



TEXAS TECH UNIVERSITY  
School of Law

## Career & Professional Development Center™

Texas Tech University School of Law Career Services invites you to participate in our 2019 Fall Recruiting Programs.

### **PROGRAMS**

Register for On-Campus Interviews (OCI) in Lubbock. Pick a date to come on campus, describe your firm/job, and describe the candidates you seek. Then, students will view your opportunity and apply to work for you. You will select 100% of the students you want to interview, we arrange the schedule and you come to Lubbock to meet students. The next steps are up to you. Interview Date Options: August 7-16, September 11-20, or October 9-18, 2019.

You may alternatively register for Fall Virtual Interviews during September and October. Pick a date to interview via Skype (or other video-conferencing platform), describe your firm/job, and describe the candidates you seek. Then students will view your opportunity and apply to work for you. You will select 100% of the students you want to interview, we arrange the schedule and you meet them electronically on the date you have chosen. The next steps are up to you. Date Options: September 11-20 and October 9-18, 2019, with additional dates upon request.

### **REGISTRATION**

Registration is free. To reserve your interview date, submit the On-Campus Interview Registration Form or complete an online registration through Symplicity: <https://law-ttu-csm.symplicity.com/employers>.

Thank you for recruiting Texas Tech Law students, and please contact us with your questions.

Sincerely,

Paula J. Smith  
Director of Career & Professional Development  
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## Fall 2019 On-Campus Interview Registration Form

### Recruiting Organization Information

Employer: \_\_\_\_\_  
 Name of Recruiting Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_  
 Offices for which you are recruiting: \_\_\_\_\_

Please check for Resume Book access (available September 1, 2019)

### Request for Interview Information

Session you want to participate in:

On Campus

Teleconference

Resume Collect

Interview Dates Requested:

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_ Third Choice: \_\_\_\_\_

Classes you will interview: \_\_\_\_\_ 2L \_\_\_\_\_ 3L \_\_\_\_\_ Recent Graduate \_\_\_\_\_

Begin interviews at (time): \_\_\_\_\_ End by: \_\_\_\_\_

Number of schedules (rooms) required: \_\_\_\_\_ Number of Interviewing days: \_\_\_\_\_

Names of interviewers: \_\_\_\_\_

Interviewers will work: \_\_\_\_\_ Alone \_\_\_\_\_ In Teams \_\_\_\_\_ Number of interviewers per room: \_\_\_\_\_

Length of Interviews: \_\_\_\_\_ 20 minutes \_\_\_\_\_ 30 minutes \_\_\_\_\_ Other (please specify): \_\_\_\_\_

Please indicate what should be provided in addition to a resume:

Recent Writing Sample \_\_\_\_\_ Other: \_\_\_\_\_

Law School Transcript \_\_\_\_\_ Cover Letter Addressed to: \_\_\_\_\_

## Position Information

Type of position:

Law Clerk

Associate  
Attorney

Other: \_\_\_\_\_

Employment period:

Summer, First Half

Summer, Second Half

Summer, Full

Post-graduation

Other (please explain): \_\_\_\_\_

Compensation:

Paid

Unpaid

Information about position and employer:

## Hiring Information

	Required	Preferred	Not a Factor
Class Rank/G.P.A			
Law Journal			
Advocacy: Moot Court/Mock Trial/Negotiations			
Advanced Degree other than J.D.			
Technical Background			
Foreign Language			

Please check this box to indicate affirmation of disclosure of the non-discrimination policies included in this packet and assurance of willingness to observe.



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#### **Non-Discrimination Policy – Texas Tech University**

TTU does not tolerate discrimination or harassment of any employee or applicant for employment pursuant to the following Operating Procedures: *Texas Tech University OP 40.01*; *Texas Tech University OP 40.02*; *Texas Tech University OP 40.03*; and *Texas Tech University OP 40.04*. These procedures can be accessed by visiting:

<https://www.depts.ttu.edu/opmanual/OP40.01.pdf>; <https://www.depts.ttu.edu/opmanual/OP40.02.pdf>; <https://www.depts.ttu.edu/opmanual/OP40.03.pdf>; and <https://www.depts.ttu.edu/opmanual/OP40.04.pdf>.

#### **Non-Discrimination Policy – Texas Tech University School of Law**

The Texas Tech University School of Law strives to provide an educational environment that fosters a culture of respect and support. The following policy applies to hiring, continuation of employment, and promotion and tenure, and it protects all law school employees, applicants for admission, enrolled students, and graduates. The School of Law will not tolerate discrimination or harassment on the basis of race, color, religion, genetic information, protected veteran status, national origin, sex, gender (including identity and expression), sexual orientation, age, or disability. *Texas Tech University School of Law, adopted October 19, 2016.*

#### **Non-Discrimination Policy – Association of American Law Schools**

The Association of American Law Schools (AALS), (1614 20th Street, N.W., Washington, DC 20009-1001, (202) 296-8851) of which Texas Tech Law is a member, requires member schools to pursue a policy of providing students and graduates with equal opportunity to obtain employment, without discrimination or segregation on the ground of race, color, religion, national origin, sex, gender (including identity and expression), sexual orientation, age or disability. As a member school, Texas Tech Law shall communicate to each employer to whom it furnishes assistance and facilities for interviewing and other placement functions the school's firm expectation that the employer will observe the principle of equal opportunity. Moreover, a member school shall inform employers of its obligations under Bylaw 6-3(b) and shall require employers, as a condition of obtaining any form of placement assistance or use of the school's facilities, to provide an assurance of the employer's willingness to observe the principles of equal opportunity. AALS Bylaws Section 6-3b and AALS Regulation 6-3.2.

#### **Employer Affirmation**

As an employer seeking assistance and facilities for interviewing and other placement functions from Texas Tech Law, I affirm that Texas Tech Law has informed me of the University's nondiscrimination policies and the school's obligation under AALS Bylaws; and its expectation that each employer will observe the principle of equal opportunity. I provide this assurance of my willingness to observe the principles of equal opportunity and compliance with its nondiscrimination policies as a condition of obtaining any form of placement assistance or use of the school's facilities.

## **OVERVIEW OF IMPORTANT DATES AND DEADLINES**

We have many dates available for you to interview our students.

### All Sessions:

March 1: Registration for Fall OCI 2019 opens to employers.

### Fall 2019 August Interview Program Session I: August 7 - 16, 2019

June 28: Deadline for employers to register for Session I Interview Program

July 10: Student application period opens

July 19: Student applications delivered and available on Symplicity

July 26: Candidate selection deadline

August 1: Final schedules to employers

### Fall 2019 September Interview Program Session II: September 11 - 20, 2019

August 9: Deadline for employers to register for Session II

August 12: Student application period opens

August 20: Student applications delivered and available on Symplicity

August 27: Candidate selection deadline

September 3: Final schedules to employers

### Fall 2019 October Interview Program Session III: October 9 - 18, 2019

September 6: Deadline for employers to register for Session III

September 10: Student application period opens

September 18: Student applications delivered and available on Symplicity

September 25: Candidate selection deadline

September 30: Final schedules to employers