



# TULANE UNIVERSITY LAW SCHOOL WASHINGTON UNIVERSITY SCHOOL OF LAW

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## 2018 New York Public Sector Interview Program

Tuesday, July 31, 2018

Doubletree Suites Times Square, 1568 Broadway, New York, NY 10036

On behalf of Tulane University Law School and Washington University School of Law, we invite you to the 2018 New York Public Sector Interview Program on Tuesday, July 31<sup>st</sup> from 8:30am - 1:00pm at the Doubletree Suites Times Square. The program provides a wonderful opportunity to interview current students and recent graduates from two outstanding law schools, each of which boasts diverse student bodies with a demonstrated commitment to public service. Since many of our students have personal, academic and familial ties to the Northeast, we think that you will find the New York Interview Program to be a valuable part of your fall recruitment schedule. Students genuinely interested in living and working in New York/Northeast area will travel to the City at their expense for this event. Moreover, you will be able to choose 100% of your interview candidates.

To participate in our Program, please fill out the below registration form and either fax (504.862.8797) or e-mail it to Meghan Carney ([mcarney6@tulane.edu](mailto:mcarney6@tulane.edu)) at Tulane University Law School. **Registration for the 2018 New York Public Sector Interview Program is free of charge.** We would appreciate receipt of registration forms by Monday, June 11, 2018.

We hope that you will consider participating in our annual interview program. Please do not hesitate to contact any of us for additional program information.

Sincerely,

*Meghan Carney, Senior Program Director and Career Counselor, Tulane University Law School,*  
[mcarney6@tulane.edu](mailto:mcarney6@tulane.edu) (504) 865-5942 [www.law.tulane.edu](http://www.law.tulane.edu)

*Angela Smith, Director of Operations, Recruiting & Diversity, Washington University School of Law,*  
[asmith@wustl.edu](mailto:asmith@wustl.edu) (314) 935-5483 <http://law.wustl.edu>



**Tuesday, July 31, 2017 from 8:30am - 1:00pm at the Doubletree Guest Suites – Times Square (1568 Broadway)**

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**2018 REGISTRATION FORM**

Tuesday, July 31, 2018 from 8:30am - 1:00pm at the Doubletree Guest Suites – Times Square (1568 Broadway)  
To register submit the following to: Tulane Law School Career Development Office, 6329 Freret St., Ste. 203 New Orleans, LA 70118:

1. Completed registration form.
2. Signed copy of the Non-Discrimination Form.

To confirm registration please also submit this form to Meghan Carney via e-mail ([mcarney6@tulane.edu](mailto:mcarney6@tulane.edu)) or fax (504-862-8797).

**Employer Information**

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

Employer Address: \_\_\_\_\_ Office Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Direct Dial: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

Hiring Attorney/Chair or Director of Recruiting: \_\_\_\_\_

Please list recruiting offices (for offices recruiting independently, please use a separate form.): \_\_\_\_\_

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**Interview Information**

Information about the position(s): (e.g., staff attorney or, if for the summer, paid/unpaid internship; full summer only; if split summer is available, the specific dates and any other relevant information) \_\_\_\_\_

Classes you will interview: \_\_\_\_\_ 2L \_\_\_\_\_ 3L \_\_\_\_\_ 2018 Graduates

Number of rooms (schedules) required: \_\_\_\_\_

Please indicate what should be submitted initially with student résumés: \_\_\_\_\_ Cover Letter \_\_\_\_\_ Law School Grades

Please indicate additional materials that should be brought to an interview:

\_\_\_\_\_ Writing Sample \_\_\_\_\_ References \_\_\_\_\_ Law School Transcript

You will prescreen 100% of the candidates you interview. Preferred and required hiring criteria included in this form will be provided to the candidates during the bidding process.

Required Criteria: \_\_\_\_\_

Preferred Criteria: \_\_\_\_\_

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*Career Development Office*

## **Tulane University**

**Tulane University is an Affirmative Action/Equal Employment Opportunity institution, and consequently its policy of non-discrimination includes recruitment, employment retention and promotion of the most qualified students, faculty, and staff, regardless of an individual's race, color, sex, religion, national origin, age, disability, genetic information, sexual orientation, gender identity, gender expression, pregnancy, marital status, military status, veteran status, or any other status or classification protected by federal, state or local law. Tulane University does not discriminate in its provision of services and benefits and in its treatment of students, patients and employees.**

### **EMPLOYERS:**

**Sign and return the following statement to the Tulane Law School Career Development Office prior to your scheduled recruiting date.**

### **STATEMENT OF COMPLIANCE**

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(name of organization)

is an Equal Opportunity Employer and complies with the Tulane University policy of non-discrimination. We hire without regard to race, color, sex, religion, national origin, age, disability, genetic information, sexual orientation, gender identity, gender expression, pregnancy, marital status, military status, veteran status, or any other status or classification protected by federal, state or local law.

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Signature

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Date

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Title

### **IMPORTANT**

Please note that failure to sign and return this form intact, without any qualification, may result in our referral of such failure to the appropriate University committee, to determine whether such failure is evidence of refusal to comply with Tulane's Affirmative Action policy, to determine whether Tulane facilities and services will continue to be available to your organization, and to determine what other action should be taken by the University.