



TULANE UNIVERSITY LAW SCHOOL WASHINGTON UNIVERSITY SCHOOL OF LAW



2017 New York Interview Program

Monday, July 31st, 2017 (full day) or Tuesday, August 1st, 2017 (half-day AM schedules)
Doubletree Suites Times Square, 1568 Broadway, New York, NY 10036

On behalf of Tulane University Law School and Washington University School of Law, we invite you to the 2017 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 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, July 31st, we are also offering an option for half-day, morning schedules (8:40am – 12:40pm) on Tuesday, August 1st. 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 David Webster (dwebster@tulane.edu) at Tulane University Law School. The cost per employer/per room for a full day of interviews on the Monday, July 31st interview date is \$795, and the cost per employer/per room for a half-day of morning interviews on the Tuesday, August 1st 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 2, 2017.

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,

David Webster, Office Coordinator, Tulane University Law School
dwebster@tulane.edu (504) 865-5942 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>



2017 REGISTRATION FORM

TULANE UNIVERSITY LAW SCHOOL
WASHINGTON UNIVERSITY SCHOOL OF LAW

Monday, July 31st, 2017, Doubletree Guest Suites – Times Square (1568 Broadway) and
Tuesday, August 1st, 2017 (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 7/31; \$395/room for half-day on 8/1) payable to Tulane Law School.
3. Signed copy of the attached Non-Discrimination Form.

To confirm registration please also submit this form to David Webster via e-mail (dwebster@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(2019) _____ 3L(2018) _____ 2017 Graduates

Number of rooms (schedules) and date: Mon, 7/31 _____ or Tues, 8/1 _____

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

(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.