



# TULANE UNIVERSITY LAW SCHOOL VANDERBILT UNIVERSITY LAW SCHOOL WASHINGTON UNIVERSITY SCHOOL OF LAW



## 2015 New York Interview Program

Monday, August 3, 2015 (full day) or Tuesday, August 4, 2015 (half-day AM schedules)  
Doubletree Suites Times Square, 1568 Broadway, New York, NY 10036

On behalf of Tulane University Law School, Vanderbilt University Law School and Washington University School of Law, we invite you to the 2015 New York Interview Program. This is a wonderful opportunity to interview second- and third-year students from three outstanding law schools, each of which boasts diverse student bodies. 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 will travel to the City at their expense for this event. Moreover, you will be able to prescreen 100% of your interview candidates. In addition to our regular full day interview program on Monday, August 3<sup>rd</sup>, we are also offering an option for half-day, morning schedules (8:40am – 12:40pm) on Tuesday, August 4<sup>th</sup>. Please indicate your date preference on the registration form.

To participate in our Program, please complete the attached registration forms and either fax (504-862-8797) or e-mail them to Adam Maese ([amaese@tulane.edu](mailto:amaese@tulane.edu)) at Tulane University Law School. The cost per employer/per room for a full day of interviews on the Monday, August 3<sup>rd</sup> interview date is \$795, and the cost per employer/per room for a half-day of morning interviews on the Tuesday, August 4<sup>th</sup> interview date is \$395. This registration fee covers the hotel suite in which the interviews will take place, breakfast and lunch at the hotel. We would appreciate receipt of registration forms by Friday, June 5, 2015.

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,

*Adam Maese, Assistant Director, Tulane University Law School*  
[amaese@tulane.edu](mailto:amaese@tulane.edu) (504) 862-8462 [www.law.tulane.edu](http://www.law.tulane.edu)

*Mary Griffin, Career Advisor, Vanderbilt University Law School*  
[mary.griffin@vanderbilt.edu](mailto:mary.griffin@vanderbilt.edu) (615) 322-6192 <http://law.vanderbilt.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>



**2015 REGISTRATION FORM**

**TULANE UNIVERSITY LAW SCHOOL  
VANDERBILT UNIVERSITY LAW SCHOOL  
WASHINGTON UNIVERSITY SCHOOL OF LAW**

Monday, August 3, 2015, Doubletree Guest Suites – Times Square (1568 Broadway) and  
Tuesday, August 4, 2015 (morning only), Doubletree Guest Suites – Times Square (1568 Broadway)

To register please submit the following to: Tulane Law School Career Development Office, 6329 Freret St., Ste.155 New Orleans, LA 70118:

1. Completed registration form.
2. A check for registration fees (\$795/room for full day on 8/3; \$395/room for half-day on 8/4) payable to Tulane Law School.
3. Signed copy of the attached Non-Discrimination Form.

To confirm registration please also submit this form to Adam Maese via e-mail ([amaese@tulane.edu](mailto:amaese@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.): \_\_\_\_\_

\_\_\_\_\_

**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 Number of rooms (schedules) and date: Mon, 8/3 \_\_\_\_\_ or Tues, 8/4 \_\_\_\_\_

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: \_\_\_\_\_



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, sex, color, religion, national/ethnic origin, age, citizenship, marital status, sexual orientation, disability or veteran status. 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 interview 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, sex, color, religion, sexual orientation, marital status, national or ethnic origin, age, disability or veteran status.

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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.