Employer Registration for On-Campus/Virtual Interviews and Resume Collection

Please complete all sections and return this registration form to the Office of Career Services by:

Email: careerservices@law.tamu.edu
Fax: (817) 212-4059

Questions? Please contact the Office of Career Services, at (817) 212-4050, or careerservices@law.tamu.edu.

Name of Employer: ____________________________
Address: ___________________________________ City/State: ____________ Zip: _______
Primary Contact Name & Title: _________________________________
Telephone: ______________ Email: ___________________________
Website: ________________________________

Please select one:
☐ Our firm/organization will be coming on-campus to interview students.
☐ Our firm/organization will conduct virtual interviews coordinated by the Office of Career Services.
☐ Our firm/organization will not be coming on campus or having OCS coordinate virtual interviews; instead we will collect resumes and other materials through your office and contact students for interviews directly.

Title of position: ____________________________ Compensation: ____________________________
Description of the position (please attach description if preferred): ____________________________
__________________________________________________________________________________
__________________________________________________________________________________
Office Location: ____________________________ Multiple Locations? _____________________
Class years eligible for interview: ☐ 3L  ☐ 2L  ☐ 1L

Which of the following items would you like the students to provide?
☐ Resume  ☐ Transcript  ☐ Cover Letter: Addressed to ________________________________
☐ Writing Sample  ☐ Application Form (please attach or provide link)
☐ References  ☐ Other _______________________________

You may also register online at: 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.
Indicate any criteria for the students you would like to interview:

Rank in Class (percent): ________ Preferred □ /Required □

GPA: ______ Preferred □ /Required □

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<thead>
<tr>
<th>Criteria</th>
<th>Required</th>
<th>Preferred</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Law Review/Law Journal Membership</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Moot Court</td>
<td>□</td>
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<td>Mock Trial</td>
<td>□</td>
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<td>Specific Undergraduate Degree</td>
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<td>Foreign Language (indicate language)</td>
<td>□</td>
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Work Authorization:

□ Permanent US work authorization required       □ All work authorization accepted

**Date(s) & time(s) requested** for on-campus interviews OR virtual interviews coordinated through OCS

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<tr>
<th>Date</th>
<th>Time</th>
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<tr>
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<td>(2nd)</td>
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<td>(3rd)</td>
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Length of interview if coming on campus/virtual through OCS:

□ 20 minutes □ 30 minutes □ Other: _______ minutes

Please indicate length of break between each interview: _______ minutes

Please indicate any other break requested (lunch, etc.): ______________________________

Names of interviewers (if known): ______________________________

**NOTICE TO PRIVATE SECTOR EMPLOYERS SEEKING UNPAID INTERNS**
The U.S. Department of Labor has guidelines governing unpaid internships with for-profit employers. For details, please visit [https://www.dol.gov/whd/regs/compliance/whdfs71.pdf](https://www.dol.gov/whd/regs/compliance/whdfs71.pdf). Should you wish to participate in the externship program, in which students can work and earn class credit, please contact Cecily Becker at cbecker@law.tamu.edu.

**TEXAS A&M UNIVERSITY SCHOOL OF LAW NONDISCRIMINATION POLICY/ EQUAL OPPORTUNITY OBLIGATION FOR EMPLOYERS USING LAW SCHOOL CAREER SERVICES RESOURCES**

Texas A&M University is committed to providing safe and non-discriminatory learning, living, and work environments for all members of the University community. The University provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, sex to include pregnancy and related conditions[1], religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity. Texas A&M University will promptly, thoroughly, and fairly investigate and resolve all complaints of discrimination, harassment (including sexual harassment), complicity and related retaliation based on a protected class in accordance with System Regulation 08.01.01, University Rule 08.01.01.M1, Standard Administrative Procedure (SAP) 08.01.01.M1.01, and applicable federal and state laws. In accordance with Title IX and its implementing regulations, Texas A&M does not discriminate on the basis of sex in any educational program or activity, including admissions and employment. For more information, please visit: [Texas A&M University Notice of Nondiscrimination](#).

[1] This includes harassment and discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions.

______________________________
Signature of Employer or Employer’s Representative

______________________________
Date