



University of Illinois College of Law

Fall 2009 Recruiting Guide

Enriched by tradition, enlivened by diversity

Established in 1897, the College of Law is consistently regarded as one of the nation's top 10 public law schools and continues to attract, admit, and enroll candidates whose qualifications rival those boasted by other premier law schools. Notwithstanding their impressive numerical qualifications, we believe that our students' potential to thrive as members of the legal community transcends these markers. Their diverse courses of prior study, professional achievements, and life experiences, coupled with their unique intellectual talents, are what truly enable them to make valuable contributions to the classroom and the workplace.

For many of our students, the law school experience is greatly enhanced by undertaking a pro bono externship. The student-run Public Interest Law Foundation (PILF) enables many students to participate in this enriching experience by awarding grants funded through fund raising efforts and donations, including yours. We would like to thank the employers that have previously participated in the Illinois PILF Callback Program. When your firm donates to PILF in response to callback interview candidates who've foregone firm-sponsored lodging in order to stay with friends or family, our students greatly benefit. To receive more information or to participate in this completely voluntary program, please contact us.

We appreciate your interest in recruiting our students and want to make the process convenient and successful for you. We welcome you to visit our campus to conduct interviews. In addition, we would be pleased to help you notify our students of openings within your organization. The following pages describe the primary methods for recruiting our students and provide instructions for utilizing these processes. We appreciate your consideration and look forward to helping you fulfill your hiring needs. Please do not hesitate to contact us if you have any questions or need further information.

Sincerely,

Tony Waller
Assistant Dean for Career Planning
and Professional Development

Sunda McHugh
Assistant Director of Career Planning
and Professional Development

Contact us

Office of Career Planning and Professional Development
University of Illinois College of Law
Suite 101
504 E. Pennsylvania Avenue
Champaign, Illinois 61820

Phone: (217) 333-2961
Fax: (217) 244-5734
Email: career@law.uiuc.edu

Class of 2011 Student Profile

Size: 187
Minority Students: 28%
Female Students: 43%
Median LSAT: 166
Median Undergraduate GPA: 3.59
Undergraduate Institutions Represented: 98
States Represented: 26

Flexibility allows us to best serve your needs!

We are eager to help you fulfill your hiring needs using the following options:

On-Campus Interviews

We will provide details regarding location and logistics in the coming months. We are pleased to continue our lottery policy: employers select 90% of the candidates they'll interview, with the computer match system selecting the remaining 10%.

- **Dates:** We will host our on-campus interview program on the dates listed below. Interview dates will be scheduled on a rolling basis.
 - Monday, August 17 – Thursday, August 20
 - Tuesday, September 15 – Friday, September 18
 - Tuesday, September 22 – Friday, September 25
 - Tuesday, September 29 – Friday, October 2
- **Registration:** Beginning on March 2, 2009, we will accept registrations for our Fall On-Campus Interview Program. To reserve an interview date, please register using one of the methods listed below and forward the requested materials to the Office of Career Planning and Professional Development. We would appreciate receiving your completed registration, including all requested materials, by **June 15, 2009**.
 - **Registration Methods:**
 - Complete the attached On-Campus Interview Program Registration Form and mail, email, or fax it to the Office of Career Planning and Professional Development.
 - Complete the online registration form at <http://www.law.uiuc.edu/career-planning/ociregister.asp>.
 - Register online at <https://law-uiuc-csm.symplicity.com/employers>. First-time users must establish an account. Account holders may register for our on-campus interview program by logging in and choosing "Submit Schedule Request" under QuickLinks on their account homepage.
 - **Requested Materials:**
 - Registration fee in the amount of \$100. Please make checks payable to "University of Illinois." In addition, a participation charge will be assessed on a graduated scale based on employer size, for which we'll invoice you at a later date. Government and public interest employers are exempt from the registration fee and participation charges.
 - NALP form (3 copies)
 - Employer resume and/or marketing materials to be filed in our office for student reference (3 copies)

Resume Collection Program

The Office of Career Planning and Professional Development would be happy to collect the resumes of interested applicants and send them to your attention as one package. If you are interested in this option, please complete the attached Job Notification Form and mail, email, or fax it to the Office of Career Planning and Professional Development. You may also register online at http://www.law.uiuc.edu/career-planning/job_notify.asp.

