

The Recruiting Process at Carolina Law

EMPLOYERS WISHING TO RECRUIT Carolina Law students can coordinate their recruiting activities through the Career Services Office (CSO). The CSO offers three options for recruiting, which are explained in detail below. For employers who use the eAttorney Internet-based recruiting product, online scheduling is available through eAttorney's OCI+ program. All other employers should complete and return the attached Carolina Law Recruiting Request Form. For the best scheduling results, please complete and return the request form before May 14, 2004, for the fall recruiting season, and January 1, 2005, for the spring recruiting season.

Option 1 On-Campus Interviews

For employers interested in interviewing students on-campus, the CSO coordinates the collection of résumés and the scheduling of 20 or 30 minute interviews at the law school. One hundred percent prescreening is allowed. Most on-campus interviews are scheduled during designated dates from August to October and in February, although interviews may be arranged at other times upon request. Interviews are custom-designed to meet the requirements of the employer, who may specify hiring criteria, number of students to be interviewed and length of the interview day. (A modest fee is required for this service in order to cover administrative and other costs. Lunch at the Carolina Club is included.)

On-Campus Interviewing Fee Schedule

	Fall Fees*	Spring Fees*
Law Firm (1-5)	\$75	\$40
Law Firm (6-10)	\$110	\$55
Law Firm (11-50)	\$225	\$110
Law Firm (51+)	\$275	\$140
Corporations	\$275	\$140

Government agencies & public interest organizations are exempt from fees.

*For one room/one schedule - additional interview rooms may be reserved upon request for an additional fee.

Option 2 Résumé Collection

For employers who are unable to interview on campus but would like to consider Carolina Law students for summer, part-time or permanent positions, the CSO will advertise these positions, collect résumés from interested students and send those résumés to the employer. The employer can then contact individual students to schedule an off-campus interview or the CSO to arrange an on-campus visit. (No fee is required for résumé collection; a fee may be required for an on-campus interview.)

Option 3 Direct Contact

At the request of the employer, the CSO will advertise an employment opportunity to Carolina Law students and interested students will be asked to contact the employer directly. (No fee is required for this service.) The CSO will also publish job postings for experienced attorneys free of charge.

Fall 2004 On-Campus Recruiting Dates: August 20 - October 8, 2004

Note: No interviews will be scheduled September 3rd or 6th due to the Labor Day Holiday.
(Please submit your request by May 14, 2004)

Spring 2005 On-Campus Recruiting Dates: February 1 - February 28, 2005

(Please submit your request by January 1, 2005)

Step 1

Provide Contact Information

Employer Name _____

Recruiting Contact _____ Hiring Attorney _____

Street Address _____

City _____ State _____ Zip _____

E-Mail Address _____ Web Address _____

Telephone (If 800 #, please note) _____ Fax _____

Federal Express Account Number _____

List all offices for which you are recruiting _____

Step 2

Select a Method of Recruiting

Option 1: On-Campus Interviews

Please Provide the Following:

Interview Dates Requested: 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Students to be Interviewed: 3rd Year 2nd Year 1st Year (spring only)

Number of Rooms (1 schedule per room): 1 2

Length of Interviews: 20 Minutes 30 Minutes

Length of Interview Schedule: Whole Day (9-5) Half Day a.m. Half Day p.m.

Special Scheduling Request: _____

Additional Materials to be submitted with résumé: _____

Additional Materials to be brought to interview: _____

Names of Interviewers:

Name _____ Alumnus/a? Yes No Class Year _____

Name _____ Alumnus/a? Yes No Class Year _____

Out of State Employers:

Please indicate below if you would like to coordinate your on-campus interview date with other in-state schools.

Duke – Interview Date: _____ Campbell – Interview Date: _____

Wake Forest – Interview Date: _____ North Carolina Central – Interview Date: _____

Step 2 (continued) Select a Method of Recruiting

Option 2: Résumé Collection

Please provide the following:

Résumés accepted from:

3rd Year 2nd Year 1st Year (spring only)

Additional materials to be submitted with résumé:

By what date?: _____

Option 3: Direct Contact

Please provide the following:

Résumés accepted from:

3rd Year 2nd Year 1st Year (spring only)

Additional materials to be submitted with résumé:

By what date?: _____

Step 3 Indicate Hiring Criteria

Indicate criteria preference by using the following codes on lines provided:

R = Required P = Preferred N = Not a Factor

Class Standing or Grade Criteria:

- ___ Class Rank Top 10%
- ___ Class Rank Top 25%
- ___ Class Rank Top 33%
- ___ Class Rank Top 50%
- ___ Other: _____

Technical Background:

- ___ Engineering
- ___ Scientific
- ___ Computer Science
- ___ Biotechnical
- ___ Other: _____

Extracurricular Honors (2Ls & 3Ls only):

- ___ Moot Court/Trial Team
- ___ Law Review
- ___ International Law Journal
- ___ Banking Institute Journal
- ___ Journal of Law & Technology (JOLT)
- ___ Other: _____

Prior Experience or Advanced Degree:

- ___ Accounting
- ___ Banking
- ___ Business
- ___ Tax
- ___ Other: _____

Step 4 Read and Sign Anti-Discrimination Policy

The University of North Carolina at Chapel Hill School of Law is committed to providing its students and graduates with equal opportunity to obtain employment, without discrimination on the grounds of race, sex, color, national origin, religion, age, disability, sexual orientation or marital status.

Use of CSO facilities is restricted to students and prospective employers who agree to comply with the School of Law's anti-discrimination policy.

Date _____ Signature _____

Step 5 Return Form, Payment and Materials

Please return this Request Form, appropriate payment (made payable to "UNC School of Law"), one copy of your current NALP Form and recruiting brochure to:

Career Services Office

UNC School of Law • CB# 3380
Chapel Hill, NC 27599-3380
or Fax: (919) 962-2516

Questions about this form or recruiting at UNC School of Law?

Call Kala Glenn-Pruitt, at (919) 962-0280
or email: kvglennp@email.unc.edu

FOR OFFICE USE ONLY

Received ___/___/___

Fee _____

Check # _____

NALP Form ___ Pro Bono ___

Short Résumé ___ Full Résumé ___

OCI Date ___/___/___

Confirmed _____