

## Office of Career Planning

210 Hutchins Hall  
625 S. State Street  
Ann Arbor, MI 48109-1215

Telephone: 734-764-0546  
Fax: 734-764-5228  
e-mail: lawcareers@umich.edu

**In academic year 2011-12**, there will be three interview sessions at the University of Michigan Law School. The primary one is our Early Interview Week, scheduled for August 23 – 26. We will also offer interviews during our Fall Interview Program, late September – late October, and our Winter Interview Program in February 2012. Of course, arrangements may be made to interview at other times of the school year if it is more convenient.

**Early Interview Week will take place** Tuesday through Friday, August 23—26, 2011, at the Ann Arbor Holiday Inn Near the University of Michigan. Employers may interview second-year students for summer positions, third-year students for permanent attorney positions, as well as S.J.D. candidates for summer and permanent positions. The *Registration Form* for our Early Interview Week is available at the end of this document. We will begin scheduling interview dates April 1, 2011; forms received after this date (but before July 15, 2011) will be scheduled on a first come, first served basis. We will not be able to schedule an Early Interview Week date for employers who send their forms in after July 15.

**Submitting completed Registration Forms.** Employers paying registration fees (if applicable, see below) by credit card and employers exempt from registration fees, may submit their Registration Forms via e-mail to [csally@umich.edu](mailto:csally@umich.edu). Employers paying registration fees by check should mail the Registration Form and check, together, to:

Carla Sally, Assistant Director  
Office of Career Planning  
University of Michigan Law School  
625 S. State St.  
Ann Arbor, MI 48109-1215

**Interview dates will be confirmed by the end of April.** At that time, along with confirmation of your interview date(s), we will send a registration form to reserve your interview room(s) at the hotel. **This room will be used for interviews only.** If interviewers need overnight accommodations, they will need to be made separately. A list of hotels can be found on our web site at <http://www.law.umich.edu/careers/employerinfo/Documents/Hotellist.pdf>

**Hospitality rooms may be available for rental.** Employers can indicate their desire to rent a hospitality room on the Registration Form.

**Employers may choose to help sponsor the morning and afternoon snack breaks as well as lunch** that will be provided to our students at the hotel daily during Early Interview Week. Sponsorship is as follows: Platinum Sponsor - \$2,000, Gold Sponsor - \$1,000, Silver Sponsor - \$500, Bronze Sponsor - \$250. To thank our sponsors, we will have signs in the hotel student lounge throughout EIW prominently displaying the names of sponsors and their level of sponsorship. Employers can indicate their desire to sponsor breaks and lunch on the Registration Form. Checks, made payable to the University of Michigan Law School, must be received by July 8.

**Registration and Interview fees** may be paid either by check or credit card. Checks should be made payable to: University of Michigan Law School and accompany the Registration Form. To pay by credit card, go to <http://web.law.umich.edu/CareerServicesFees/PayingInterviewRegistration.aspx> The fees are:

Size of Employer	Non-refundable Registration Fee	Interview Fee
20 or fewer attorneys	\$50	waived
21 – 124 attorneys	\$100	\$500
125 – 250 attorneys	\$100	\$600
251 – 500 attorneys	\$100	\$700
500 or more attorneys	\$100	\$800
Government Agencies	waived	waived
Nonprofit/Public Interest Organizations	waived	waived
Corporations	\$100	\$500

Employers will be billed for the Interview Fee after interviews have taken place, and so the online website will be open during the months of October and November 2011 for the interview fee. Payment of the registration and interview fee enables the employer to participate in any of the interview sessions during the academic year.

Law firms with offices in more than one city that arrange their visits separately will be considered as individual employers. Law firms interviewing for multiple offices (but not the whole firm) will have their fees determined by the total number of attorneys in those offices. Many corporations and law firms have adopted matching gift programs or have otherwise contributed to the Law School Fund. Corporations and firms whose contributions to the Law School Fund during the preceding year equal or exceed the fees will not be charged. Governmental agencies and nonprofit organizations are also exempt.

Employers who cancel an interview date two weeks or more in advance of that date will not be charged an interview fee.

**Interviewers flying in** should book flights into Detroit Metropolitan Airport, approximately 20 miles east of Ann Arbor. 4 Stars Airport Service, phone: 734-260-3232, website [www.metro4stars.com](http://www.metro4stars.com) offers service between Detroit Metropolitan Airport and all hotels and motels in the Ann Arbor area. We suggest you allow 60 minutes travel time between the hotel and the airport.

