



## TULANE UNIVERSITY LAW SCHOOL WASHINGTON UNIVERSITY SCHOOL OF LAW



### **2019 New York Interview Program**

Monday, July 29th, 2019 (full day) or Tuesday, July 30th, 2019 (half-day AM)  
The London NYC, 151 W 54th St, New York, NY 10019

On behalf of Tulane University Law School and Washington University School of Law, we invite you to the 2019 New York Interview Program. This is a wonderful opportunity to interview second- and third-year students from two 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 know 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 ALL of your interview candidates. In addition to our regular full day interview program on Monday, July 29th, we are also offering an option for half-day, morning schedules (8:40am – 12:40pm) on Tuesday, July 30th. 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 Jessica McClain ([jmccclain2@tulane.edu](mailto:jmccclain2@tulane.edu)) at Tulane University Law School. The cost per employer/per room for a full day of interviews on Monday, July 29th, is \$795, and the cost per employer/per room for a half-day of morning interviews on Tuesday, July 30th is \$395. We would appreciate receipt of registration forms by Friday, May 31, 2019.

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,

*Jessica P. McClain, Senior Program Director and Career Counselor*  
Tulane University Law School [jmccclain2@tulane.edu](mailto:jmccclain2@tulane.edu) (504) 865-5848 [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>



**2019 REGISTRATION FORM**

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

Monday, July 29, 2019 and Tuesday, July 30, 2019 (morning only)  
The London NYC, 151 W 54th St, New York, NY 10019

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 (\$795/room for full day on 7/29; \$395/room for half-day on 7/30) payable to Tulane Law School.
3. Signed copy of the attached Non-Discrimination Form.

To confirm registration please also submit this form to Jessica McClain via e-mail (jmcclain2@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(2021) \_\_\_\_\_ 3L(2020) \_\_\_\_\_ 2019 Graduates

Number of rooms (schedules) and date: Mon, 7/29 \_\_\_\_\_ or Tues, 7/30 \_\_\_\_\_

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: \_\_\_\_\_



*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.