

**FIU**

**Law**

**ON-CAMPUS INTERVIEW  
REGISTRATION PACKET  
(FALL)**

**OVADIA CAREER PLANNING & PLACEMENT OFFICE**

**11200 S.W. 8<sup>TH</sup> STREET, MIAMI, FL 33199**

**SUITE RDB 1055**

**P: 305.348.8376 • F: 305.348.2301 • [lawcareer@fiu.edu](mailto:lawcareer@fiu.edu)**

# OCI REGISTRATION FORM

## I. RECRUITING ORGANIZATION INFORMATION

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

Recruiting Officer/Contact: \_\_\_\_\_

Interviewer(s) Name(s): \_\_\_\_\_

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

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

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

## II. INTERVIEW SPECIFICATIONS (Please check all that apply)

Class Year: 2E \_\_\_\_\_ 2D/3E \_\_\_\_\_ 3D/4E \_\_\_\_\_

(D = Full-time day students; E = Part-time evening students)

When will employment begin? \_\_\_\_\_

Requested Interview Date: \_\_\_\_\_ Check here if you will conduct OCIs virtually \_\_\_\_\_

If virtual, please include virtual meeting information:

Interview hours (*available from 9:00 A.M. to 5:00 P.M.*): Begin: \_\_\_\_\_ End: \_\_\_\_\_

Length of interview: 20 minutes \_\_\_\_\_ 30 minutes \_\_\_\_\_ Other \_\_\_\_\_

Please let us know if you would like a break in between each interview, and if so, how long:

Requested Documents (Please check all that apply):

Résumé \_\_\_\_\_ Cover Letter \_\_\_\_\_ Writing Sample \_\_\_\_\_ Transcript \_\_\_\_\_ Other \_\_\_\_\_

## III. POSITION DESCRIPTION

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**Hiring criteria:**

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Are you hiring for specific practice areas? If so, please list: \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_