



TULANE UNIVERSITY LAW SCHOOL WASHINGTON UNIVERSITY SCHOOL OF LAW



2019 New York Public Sector Interview Program

Tuesday, July 30, 2019

The London NYC Hotel, 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 Public Sector Interview Program taking place on Tuesday, July 30th, 8:30 a.m. - 1:00 p.m. at The London NYC Hotel. This program is 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. Because many of our students have personal, academic, and familial ties to the Northeast, we believe you will find the New York Interview Program to be a valuable part of your fall recruiting. Students genuinely interested in living and working in the New York/Northeast area will travel at their expense for this event. Moreover, you will be able to choose 100% of your interview candidates.

To participate, please complete and submit the included registration and non-discrimination forms. You may send the completed forms to the attention of Jessica McClain at Tulane University Law School via fax at (504.862.8797) or email (jmccclain2@tulane.edu). **Registration for the 2019 New York Public Sector Interview Program is free of charge.** We would appreciate receipt of registration forms by Monday, June 17, 2019.

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

Sincerely,

Jessica McClain, Senior Program Director and Career Counselor, Tulane University Law School jmccclain2@tulane.edu
(504) 865-5848 www.law.tulane.edu

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



2019 New York Public Sector Registration Form

Tuesday, July 30, 2019, 8:30 a.m. - 1:00 p.m. at The London NYC Hotel, 151 W 54th St., New York, NY 10019

To register please complete this Registration Form and the Non-Discrimination Form and submit it to Tulane Law School Career Development Office, 6329 Freret St., Ste. 203, New Orleans, LA 70118. Forms should be sent to the attention of Jessica McClain. You may also submit these forms via email to Jessica at jmccclain2@tulane.edu or fax (504-862-8797).

Employer Information

Organization Name: _____

Address: _____ Office Phone: (____) _____

Fax: (____) _____ Primary Contact: _____

Title: _____ Direct Dial: (____) _____ E-mail: _____

Hiring Attorney/Chair or Director of Recruiting: _____

Recruiting offices (for offices recruiting independently, please use a separate form.): _____

Interview Information

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

Classes you will interview: _____ 2L _____ 3L _____ 2019 Graduates

Please indicate what should be submitted initially with student résumés:

_____ Cover Letter _____ Law School Grades

Please indicate additional materials that students should bring to interviews:

_____ 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

(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.