

**2023 Fall On-Campus Interview/Resume Collection Program
Employer Registration Form**

Recruiting Organization Information

Employer Name:

Address/Website:

Recruiting Contact Name/Title/Email/Telephone:

Office Locations for Which You Are Recruiting:

Application Information

Job Position/Title:

Classes you will interview: 2LD/3LE (2024 summer positions): _____ 3LD/4LE (2024 post-graduate positions): _____

Application materials: Resume: __ Cover Letter: __ Writing Sample:* __ Law School Transcript: __ Other: __

* We recommend a (5) five-page limit for writing samples. If you prefer a different length, please specify: _____

Preferred academic hiring criteria (check one): Top 20% ___ Top 35% ___ Other: ___ No Preference: ___

Additional hiring criteria:

Information about the position (practice area, program dates, summer split, etc.):

OPTION # 1 Interviews Coordinated by the Career Development Office

To interview on campus (or to have your virtual interview coordinated by our office), please select your first, second, and third options from the dates and times below.

Session 1

Available Interview Dates: Monday, August 14-Friday, August 18

First Choice Date: _____ / Preferred Time (circle one): Morning, Afternoon, Full Day

Second Choice Date: _____ / Preferred Time (circle one): Morning, Afternoon, Full Day

Third Choice Date: _____ / Preferred Time (circle one): Morning, Afternoon, Full Day

Session 2

Available Interview Dates: Monday, August 21-Friday, August 25

First Choice Date: _____ / Preferred Time (circle one): Morning, Afternoon, Full Day

Second Choice Date: _____ / Preferred Time (circle one): Morning, Afternoon, Full Day

Third Choice Date: _____ / Preferred Time (circle one): Morning, Afternoon, Full Day

Session 3

Available Interview Dates: Monday, August 28-Friday, September 1

First Choice Date: _____ / Preferred Time (circle one): Morning, Afternoon, Full Day

Second Choice Date: _____ / Preferred Time (circle one): Morning, Afternoon, Full Day

Third Choice Date: _____ / Preferred Time (circle one): Morning, Afternoon, Full Day

If you wish to interview after the dates listed above, please indicate your preferred dates/times here:

Length of interviews: 20 Minutes (Default): ___ 30 Minutes: ___ Other: ___

Interview Method: Interviews will be conducted in person, on Loyola's campus. However, if you prefer to interview virtually, please check this option: Virtual Interviews Preferred _____

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OPTION #2 Resume Collect

Employers who choose the Resume Collect option will arrange interview schedules without the assistance of the Career Development Office and may arrange interviews at any time after they receive applications.

The date by which you would like to receive applications (no earlier than July 26, 2023): _____

**Loyola University New Orleans
Non-Discrimination/Equal Employment Opportunity Policy**

Loyola University New Orleans College of Law has fully supported and fostered the policy of not discriminating on the basis of age, color, disability, national origin, race, religion, sex, gender identity or expression, or sexual orientation in its educational programs, admissions, employment practices, and in the activities it operates. This policy is in compliance with all applicable federal regulations and guidelines. Employers are required to sign, and abide by, the following Statement of Compliance with Loyola's Policy of Non-Discrimination as a condition of recruiting students and/or alumni at Loyola.

STATEMENT OF COMPLIANCE

Employer Name: _____ is an Equal Opportunity Employer and complies with the Loyola University New Orleans College of Law policy of non-discrimination. We hire without regard to age, color, disability, national origin, race, religion, sex, gender identity or expression, or sexual orientation.

Printed Name / Title

Date

Signature

PLEASE NOTE that failure to sign and return this form intact, without any qualifications, may result in our referral of such failure to the appropriate University committee, to determine whether such failure is evidence of refusal to comply with Loyola's Non-Discrimination/Equal Employment Opportunity Policy, to determine whether Loyola facilities and services will continue to be available to your organization, and to determine what other action should be taken by the University.