



**North Carolina Central University School of Law
Fall 2008 Recruiting Request Form**

I. Recruiting Organization Information

Employer Name _____
Contact Person/Title _____
Hiring Partner (if different than contact person) _____
Address _____
City _____ State _____ Zip Code _____
E-mail Address _____ Web Address _____
Telephone _____ Fax _____
List all offices for which you are recruiting _____
Should students indicate office preference(s)? Yes _____ No _____
Area(s) of Practice _____

II. Methods of Recruiting: On-Campus Interview or Resume Collection

On-Campus Interview

Interview dates requested: First Choice _____ Second Choice _____ Third Choice _____
Class year(s) to be interviewed: Third-Year _____ Second-Year _____ First-year _____
Length of interviews: 20 minutes _____ 30 minutes _____ Time you wish to begin interviews: _____
Indicate amount of time requested for break(s): _____ Time requested for lunch: _____
Anticipated hires in each category for this recruiting season: Third-year _____ Second-year _____ First-year _____
Approximate salary for: Third-year _____ Second-year _____ First-year _____
Applicants should submit: (Check all that apply) Resume _____ Cover Letter _____ Transcript _____
Additional items that should be brought to the interview: Writing sample _____ References _____ Other _____
If you are interviewing in teams, will you need more than one room? Yes _____ No _____

Resume Collection

(The Career Services Office will collect resumes and mail them to you by the date specified below.)

You will accept resumes from: Third-year _____ Second-year _____ First-year _____
Applicants should submit: (Check all apply) Cover Letter _____ Transcript _____ Writing sample _____
References _____ Other _____
Resumes should be sent by the following date: _____

III. Hiring Criteria Preference

Class Standing _____

Extracurricular Activities _____

Technical Background _____

Please return your form by email to lawcareerservices@ncu.edu or by fax to 919-530-7981. If you have questions, please contact Tommie Wright-Kearney, Interim Director of Legal Recruiting at 919-530-6510 or Lisa Morgan, Assistant Dean for Career Services, at 919-530-6115.