Job Postings

We would also be happy to post a job opening for you upon receipt of the completed Job Notification Form, which you will find attached and also online at http://www.law.uiuc.edu/career-planning/job_notify.asp. You may also post a job independently by registering online at <https://law-uiuc-csm.symplicity.com/employers>; logging in to your account using the same website; clicking on "Jobs" from the navigation bar at the top of the screen, then "Job Postings," then "Add New;" entering details regarding the opening and application process; and clicking "Submit."



University of Illinois College of Law

On-Campus Interview Program Registration Form

Registration Deadline: June 15, 2009

Employer Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Website _____

Cities in which you have offices _____

Offices for which you are hiring* _____

*Please register separately for offices interviewing independently.

Primary Contact Name _____

Primary Contact Title _____

Primary Contact Phone _____ Primary Contact Email _____

Position Title _____

Position Type (Check all that apply.) Part-time Full-time Summer Temporary

Job Description _____

Preferred Qualifications** _____

**E.g., academic qualifications, law school activities, prior academic/employment experience

Accepting Resumes From (Check all that apply.) 2Ls 3Ls LL.M. Students

Additional Application Materials Requested Unofficial Transcript Other (Specify): _____

Number of Schedules _____

Length of Interviews 20 minutes 30 minutes Other (Specify): _____

Schedule Standard: The standard schedule runs from 9 a.m. until 5 p.m. with a 20-minute break during each of the morning and afternoon sessions and a one-hour break for lunch from noon until 1 p.m.

Other (Specify): _____

Our Fall 2009 On-Campus Interview Program will take place: August 17 –August 20, September 15 –September 18, September 22 –September 25, and September 29 –October 2. Please indicate your top three date preferences.

First Preference _____ Second Preference _____ Third Preference _____

Affirmation Regarding Employment Practices

In accordance with the University of Illinois College of Law’s policies, _____ (employer name), hereby affirms that it is an equal opportunity employer, offering employment without unlawful or invidious discrimination or segregation on the basis of race, color, religion, sex, national origin, sexual orientation, age, handicap, disability, marital status, or status as a disabled or Vietnam-era veteran.

By: _____ Title _____ Date _____

Return this form and all requested materials to: Office of Career Planning and Professional Development, University of Illinois College of Law, Suite 101, 504 E. Pennsylvania Avenue, Champaign, Illinois 61820; Fax (217) 244-5734; Email career@law.uiuc.edu.

Requested Materials

- \$100 registration fee by check made payable to “University of Illinois”
- NALP form (3 copies)
- Employer resume and/or marketing materials to be filed in our office for student reference (3 copies)



University of Illinois College of Law

Job Notification Form

Resume Collection

Job Posting

For resume collections:

Date by which our office should send application materials _____

For job postings:

Application deadline _____

Method by which applicants should apply Mail Fax (Provide number) _____
 Email (Provide address) _____

Employer Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Website _____

Cities in which you have offices _____

Offices for which you are hiring* _____

*Please register separately for offices interviewing independently.

Primary Contact Name _____

Primary Contact Title _____

Primary Contact Phone _____ Primary Contact Email _____

Position Title _____

Position Type (Check all that apply.) Part-time Full-time Summer Temporary

Job Description _____

Salary Range (if known) _____

Preferred Qualifications** _____

**E.g., academic qualifications, law school activities, prior academic/employment experience

Accepting Resumes From (Check all that apply.) 2Ls 3Ls LL.M. Students Alumni

Additional Application Materials Requested Unofficial Transcript Other (Specify): _____

Affirmation Regarding Employment Practices

In accordance with the University of Illinois College of Law's policies, _____ (employer name), hereby affirms that it is an equal opportunity employer, offering employment without unlawful or invidious discrimination or segregation on the basis of race, color, religion, sex, national origin, sexual orientation, age, handicap, disability, marital status, or status as a disabled or Vietnam-era veteran.

By: _____ Title _____ Date _____

Return this form and any additional employer materials to: Office of Career Planning and Professional Development, University of Illinois College of Law, Suite 101, 504 E. Pennsylvania Avenue, Champaign, Illinois 61820; Fax (217) 244-5734; Email career@law.uiuc.edu.