

**RECRUITING ORGANIZATION INFORMATION**

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

 \_\_\_\_\_  
 Contact number

 \_\_\_\_\_  
 Fax

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

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

 \_\_\_\_\_  
 Address

 \_\_\_\_\_  
 Interviewing office(s) for this unique schedule

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

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

 \_\_\_\_\_  
 Contact name

 \_\_\_\_\_  
 Title

**STATEMENT OF EQUAL OPPORTUNITY**

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.

 \_\_\_\_\_  
 Name of Employer

 \_\_\_\_\_  
 City and State

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

 \_\_\_\_\_  
 Name

 \_\_\_\_\_  
 Title

**REGISTRATION INFORMATION**
**SUBMISSION**

*The package including must be postmarked by December 23, 2011. Late registrations are accepted after the deadline, however, employers that register by the deadline will be given first consideration for date assignments.*

Return original to: Arden Schuman, Center for Career Strategy and Advancement  
 Northwestern University School of Law 375 East Chicago Avenue – LM 124 Chicago, Illinois 60611-3069  
[a-schuman@law.northwestern.edu](mailto:a-schuman@law.northwestern.edu) fax: 312-503-5128

**CONFIRMATION AND SCHEDULES**

You will receive a confirmation packet via Symplicity with your assigned interview date(s) by January 7, 2012. Schedules will be released one week in advance of employers' on-campus date via Symplicity.

**SCHEDULING INFORMATION**

Please use a separate registration form for each office or group of offices requiring its own **interview room** and/or **schedule**.

**UNIQUE SCHEDULE**

Number of rooms needed \_\_\_\_\_ Number of interviewers per room \_\_\_\_\_

**PREFERRED DATES**

Spring OCI: January 23, 24, 25, 26, 30, 31, and February 1, 2, 6, 7, 8 and 9, 2012

\_\_\_\_\_ #1                      \_\_\_\_\_ #2                      \_\_\_\_\_ #3

We will do our best to accommodate your preferred date(s) but 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.

**INTERVIEW HOURS**

Please check your preferred schedule

- \_\_\_\_\_ Full Schedule ( 9:00 a.m. to 5:00 p.m.)
- \_\_\_\_\_ Half day morning schedule (9:00 a.m. to 12:00 p.m.)
- \_\_\_\_\_ Half day afternoon schedule (1:00 p.m. to 5:00 p.m.)

**LENGTH OF INTERVIEWS**

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

- \_\_\_\_\_ 20 minutes (20 interviews; lunch from 12:00 p.m. to 1:00 p.m.; breaks at 10:40 a.m. & 3:00 p.m.)
- \_\_\_\_\_ 30 minutes (14 interviews; lunch from 12:00 p.m. to 1:00 p.m.; breaks at 10:30 a.m. & 3 00 p.m.)

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

**STUDENT INTERVIEWS**

\_\_\_\_\_ %1L      \_\_\_\_\_ % 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.

**HIRING CRITERIA**

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

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