**There is ample free parking at the hotel** for employers participating in Early Interview Week.

**Any student who wishes to be interviewed by an employer using our facilities may bid for an interview time.** In researching potential employers, student rely on online resources, and so we encourage employers to use their Web sites to convey information to students about the organization, the selection criteria, the kind of work the office does and the training that a summer or beginning associate may expect. Students also review NALP forms and NALP Workplace questionnaires at [nalpdirectory.com](http://nalpdirectory.com), and so we suggest that employers update these forms regularly.

**A number of our LL.M. candidates and S.J.D. candidates** indicate an interest in practicing in the United States either permanently or for a period of time after graduation. These students come from many different countries and are selected from hundreds of applicants. Each year many of these students plan to take an American licensing examination.

**Dozens of our J.D. candidates are also pursuing either a joint masters degree or Ph.D** in other schools throughout the University. Joint degree students face demanding requirements from their programs. Because of their interdisciplinary approach to the study of law, they bring a unique expertise to their employment settings. These students usually complete requirements for both degrees in four years.

**Resumes of students scheduled for interviews** will be available approximately one week in advance of the interview date through Symplicity. Passwords will be provided when schedules and resumes are available. Students will provide an unofficial copy of their transcripts at the end of the interview, if requested.

**Michigan Law School Student Directories**, which list expected date of graduation, local address, undergraduate school, degree, and major field of study, may be requested on the *Registration Form*. Directories

of second and third-year students will be available after June 1, 2011. The Directory of First-Year Students will be available by December 1, 2011.

**Employers who find it impractical to interview in Ann Arbor** but who are still interested in receiving the resumes of Michigan students may advise us of their hiring needs. The *Resume Request/Collection Form* can be completed and printed from our Web site at

<http://www.law.umich.edu/careers/employerinfo/Documents/UNABLE.pdf>.

You may request that students contact you directly or that the Office of Career Planning forward the credentials of all interested students to you.

**The Office of Career Planning has the capability to connect you with interested applicants via video teleconferenced job interviews.** If you are interested in learning more about this service and the technology involved or in scheduling teleconferenced interviews, please e-mail Carla Sally at [csally@umich.edu](mailto:csally@umich.edu). The fee structure for teleconferenced interviewing is the same as on-campus interviews.

**The Law School and the Student Funded Fellowships board (SFF) invite employers that recruit here to participate in the Law Student Travel and Accommodation Reimbursement (L-STAR) Program.** This initiative works as follows: students interviewing with participating firms are given the option of waiving the overnight accommodations offered by the employer in favor of a \$215 donation by those firms to SFF.

Additionally, in lieu of paying for cab rides to/from the airport, firms may also choose to contribute \$35 on behalf of a student who is able to get a ride from friends instead. This money along with donations from students is used to award a modest stipend to students who take summer jobs in unpaid or extremely low-paid public interest positions. More information on this program can be found at:

<http://students.law.umich.edu/sff/lstar.html>

**The Office of Career Planning maintains listings of employment opportunities for experienced attorneys.** If you are in need of an experienced attorney, we would be happy to list the opportunity for you. Job postings will be accepted via mail and e-mail.

**The Law School is committed to the principle of equal opportunities** for all individuals. Equal employment opportunity is inherent in the ideals of the legal profession. We expect that prospective employers using the facilities of our Office of Career Planning accept that goal and that their employment policies will be consistent with it

#### Nondiscrimination Policy Statement

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation,\* gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity, and Title IX/Section 504/ADA Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information call 734-764-1817.

All employers interviewing during any of our interviewing sessions must have a signed copy of the Employer Equal Opportunity Statement on file with the Office of Career Planning.

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\*Although the employment policies and practices of the United States Armed Forces do not meet the Law School's requirement that employers who interview here not discriminate on the basis of sexual orientation, current federal law effectively prevents the Law School from applying this requirement to military recruiters, including those for the Judge Advocate General Corps. The fact that military recruiters are here in no way reflects the Law School's endorsement of their discriminatory employment practices.



UNIVERSITY OF MICHIGAN LAW SCHOOL

OFFICE OF CAREER SERVICES

(Please complete this PDF, interactive form and save it to your computer. Because handwritten forms and faxed forms are difficult to read, they may not be processed. Please follow instructions given in the *Information* for returning your completed form.)

