

2023 Virtual Spring Recruitment Form

Name of Organization: _____
Address: _____ Phone: _____
Contact: _____ Title: _____ E-mail: _____
Offices for which you are recruiting: _____

2023 Spring Virtual Interview Program

Virtual Recruitment Program begins **January 23, 2023**

Virtual Interview date(s) requested: (please select a first and second choice)

First Choice _____ Second Choice _____

Students you wish to interview:

1L _____ 2L _____ 3L _____

Length of interviews:

20 minutes _____ 30 minutes _____

Documents requested (in addition to a resume):

Unofficial Transcript _____

Cover Letter _____

Writing Sample _____

Other _____

Indicate any criteria you consider
in hiring our students:

Resume Collection or Job Postings

Resume Collection: receive one resume packet via email on this date: _____

Job Postings: applications sent directly from students via email by this date: _____

Applicants are requested to apply on-line through your website: _____

Students you wish to accept application materials from:

1L _____ 2L _____ 3L _____ Recent Graduates _____ Experienced Alumni _____

Documents requested (in addition to a resume):

Unofficial Transcript _____

Cover Letter _____

Writing Sample _____

Other _____

Indicate any criteria you consider
in hiring our students:

Submit completed form to: Kym Osterbind

kosterbi@richmond.edu

Please Read and Sign our Non-Discrimination Policy

The University of Richmond School of Law prohibits discrimination with regards to race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, gender expression, disability, status as a veteran, or any classification protected by local, state or federal law. The services and facilities of the Career Development Office are available only to those employers whose practices are consistent with this policy. The representatives of any employer using these services and facilities, in doing so and by completing the boxes below, affirm that the employer does not discriminate.

Signature _____

Date: _____

Printed Name: _____

Title: _____