On behalf of Tulane University Law School, Washington University School of Law, University of Miami School of Law, and University of Alabama School of Law we invite you to the 2018 Atlanta Interview Program. The program provides a wonderful opportunity to interview second and third year students from four outstanding law schools, all of which boast diverse student bodies. Because many of our students have personal, academic, and familial ties to Georgia, we think that you will find the Atlanta Interview Program to be a valuable part of your fall recruitment schedule. Students genuinely interested in living and working in the Atlanta area will travel to the city at their expense for this event. Moreover, you will be able to prescreen 100% of your interview candidates.

To participate in our program, please contact Meghan Carney at Tulane University Law School at (504) 862-8834 or mcarney6@tulane.edu. The cost per employer is $250 (waived for government and public interest employers). This registration fee covers the hotel suite in which the interview will take place, breakfast, and lunch at the hotel. We would appreciate receipt of registration forms by Friday, July 6, 2018.

We sincerely hope that you will consider participating in our Interview Program. Please do not hesitate to contact us to discuss the program in further detail.

Regards,

Meghan Carney, Senior Program Director, Tulane University Law School  
mcarney6@tulane.edu (504) 862-8834 www.law.tulane.edu

Megan Walsh, Assistant Director for Career Services, University of Alabama School of Law  
mwalsh@law.ua.edu (205) 348-6485 http://www.law.ua.edu

Diane Quick, Director, University of Miami School of Law  
dquick@law.miami.edu (305) 284-5945 http://www.law.miami.edu/

Angela Smith, Director of Employer Diversity and Recruitment Programs, Washington University School of Law  
asmith@wustl.edu (314) 935-5483 http://law.wustl.edu
To register please submit the following to: Tulane Law School Career Development Office, 6329 Freret St., Ste. 203, New Orleans, LA 70118:

1. Completed registration form.
2. A check for registration fees* ($250) made payable to Tulane University Law School.
3. Signed copy of the Non-Discrimination Form.

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

*Please note that this registration fee is waived for government and public interest employers.

**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.): __________________________

**Interview Information**

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

Classes you will interview: 2L 3L Recent Graduates

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

(Employers must comply with the nondiscrimination policies of all participating schools, which are available on the schools’ websites.)
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

______________________________
(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.

_________________________  ___________________________  _______________________
Signature                  Date                        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.