



**On-Campus  
Recruiting &  
Services for  
Employers**

2010-2011



THE  
JOHN MARSHALL LAW SCHOOL®  
CAREER SERVICES OFFICE

# Hire Attorneys You Can Count On from The John Marshall Law School



Contact The John Marshall Law School to hire summer associates and new attorneys with the skill set and experience you need. John Marshall has earned a reputation of graduating capable, courtroom-ready trial attorneys by consistently developing challenging classes, intensive performance requirements, rigorous critiques, and diverse externship opportunities.

Our comprehensive program of professional skills training prepares candidates to be productive members of your organization their first day on the job.

## **On-Campus Interview Program**

For our On-Campus Interview Program, interviews with JD and LLM candidates can be scheduled through the Career Services Office or online through Symplicity. Interviews will begin on August 23, 2010.

## **Joint Chicago-Area Law School Interview Program**

Maximize your hiring process by interviewing candidates from several local law schools in a single day. Call John Marshall's Career Services Office at 312.987.1402 to coordinate candidates from as many as 11 local law schools for interviews at a single location.

## **Resume Collection & Direct Contact Services**

The John Marshall Law School offers you the flexibility to receive resumes directly from John Marshall students or to have our Career Services Office prescreen candidates' qualifications using your criteria, before delivering qualified resumes to you by your requested deadline.

## **Symplicity Website Job Postings**

John Marshall's Symplicity system maintains an up-to-date online jobs database for students and alumni. If you have immediate hiring needs, whether for law clerks or attorneys, download a job posting form at [www.jmls.edu/careersvcs/employers.shtml](http://www.jmls.edu/careersvcs/employers.shtml), or fax a job description with hiring requirements to 312.427.5465.

Additionally, Symplicity enables employers to create a personal company profile, request on-campus interviews and collect candidate resumes. Log in to Symplicity at <https://law-jmls-csm.symplicity.com/employers>.

To take advantage of any of these options:

- ▶ Log on to Career Services at [www.jmls.edu/careersvcs/employers.shtml](http://www.jmls.edu/careersvcs/employers.shtml)
- ▶ Complete the attached form and fax it to 312.427.5465.

For questions concerning recruiting, please call 312.987.1402.



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315 S. Plymouth Court, Chicago, Illinois 60604

Phone: 312.987.1402 ■ Fax: 312.427.5465 ■ E-mail: [csso@jmls.edu](mailto:csso@jmls.edu) ■ Web site: [www.jmls.edu/careersvcs](http://www.jmls.edu/careersvcs)



# THE JOHN MARSHALL LAW SCHOOL®

## Career Services Office Recruiting Request Form

Fall Recruiting begins August 23, 2010, and Spring Recruiting begins January 24, 2011.

To reserve your preferred date, please return by **July 19, 2010**. Fax form to 312.427.5465 or mail to: The John Marshall Law School, Career Services Office, 315 S. Plymouth Court, Chicago, Illinois 60604.

### Recruiting Organization Information

Employer: \_\_\_\_\_

Recruiting Administrator: \_\_\_\_\_

Hiring Attorney: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Offices for which you are recruiting: \_\_\_\_\_

### Application Materials

Please indicate additional application materials to submit and when:

	At Application	Interview
Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>
Writing Sample	<input type="checkbox"/>	<input type="checkbox"/>
Law School Transcript	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate Transcript	<input type="checkbox"/>	<input type="checkbox"/>
References/Letters of Recommendation (____#)	<input type="checkbox"/>	<input type="checkbox"/>

Materials should be sent:  Electronically; or  In hard copy

### Request for On-Campus Interview

Interview date(s) requested: \_\_\_\_\_

First choice: \_\_\_\_\_

Second choice: \_\_\_\_\_

Third choice: \_\_\_\_\_

Classes you will interview: \_\_\_\_\_

1L  2L (\_\_\_\_%)  3L (\_\_\_\_%)  LLM

Begin interviews at: (time) \_\_\_\_\_

End by: \_\_\_\_\_

Length of interviews:  20 minutes  30 minutes

We are an out-of-town employer interested in a Joint On-Campus Interview Program

### Request for Resume Collect/Direct Contact

Application materials should be sent:

as a group by the Career Services Office (Resume Collect)

individually by students (Direct Contact)

You will select materials from:  1L  2L  3L  LLM

Materials should be sent by the following date: \_\_\_\_\_

### Hiring Information

Please indicate criteria considered in interviewing our students.

	Required	Preferred	Not a Factor
Class Rank _____%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Review/Journal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moot Court/Mock Trial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Technical Background: \_\_\_\_\_

Advanced Degree other than JD: \_\_\_\_\_

Foreign Language: \_\_\_\_\_

Other: \_\_\_\_\_

### Please Sign Before Returning this Form

#### Non-Discrimination Policy

The John Marshall Law School, finding any individual discrimination inconsistent with the mission of free academic inquiry, does not discriminate in admission, services, or employment on the basis of sex, sexual orientation, race, color, religion, national origin, ancestry, age, or disability.

Use of The John Marshall Law School's facilities and services, including, but not limited to, for recruitment and placement activities, indicates the acceptance of and agreement to comply with the above mentioned principles of equal opportunity and non-discrimination.

In signing, employer hereby affirms its compliance with the above stated policy:

Signature: \_\_\_\_\_

► For more CSO information, go to [jmls.edu](http://jmls.edu)