On-Campus Interview Request Form

Employer: ________________________________________________________________

Contact: _______________________________ Title: ______________________________

Address: ___________________________________ City/State/Zip: ________________

Phone: _________________________________ Email: ____________________________

Preferred dates to conduct interviews: ________ ________ ________

Interviewer(s): ____________________________________________________________

Length of Interviews: ________ 20 minutes ________ 30 minutes

We wish to consider: ____1Ls ____2Ls ____3Ls

Job Description:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Materials required:

_____ Resume _____ Law School Transcript _____ Writing Sample

_____ Cover Letter _____ Undergraduate Transcript _____ Reference List

_____ Other (please specify) ________________________________________________

Hiring Criteria:

________________________________________________________________________

________________________________________________________________________

Deadline to apply/Send resumes by: ________________________

________________________________________________________________________

The Center for Professional Development does not support recruiting activities that involve discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, age, physical or mental handicap, or veteran or gender identity and expression. You may view the University of Cincinnati’s Policy on Non-Discrimination at http://www.uc.edu/content/dam/uc/trustees/docs/rules_10/10-13-01.pdf.

By submitting this form you confirm that your recruiting activities are consistent with this policy.

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Please return form via email to cpdlaw@uc.edu. For questions, please call 513.556.6810.