

FIU

Law

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

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: _____ 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 _____

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 and sign the following compliance statement; complete the additional information and return this form to the Ovidia Career Planning and Placement Office.

“I certify that the law firm/company/agency identified below is an equal opportunity employer. Applicants are given equal consideration without regard to race, creed, color, religion, age, handicap, sex, sexual orientation, marital status, national origin, political opinion or affiliation and veterans status as provided under Vietnam Era Veterans Readjustment Assistant Act.”

Signature

Name (Please print)

Firm/Organization

Date