



2009-10 Barry University School of Law Career Services Request Form-- On-campus interviewing & Resume Collections

Barry University School of Law • 6441 E. Colonial Dr. • Orlando, FL • 32807
2009 On-Campus Recruiting: August 20th – November 6th, 2009
Standard Interviewing Hours: 9:00am – 6:00pm (weekend interviewing available)
Contact Information: Director of Career Services, Cinnamon Baker, J.D. • Phone: (321)206-5628 •
Fax: (321) 206-5629 • email: cbaker@mail.barry.edu or dkent@mail.barry.edu

Recruiting Organization Information

Employer: _____
 Name of Recruiting Contact: _____ Title: _____
 Address: _____
 Telephone: () _____ Fax: () _____
 E-Mail: _____ Website: _____
 Offices for which you are recruiting: _____
 Position(s) for which you are recruiting: _____

Request for On-Campus Interviews

Interview dates requested:
 First choice: _____ Second choice: _____ Third choice: _____
 Classes you will interview: 2L (_____ %) 3L (_____ %) Part-time
 Begin interviews at (time): _____ End by: _____ Number of interviewing days: _____
 Names/titles of interviewers: _____

Interviewers will work: alone in teams
 Length of Interviews: 20 minutes 30 minutes Other (specify): _____
 Students should bring: Resume Transcript References Other: _____
 If the employer requests prescreening, please indicate what, in addition to a resume, should be provided:
 Undergraduate transcript with resume Writing sample
 Cover Letter Other: _____
 Law school transcript

Resume Collection

If you are unable to schedule interviews at our school but wish to receive resumes:
 Resumes should be sent by the following date: _____ You will accept resumes from: 2L 3L Part-time
 Resumes should be sent individually by students: Yes No
 Resumes should be sent as a group by the career services office: Yes No
 You also require: Transcript Writing sample References Other: _____

Hiring Information (Please indicate specifically any criteria you consider in hiring our students.)			
	Required	Preferred	Not a Factor
Class Rank _____ %			
Law Journal			
Moot Court/ Trial Team			
Technical Background:			
Advanced Degree Other than J.D.:			
Foreign Language:			
Other:			