

2008 On-Campus Interviewing Instructions

Loyola University Chicago School of Law's fall interviewing season begins on **Monday, August 18**, and continues through **Friday, October 24, 2008**. To participate in on-campus interviewing, please fax or email the attached Interview Request Form to our office at (312)915-7194 or **law-oci@luc.edu** by May 2, 2008.

The attached **Interview Request Form** includes our non-discrimination statement for your signature. Please note the **Hiring Criteria** section on the Interview Request Form. Although we do not allow pre-screening of resumes, we will ensure that all students on your interview schedule meet the class rank criteria you indicate. If you require a class rank percentage, please indicate whether there are grounds on which you would like us to automatically waive the class rank requirement – e.g. Law Journal or Moot Court. If you prefer to make waiver decisions on an individual basis, please answer yes to the question regarding case-by-case waivers, and we will instruct students to send letters setting forth the basis on which they are requesting a waiver. If you prefer to not receive individual waiver requests from our students, please note “No Waivers” in response to this question.

We will confirm your interview date, hiring criteria and waiver instructions when we receive your request form. You will receive your interviewing schedule(s) and the corresponding student resumes approximately seven days before your interview date.

If you will not be able to join us on campus for an interview day, but would like to receive resumes from our students, please fill out the Employer Information, Hiring Criteria, and **Resume Collect Only** sections of the Interview Request Form. We will post your resume request and send you an electronic file of the student resumes collected in response to your request on the date of your choice. We will send the file to the email address listed under Employer Information.

Please mail, fax or e-mail a copy of the following to our office:

- * 2008 On-Campus Interview Request Form
- * NALP Form, including firm narrative
- * Registration Fee
- * Firm resume or promotional materials

Registration Fees (For On-Campus Interviewing Only)

The registration fee for all law firms with over 100 attorneys (based on the number of attorneys employed in the relevant office) is \$100. The registration fee for corporations is also \$100.00. **Checks should be made payable to Loyola University Chicago School of Law.** There is no fee for law firms with fewer than 100 attorneys, solo practitioners, government agencies or public interest organizations.

Consortium of Chicago-Area Law Schools

We would also be happy to coordinate your interview day with other Chicago-area law schools. We could host your interviews at Loyola or ask our students to interview at another school in the city. We could also coordinate your interview day at a nearby hotel. Please let us know how we can best meet your needs.

Contact Information

Office of Career Services
Loyola University Chicago School of Law
25 E. Pearson, Suite 1370
Chicago, Illinois 60611
Phone: (312) 915-7160
Fax: (312) 915-7194
Email: law-oci@luc.edu