

2011 CAREER SERVICES REQUEST FORM

MERCER LAW SCHOOL

Employers may post job openings or arrange on-campus interviews (OCI) through (1) Symplicity - <https://law-mercercsm.symplicity.com/employers/>; (2) Email - mcduffie_tm@law.mercer.edu; or (3) Fax this form - (478) 301-2287.

**Early Interview Week takes place 8/01/11-8/05/11.

**Regular interviews begin on 8/29/11 and continue through 11/04/11 for FALL.

** Mercer offers placement services at NO CHARGE to employers **

RECRUITING ORGANIZATION INFORMATION

Employer Name: _____

Address: _____ Telephone: _____

_____ Fax: _____

_____ E-Mail (REQUIRED): _____

Offices for which you are recruiting: _____

Hiring Attorney: _____ Recruiting Coordinator: _____

Web Address: _____

Career Services Use Only: Symplicity _____ / Confirm _____ / Room _____ / Interview Slots _____ / List Due _____

OPTION 1: INFORMATION FOR ON-CAMPUS INTERVIEWS

Interview dates requested: First Choice: _____ Second Choice: _____ Third Choice: _____

Classes you will interview: 2L _____ 3L _____ (On-Campus Interviews not available for 1Ls until Spring)

You also require: Transcript(Unofficial Academic Record) _____ Writing Sample(Provided at interview) _____ Other _____

Interview hours (usually 9 a.m. to 5 p.m.) Begin at: _____ end by: _____ Number of schedules (rooms) required: _____

Names of interviewers (indicate by including class year if alumnus/a): _____

Interviewers will work in teams _____ or alone _____ Length of interviews: 20 minutes _____ 30 minutes _____ Other _____

OPTION 2: INFORMATION FOR RECEIVING RESUMES ONLY (RESUME COLLECTION)

If you do not plan to interview at our school but wish to receive resumes:

You will accept resumes from: 1L _____ (1L resumes cannot be sent until 12/1) 2L _____ 3L _____

Accumulate resume packet online: Receive notice of auto generated resume packet from career services via email to be delivered on this DATE: _____

You also require: Transcript(Unofficial Academic Record) _____ Writing Sample(Provided at interview) _____ Other _____

REQUIRED INFORMATION FOR ALL EMPLOYERS

*Other information required:

Law School Career Services Request Form

1 copy at time of request for services

NALP Questionnaire

1 copy at time of request

Firm Resume

2 copies at time of request

HIRING INFORMATION

(Please fill out this information for on-campus interviews OR for receiving resumes)

Please indicate SPECIFICALLY any criteria you consider in hiring our students:

	Required	Preferred	Not a Factor
Class Rank _____ %	_____	_____	_____
Law Review	_____	_____	_____
Moot Court/Mock Trial	_____	_____	_____
Technical Background (specify) _____	_____	_____	_____
Foreign Language (specify) _____	_____	_____	_____
Other _____	_____	_____	_____

SCHOOL NON-DISCRIMINATION POLICY: Mercer Law School has long refrained from discriminating on the basis of race, color, religion, national origin, sex, age, handicap or disability, or sexual orientation. The policy of the Association of American Law Schools, required of all AALS-accredited law schools, reinforces our long-standing practice. A new AALS requirement, that we make our placement services available only to employers who assure us that they are willing to abide by this non-discrimination policy, was adopted by the Mercer Law Faculty on November 10, 1993. Accordingly, Mercer Law School's placement services are expressly limited to employers willing to have their request for placement services, including posting notices, considered as an assurance of the employer's agreement to consider Mercer students without discrimination on the stated bases. In addition, the Law School requests that employers using our placement services also not discriminate on the basis of any other factor unrelated to an individual's capacity to perform lawyering tasks.