ON-CAMPUS REGISTRATION FORM – EIW 2011

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ WWW: \_\_\_\_\_

Number of attorneys in office listed above: \_\_\_\_\_ Number of attorneys firmwide: \_\_\_\_\_

Interview dates for Early Interview Week are August 23, 24, 25, and 26. Please rank interview dates in order of preference (1=highest; 4=lowest)

8/23 (rank): \_\_\_\_\_ 8/24 (rank): \_\_\_\_\_ 8/25 (rank): \_\_\_\_\_ 8/26 (rank): \_\_\_\_\_

Length of interviews: \_\_\_ 20 minutes \_\_\_ 30 minutes

Interviewing day: Start \_\_\_ 8:30 a.m. **or** \_\_\_ 9:10 a.m. Finish \_\_\_\_\_ (No later than 5:00 p.m.)

Do you need two days to interview? \_\_\_\_\_ Number of interview **schedules** per day \_\_\_\_\_

Students to be interviewed: \_\_\_ Second year (% of total schedule) \_\_\_\_\_  
\_\_\_ Third year (% of total schedule) \_\_\_\_\_

If you do **not** wish to interview students in joint degree programs, having completed their first year of law school, with an expected graduation date of 2014, (please see *Instructions*) please check here \_\_\_\_\_

Please indicate if specific undergraduate degree or licensure is required \_\_\_\_\_

If you are interviewing for offices in addition to the one listed above:

<i>City</i>	<i>No. of attys.</i>	<i>City</i>	<i>No. of attys.</i>
_____		_____	
_____		_____	
_____		_____	

Employers requesting more than one schedule interviewing for multiple offices: Would you like to interview for offices separately? If yes, please indicate breakdown:

Schedule 1: Cities: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /

Schedule 2: Cities: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /

(please attach additional sheet, if more than two schedules)

In addition to your interview room(s) would you like a hospitality room?  Yes

Would you like to help sponsor snack breaks and lunches for students (please see *Instructions*)?  Yes  
 Bronze sponsor (\$250)  Silver sponsor (\$500)  Gold sponsor (\$1,000)  Platinum sponsor (\$2,000)  
Check, made payable to University of Michigan Law School, must be received by July 8, 2011 to participate.

Would you like to receive a copy of our *Second and Third-Year Student Directory*?  Yes

If you do **not** wish to participate in the L-STAR Program (please see *Instructions*) please check here

Registration fee (please see *Instructions*) (if applicable):  Check enclosed  Paid by credit card

### **LL.M. and S.J.D. Candidates**

Some foreign attorneys who are completing a graduate program (LL.M. or S.J.D.) at Michigan are interested in practicing for a limited time before returning to their own countries or in securing a permanent position in the United States. (please see *Instructions*) Please indicate your interest below.

Resumes (LL.M and/or S.J.D. Candidates (sent to:)) \_\_\_\_\_

Seeking candidates for:  Permanent position  Positions for a limited period of time  Summer

Please indicate if specific degree, professional licensure or language proficiency is required.  
\_\_\_\_\_

Would you like to receive a resume book of our graduate programs candidates?  Yes

**Please return this form along with a signed EEOS (please see next page) by:  
April 1, 2011 for Early Interview Week first round of scheduling.  
No later than July 15, 2011 to participate in Early Interview Week**

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**EMPLOYER EQUAL OPPORTUNITY STATEMENT**

The University of Michigan Law School policy on equal opportunity (revised fall 2010) is printed in full in our Recruiting Instructions.

The Association of American Law Schools has adopted the following regulation:

Executive Committee Regulation 6.19. The Obligation to Provide an Equal Opportunity to Obtain Employment Without Discrimination. A member school shall inform employers of its obligation 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 stated in Bylaw 6-3 (b). A member school has a further obligation to investigate any complaints concerning discriminatory practices against its students to assure that placement assistance and facilities are made available only to employers whose practices are consistent with the principles of equal opportunity stated by Bylaw 6-3 (b).

The Association of American Law Schools Bylaw Section 6-3 (b) reads as follows:

A member school shall pursue a policy of providing its students and graduates with equal opportunity to obtain employment without discrimination or segregation on the ground of race, color, religion, national origin, sex, age, handicap or disability, or sexual orientation. A member school 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.

Questions regarding the Law School policy, Association of American Law Schools regulation or observation by your organization should be addressed to Susan Guindi, Assistant Dean, Office of Career Planning.

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**EMPLOYER EQUAL OPPORTUNITY STATEMENT**

Our organization observes the principles of equal opportunity as stated in Bylaw Section 6-3 (b) of the Association of American Law Schools.

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(Name of Organization)

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(Signature of Authorized Representative)

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(City, State)

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(Authorized Representative, Please Print)