sample* Law School Transcript Other _____

Preferred academic hiring criteria (check one) Top 20% Top 35% No Preference

Additional hiring criteria _____

Information about the position (practice area, program dates, etc.) _____

OPTION #2: Resume Collection Request

Job Position/Title _____

Resumes should be sent by the following date (no earlier than July 31, 2018) _____

Classes you will accept resumes from 2LD/3LE 3LD/4LE Joint Degree

Additional required application materials Cover Letter Writing Sample* Law School Transcript Other _____

Preferred academic hiring criteria (check one) Top 20% Top 35% No Preference

Additional hiring criteria _____

Information about the position (practice area, program dates, etc.) _____

***Students will be instructed that writing samples should be no longer than five (5) pages. If you prefer a different writing sample length, please specify.**



Career Development Office

Loyola University New Orleans

Loyola University New Orleans is an Affirmative Action/Equal Employment Opportunity institution, and consequently its policy of non-discrimination includes recruitment, employment retention and promotion of the most qualified students, faculty, and staff, regardless of an individual's race, sex, color, religion, national/ethnic origin, age, citizenship, marital status, sexual orientation, disability or veteran status. Loyola University New Orleans does not discriminate in its provision of services and benefits and in its treatment of students, patients and employees.

EMPLOYERS

Sign and return the following statement to the Loyola University New Orleans College of Law, Career Development Office prior to posing a job.

STATEMENT OF COMPLIANCE

(name of organization)

is an Equal Opportunity Employer and complies with the Loyola University New Orleans policy of non-discrimination. We hire without regard to race, sex, color, religion, sexual orientation, marital status, national or ethnic origin, age, disability, or veteran status.

Signature

Date

Title

IMPORTANT

Please note that failure to sign and return this form intact, without any qualifications, may result in our referral of such failure to the appropriate University committee, to determine whether such failure is evidence of refusal to comply with Loyola's Affirmative Action Policy, to determine whether Loyola facilities and services will continue to be available to your organization, and to determine what other action should be taken by the University.