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515 Commerce Street

Fort Worth, Texas 76102

817-212-4050

817-212-4059 fax

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# Employer Registration for Fall 2017 On-Campus Interviews and Resume Collection

Please complete and return this registration form to the Office of Career Services by mail, e-mail or by fax to 817-212-4059. If you have questions, call Courtney Key, Assistant Director for Career Services, at 817-212-4050, or email at [ckey@law.tamu.edu](mailto:ckey@law.tamu.edu). **You may also register online** at: https://law-tamu.12twenty.com/hire. Once you receive your username and password, you can log in and use the "OCI" tab to choose OCI dates, enter hiring criteria, and request documents from students.  You can view requested documents through the REVS system after the student bidding period has ended.

1. Name of Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact in Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Title of position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of the position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Class years eligible for interview: 3L \_\_\_\_ 2L \_\_\_\_

Indicate the criteria for the students you would like to interview:

|  |  |  |
| --- | --- | --- |
| Criteria | Required | Preferred |
| Rank in Class (indicate percentage) |  |  |
| GPA |  |  |
| Law Review/Law Journal membership |  |  |
| Moot Court |  |  |
| Mock Trial |  |  |
| Specific Undergraduate Degree (ex. Electrical Engineering) |  |  |
| Foreign Language (indicate language) |  |  |

6. Please select one:

Our firm/organization will be coming on-campus to interview students. \_\_\_\_\_\_

Our firm/organization will not be coming on campus; instead, we will collect resumes and other materials through your office and contact students for interviews directly. \_\_\_\_\_\_

7. Length of interview if coming on campus: 20 minutes \_\_ 30 minutes \_\_ Other (\_\_\_\_minutes)

8. Which of the following items would you like the students to provide?

Resume \_\_\_\_ Writing Sample \_\_\_\_

Transcript \_\_\_\_ References \_\_\_\_

Cover Letter \_\_\_\_ Application Form (please attach or provide link)\_\_\_\_

Application materials will be sent as a .pdf file via email unless otherwise requested.

9. Names of the interviewers (if known): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

10. Please list the date(s) you are interested in coming on campus to interview. Fall OCI begins Aug. 7 and ends Nov. 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTICE TO PRIVATE SECTOR EMPLOYERS SEEKING UNPAID INTERNS**

The law school does not post unpaid internships from for-profit employers.  Should you wish to participate in the externship program, in which students can work for class credit, please contact Cecily Becker, Director of Externships, at [cbecker@law.tamu.edu](mailto:cbecker@law.tamu.edu).  For  more information on issues pertaining to unpaid internships and for-profit employers, please see the U.S. Department of Labor guidelines for employers in the private sector providing unpaid internships to assist them in determining whether the internships meet Fair Labor Standards Act requirements at <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>, and the DOL advisory letter to the ABA at <http://www.americanbar.org/news/abanews/aba-news-archives/2013/09/statement_of_jamesr.html>.

EQUAL OPPORTUNITY OBLIGATION FOR EMPLOYERS USING LAW SCHOOL FACILITIES

# Texas A&M University provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or gender expression. Texas A&M University will promptly investigate all complaints of illegal discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws. Employers who use campus facilities, post jobs on the law school job bank, participate in on-campus interviews or resume collections, must comply with this notice of nondiscrimination in regard to hiring, promotion, retention and conditions of employment. Students may file complaints against an employer who asks discriminatory questions in any program or activity sponsored or conducted at the law school. The employer agrees, as a condition of participating in On-Campus Interviews and Resume Collections, to abide by the law school’s notice of nondiscrimination.

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

Signature of Employer or Employer’s Representative