



TEXAS TECH UNIVERSITY
School of Law

Career & Professional Development Center™

Texas Tech University School of Law Career Services invites you to participate in our 2018 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 8-17, September 10-21, or October 8-19, 2018.

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 10-21 and October 8-19, 2018, 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
(806) 834-8814 | paula.smith@ttu.edu

Fall 2018 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, 2018)

Request for Interview Information

Session you want to participate in:

On Campus Teleconference Describe technology to be used: _____

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: _____



TEXAS TECH UNIVERSITY
School of Law™

Non-Discrimination Policy – Texas Tech University

TTU does not tolerate discrimination or harassment of any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, genetic information, status as a protected veteran, or any other legally protected category, class, or characteristic. While sexual orientation and gender identity are not explicitly protected categories under state or federal law, it is the university's policy not to discriminate in employment, admission, or use of programs, activities, facilities, or services on these bases. Employment actions such as hiring, promotion, demotion, transfer, rate of pay, or other forms of compensation, selection for training, and termination shall not be made based on an employee's protected status. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, or electronically displayed or conveyed. *Texas Tech University OP 40.01.*

The university is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from any form of unlawful discrimination. The university is dedicated to fostering and supporting a culture of mutual respect and communication.

This policy applies to all university students and employees, visitors, applicants for admission to or employment with the university, as well as university affiliates and others conducting business on campus.

The university does not tolerate discrimination or harassment based on or related to sex, race, national origin, religion, age, disability, protected veteran status, genetic information, or other protected categories, classes, or characteristics. While sexual orientation and gender identity are not explicitly protected categories under state or federal law, it is the university's policy not to discriminate in employment, admission, or use of programs, activities, facilities, or services on these bases. Discriminatory behavior is prohibited by this policy, as well as by federal laws such as Title VII, which prohibits discrimination in employment, Title IX, which prohibits discrimination on the basis of sex in education programs or activities, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Rehabilitation Act of 1973, the Civil Rights Act of 1991, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Title II of the Genetic Information Non-Discrimination Act, and state laws such as Chapter 21 of the Texas Labor Code. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, by actions, or electronically displayed or conveyed.

The university expects all members of the University Community to comply with the law. Members of the University Community (where University Community is defined as: All faculty, staff, and students of and visitors to any university premises or university-affiliated activity) who violate university policies and laws may be subject to disciplinary action, up to and including termination of employment, expulsion from the university, or being barred from university premises and events. *Texas Tech University OP 40.02.*

The university is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state law, the university prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence, sexual violence, and any other misconduct based on sex. Any acts that fall within the scope of this policy hereinafter are referred to as Sexual Misconduct.

While sexual orientation and gender identity are not explicitly protected categories under state or federal law, it is the university's policy not to discriminate in employment, admission, or use of programs, activities, facilities, or services on this basis. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, by actions, or electronically displayed or conveyed.

This policy applies to all university students and employees, visitors, applicants for admission to or employment with the university, as well as university affiliates and others conducting business on campus. This policy will apply to on-campus and off-campus conduct of which the university is made aware and which adversely impacts the educational and employment environments of the university. The university will take all reasonable steps to prevent recurrence of any Sexual Misconduct and remedy discriminatory effects on the Reporting Party and others, if appropriate. All complaint investigations and procedures will be non-adversarial in nature and will be conducted in a prompt, fair, and impartial manner. Investigations conducted under this policy are not criminal investigations. For all complaints under this policy, the burden of proof shall be a preponderance of the evidence, which means more likely than not.

The university expects all members of the University Community to comply with the law. Members of the University Community who violate these policies and laws may be subject to disciplinary action, up to and including termination of employment, expulsion from the university, or being barred from university premises and events. *Texas Tech University OP 40.03.*

Texas Tech University is committed to the full inclusion of all qualified individuals. As part of this commitment, persons with disabilities will not be subject to discrimination or denied full and equal access to academic programs, employment, activities, benefits, and services offered by the University on the basis of their disability. This policy applies to all students, employees (faculty, staff, or student), volunteers, and visitors. *Texas Tech University OP 40.04.*

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 19: Registration for Fall OCI 2018 opens to employers.

Fall 2018 August Interview Program Session I: August 8 - 17, 2018

June 29: Deadline for employers to register for Session I Interview Program

July 1: Student application period opens

July 16: Student applications delivered and available on Symplicity

July 23: Candidate selection deadline

August 1: Final schedules to employers

Fall 2018 September Interview Program Session II: September 10 - 21, 2018

August 6: Deadline for employers to register for Session II

August 13: Student application period opens

August 21: Student applications delivered and available on Symplicity

August 28: Candidate selection deadline

September 4: Final schedules to employers

Fall 2018 October Interview Program Session III: October 8 - 19, 2018

September 7: 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

October 1: Final schedules to employers