

TULANE UNIVERSITY LAW SCHOOL
WASHINGTON UNIVERSITY SCHOOL OF LAW
UNIVERSITY OF MIAMI SCHOOL OF LAW
UNIVERSITY OF ALABAMA SCHOOL OF LAW



2019 Atlanta Interview Program

Friday, August 9, 2019

Embassy Suites Hotel Atlanta Buckhead: 3285 Peachtree Road, NE, Atlanta, GA 30305

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 2019 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 own expense for this event. Also, you will be able to prescreen 100% of your interview candidates.

To participate in our program, please contact Jessica McClain at Tulane University Law School at (504) 865-5848 or jmcclain2@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 5, 2019.

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,

Jessica P. McClain, Senior Program Director, Tulane University Law School
jmcclain2@tulane.edu (504) 865-5848 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>

Atlanta Interview Program



2019 REGISTRATION FORM

Tulane University Law School Washington University School of Law
University of Miami School of Law The University of Alabama School of Law

Friday, August 9, 2019, Embassy Suites Hotel Atlanta Buckhead
3285 Peachtree Road, NE, Atlanta, GA 30305

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 Jessica McClain via e-mail (jmccclain2@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

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: _____

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



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.