

FIU

Law

**ON-CAMPUS INTERVIEW
REGISTRATION PACKET**

OVADIA CAREER PLANNING & PLACEMENT OFFICE

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

SUITE RDB 1055

P: 305.348.8376 • F: 305.348.2301 • 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: _____

Interview hours (Usually 9:00 a.m. to 5:00 p.m.): Begin: _____ End: _____

Length of interview: 20 minutes _____ 30 minutes _____ Other _____

Requested Documents (Please check all that apply):

Résumé _____ Cover Letter _____ Writing Sample _____ Transcript _____ Other _____

III. HIRING CRITERIA

Position Description:

Signature _____ Title _____ Date _____

EMPLOYER DECLARATION OF NON-DISCRIMINATION AND EQUALITY OF OPPORTUNITY

Florida International University College of Law is required to ascertain and maintain documentation that all employers recruiting students and alumni are complying with the federal guidelines for non-discrimination in the selection of employees. Employers requesting services are expected to observe the principle of equal opportunity for employment in accordance and Standard 211 (d) of the ABA Standards for Approval of Law Schools. A copy of Standard 211 (d) is available upon request.

Please read the Ovadia CP&P Office Non-Discrimination Policy below and sign to certify that your law firm/company/agency is an equal opportunity employer in compliance with this policy. Once the registration packet has been completed, please return to the Ovadia CP&P Office.

It is the policy of FIU Law that no citizen of the United States or any other person within the jurisdiction thereof shall, on the grounds of race, religion, color, gender, gender identity, gender expression, age, disability, sexual orientation, veteran's status, or national origin be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity of the University. Employers who advertise positions through the Ovadia CP&P Office or participate in its recruitment programs must read the non-discrimination policy and undertake to observe it.

Signature

Name (Please print)

Firm/Organization

Date