

### Fall 2009 On-Campus Interview Registration Form

Northwestern University School of Law  
 Center for Career Strategy and Advancement  
 375 East Chicago Avenue – LM 124  
 Chicago, Illinois 60611-3069  
 Phone: 312-503-3281, Fax: 312-503-5128  
 www.law.northwestern.edu/career

#### Recruiting Organization Information

\* Employer name *(print full name)* \_\_\_\_\_

\* Number of attorneys *(local office)* \_\_\_\_\_ *(firm-wide)* \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Web site \_\_\_\_\_

\* Contact name \_\_\_\_\_ \* Title \_\_\_\_\_

\* Contact number \_\_\_\_\_ \* Fax \_\_\_\_\_

\* Contact e-mail address \_\_\_\_\_

Office(s) for which you are recruiting  
*Please use a separate registration form for each office or group of offices requiring its own interview room and schedule.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Scheduling Information

##### Interview Dates

August 10–21 *(excluding the weekend)*

*We will do our best to accommodate your preferred date(s). However, we cannot guarantee you will receive any particular date(s).*

*If your date(s) last year was in the first week, you will most likely receive date(s) in the second week this year.*

Preferred Date(s) # 1 \_\_\_\_\_

Preferred Date(s) # 2 \_\_\_\_\_

Preferred Date(s) # 3 \_\_\_\_\_

**Interview Hours** *(unless otherwise requested)* Start: 8:00 a.m. Finish: 4:20 p.m.  
*Half day schedule only (Check):*

Prefer morning schedule \_\_\_\_\_ Break yes  no ? Time? \_\_\_\_\_

Prefer afternoon schedule \_\_\_\_\_ Break yes  no ? Time? \_\_\_\_\_

\* **Length of Interviews** (Check):

20 minutes  30 minutes  other (specify minutes) \_\_\_\_\_

\* *Fields must be completed in order for registration to be processed. See reverse side for Statement of Equal Opportunity.*

#### Breaks

Unless otherwise requested, full-day schedules will include standard break and lunch times.

*20 minutes = 20 interviews* \_\_\_\_\_

*30 minutes = 14 interviews* \_\_\_\_\_

*lunch: Noon to 1:00 p.m.*

*lunch: 12:15–1:15 p.m.*

*breaks: 10:00 a.m. and 2:40 p.m.*

*break: 10:00 a.m. and 2:45 p.m.*

Request a different break schedule? \_\_\_\_\_

Number of schedules/rooms needed? \_\_\_\_\_

Number of interviewers per room? \_\_\_\_\_

\* **Students you will interview** *(please indicate a percentage):*

\_\_\_\_\_ % 2L \_\_\_\_\_ % 3L \_\_\_\_\_ % LLM/Taxation (domestic)\*\*

\_\_\_\_\_ % LLM/Kellogg (foreign)\*\* \_\_\_\_\_ % LLM (foreign)\*\*

Foreign LLM countries *(if applicable)* \_\_\_\_\_

\*\* *Employers interested in interviewing LLM students (foreign and/or tax) can preview resumes and select candidates for interviewing.*

#### Registration Deadline

*The package including your registration form, registration fee and Statement of Equal Opportunity must be postmarked by March 20, 2009 (registrations cannot be accepted by phone, fax or e-mail) in order for your registration to be processed. Late registrations are accepted after the deadline, however, employers that register by the deadline will be given first consideration for date assignments.*

*You will receive a confirmation packet via Symplicity with your assigned interview date(s) by April 15, 2009.*

#### Hiring Criteria

*We encourage you to provide your organization's hiring criteria as a guideline for our students to evaluate their candidacy.*

*Northwestern Law does not rank its students. Please **do not** specify rank requirements (e.g., "top 25%"). However, if you have a GPA or other specific hiring requirement (e.g. field-specific technical degree), please include this information in the space provided below. Note: Northwestern Law uses a 4.33 grading scale (information regarding the grading system is enclosed).*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Method of Receipt for Student Resumes and Interview Schedules

Schedules will be released one week in advance of employers' on-campus date via Symplicity, [www.law.northwestern.edu/symplicity](http://www.law.northwestern.edu/symplicity).



*OCI registrations cannot be processed until this statement is signed and received by the Law School*

**Statement of Equal Opportunity 2009–2010**

It is the policy of Northwestern University School of Law not to discriminate against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status in matters of admissions, employment, housing, or services or in the educational programs or activities it operates, in accordance with civil rights legislation and University commitment.

The School of Law is committed to the same policy of equal opportunity for all students and alumni/ae. The facilities and services of the School of Law are available only to those employers whose practices are in agreement with this policy. The representatives of any employer using these facilities and services affirm that the employer agrees to abide by the above policy.

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Name of Employer

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City and State

*Agrees to comply with Northwestern's non-discrimination policy.*

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Signed

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Title

*Please sign and return original to:*

Kelly Obenauer  
Assistant Director of Recruitment and Marketing  
Center for Career Strategy and Advancement  
Northwestern University School of Law  
375 East Chicago Avenue – LM 124  
Chicago, Illinois 60611-3069

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\* Employer name *(print full name)*

\* Number of attorneys *(local office)* *(firm-wide)*

Address

City State Zip

Web site

\* Contact name \* Title

\* Contact number \* Fax

\* Contact e-mail address

#### \* Students whose resumes you will review

2L  3L  LLM/Taxation (domestic)

LLM/Kellogg (foreign)  LLM (foreign)

Foreign LLM countries \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Resumes Collected by Northwestern Law

All resumes will be available for you online by August 25, 2009.

