

# 2009 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](mailto:mcduffie_tm@law.mercer.edu); or (3) Fax this form - (478) 301-2287.

**\*\*Interviewing begins on 2/09/09 and continues through 4/03/09 for SPRING.**

**\*\* 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: 1L \_\_\_\_\_ 2L \_\_\_\_\_ 3L \_\_\_\_\_  
 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 \_\_\_\_\_ 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.