



SCHOOL OF LAW
TEXAS A & M UNIVERSITY

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 Bob Weathersby, Director, Office of Career Services, at (817) 212-4050, or rweathersby@law.tamu.edu.

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.

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 _____

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

Rank in Class (percent): _____ Preferred /Required

GPA: _____ Preferred /Required

Criteria	Required	Preferred	Notes
Law Review/Law Journal Membership	<input type="checkbox"/>	<input type="checkbox"/>	
Moot Court	<input type="checkbox"/>	<input type="checkbox"/>	
Mock Trial	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Undergraduate Degree	<input type="checkbox"/>	<input type="checkbox"/>	
Foreign Language (indicate language)	<input type="checkbox"/>	<input type="checkbox"/>	

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

Date	Time
(1 st)	
(2 nd)	
(3 rd)	

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>. 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 a safe and non-discriminatory learning, living, and working environment 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, 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 08.0.01.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 education program or activity, including admissions and employment. For more information, please visit: [Texas A&M University Notice of Nondiscrimination](#).

Signature of Employer or Employer's Representative

Date