*If you would like to access the online resumes on a different date please specify:*

\_\_\_\_\_

#### Requested materials

cover letter  resume  writing sample  transcript

*If requesting a cover letter, please list name and title of addressee:*

\_\_\_\_\_

\_\_\_\_\_

#### Method of Receipt for Student Resumes

Resumes and any additional materials requested will be available through Symplicity, the Web-based recruiting software used by Northwestern, located at [www.law.northwestern.edu/symplicity](http://www.law.northwestern.edu/symplicity).



*Resume requests cannot be processed until this statement is signed and received by the Law School.*

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**Nonrefundable Registration Fee:** \$200. The registration fee must be included with the registration form, if registering through standard mail, in order to receive your on-campus date assignment. [Government and public interest organizations, and employers wishing to interview only LLM (International and/or Tax) students, are exempt from this registration fee.]

**Employers with multiple offices requiring multiple schedules:**

Organizations with multiple offices requiring multiple schedules must pay the \$200 registration fee for each unique office or group of offices requiring its own schedule and interview room on campus. Individual offices will be billed directly unless other billing arrangements are requested.

**Interview Schedule Fees**

*This is for your reference only — Please do not prepay the interview schedule fee. Your office will be billed following your OCI visit to campus.*

**Law Firms**

<i>Number of Attorneys Firm-wide</i>	<i>Full Day</i>	<i>Additional Schedule</i>	<i>Half Day*</i>
1–25	\$100	\$75	\$75
26–75	\$400	\$275	\$200
76–150	\$550	\$375	\$275
151+	\$700	\$450	\$350

**Non-Legal Corporations:** \$525 flat fee

**Government/Public Interest/Employers Interviewing Only LLMs:** Exempt

*\*For employers who are interviewing for a total one half day. This option is not to be used in combination with additional schedules.*

## Northwestern’s Grading System

**Disclosure of Grades**

It is the policy of Northwestern Law that disclosure of grades to prospective employers is at the students’ discretion. Employers may request copies of transcripts from students directly.

**Class Rank**

Northwestern Law does not utilize a class ranking system and, therefore, class rank is not included on the transcript and students are not advised of a class rank. We hope that in making decisions regarding individual students, interviewers will examine a student’s entire academic record, the progress of the student from year-to-year, and their work experience, as well as other qualities indicative of past and future success.

**Grading System**

Northwestern Law’s grading system is based on a 4.33 grading scale. The mandatory grading curve below applies only to courses with enrollment in excess of 40 students, and does not reflect the actual distribution of GPAs across the class.

<b>Grading Scale</b>	<b>Curve for Courses with &gt; 40 students</b>
A+ = 4.33	A+ = 3–7%
A = 4.00	A = 12–15%
A– = 3.67	A– = 10–15%
B+ = 3.33	B+ = 15–30%
B = 3.00	B = 20–35%
B– = 2.67	B– = 10–15%
C+ = 2.33	C+ = 0–7.5%
C = 2.00	C = 0–7.5%
D = 1.00	D = 0–7%
F = 0.00	F = 0–7%

*Distribution of Honors in a Typical Graduating Class:*

*Summa cum laude: 4.20 GPA  
Magna cum laude: 3.97 GPA  
Cum laude: 3.65 GPA*

**Accelerated JD (2-Year JD)**

Northwestern Law is the first top tier law school to offer an accelerated JD program. The Law School enrolls a limited number of highly-motivated students to this two-year program. Students in the Accelerated JD program complete the same number of credit hours as traditional three-year JD students in five semesters over the course of two calendar years. While this faster pace means students have a more set schedule of classes, they also have the opportunity to select from the full-range of electives offered by the Law School and have the opportunity to participate in all extracurricular and co-curricular activities, including journals.

**Two-Year JD for International Lawyers**

Northwestern Law was one of the first law schools in the country to offer a Two-Year JD program for foreign-educated attorneys. Students who are admitted to the program receive one year of credit for their foreign law degree. During their first year at Northwestern Law, Two-Year JD students must complete the required 1L coursework for JD students. Their second year is spent taking elective courses. Two-Year JD students are completely integrated into the regular JD program and are considered 2Ls during the fall on-campus interviewing process. Graduates of the Two-Year JD program receive a Juris Doctor degree, making them eligible to take the bar examination in any U.S. state.

**LLM Programs for International Students**

Northwestern Law offers two LLM programs for outstanding graduates of foreign law schools: a nine-month general LLM program and a twelve-month joint program with Northwestern’s Kellogg School of Management. Graduates of the joint program are awarded an LLM degree and a certificate in business administration.

**The LLM in Taxation Degree Program**

Northwestern Law offers students who have obtained a JD or JD equivalent the opportunity to specialize in the study of tax law. The Tax Program emphasizes mastery of the tax code and attendant regulations while exploring the underlying legislative purpose of tax-related enactments. In addition to traditional LLM applicants, the Tax Program is open to third-year JD students who have the written approval of their law school dean and are in good standing.