



# CAREER & PROFESSIONAL DEVELOPMENT

TEXAS TECH  
School of Law

## Summer 2025 On-Campus Interview Registration Form

### Recruiting Organization Information

Employer: \_\_\_\_\_

Name of Recruiting Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Offices for which you are recruiting: \_\_\_\_\_

### Request for Interview Information

Session you want to participate in:

Virtual July 2025

Resume Collect

Interview Dates Requested:

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

Class(es) you will interview: Rising 2L (Class of 2027) Rising 3L (Class of 2026)

Begin interviews at: \_\_\_\_\_ End Interviews at: \_\_\_\_\_

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

Interviewers will work: Alone In Teams Number of Interviewers: \_\_\_\_\_

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

\* virtual interviews will be scheduled for 30 minutes to allow students to transition in & out of rooms

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

Recent Writing Sample Law School Transcript Other: \_\_\_\_\_

Cover Letter Addressed to: \_\_\_\_\_

## Position Description

**Type of Position:** Law Clerk Associate Attorney Other: \_\_\_\_\_

**Employment Period:** Summer, First Half Summer, Second Half Summer, Full  
Post Graduation Other: \_\_\_\_\_

**Compensation:** Paid Unpaid

**Is your summer clerkship program intended to:**

serve only as a summer experience

result in post-graduate employment

**Hiring Criteria:** Class Rank/GPA Law Journal  
Advocacy (Moot Court/Mock Trial/Negotiations)  
Advanced Degree other than JD  
Other: \_\_\_\_\_

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

Return completed Registration Form to [careerservices.law@ttu.edu](mailto:careerservices.law@ttu.edu).



# SCHOOL OF LAW

TEXAS TECH

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

Based on Texas Tech University OP 40.01, Texas Tech University System regulation 07.10, and the By-Laws of the Association of American Law Schools, the School of Law does not tolerate discrimination or harassment on the basis of race, color, ethnicity, religion, genetic information, protected veteran status, military status, national origin, sex, gender (including identity and expression), sexual orientation, age, disability, or any other legally protected category, class, or characteristic. *Date approved and/or revised: May 5, 2022*

## **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.