

FIU

Law

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

OVADIA CAREER PLANNING & PLACEMENT OFFICE

11200 S.W. 8TH STREET, MIAMI, FL 33199

SUITE RDB 1055

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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: 1D _____ 1E _____ 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

Hiring criteria:

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

Signature _____ Title _____ Date _____