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: _____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 status as a disabled veteran or veteran of the Vietnam Era. 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.

Please return form by fax to 513.556.2391 or via email to cpdlaw@uc.edu.
For questions, please call 513.556.6810.