Employers may post job openings or arrange on-campus interviews (OCI) through:
Email, Suzanne Wade – swade@wlu.edu
Fax this form - 540-458-8168
There is no registration fee for Spring OCI.

**EMPLOYER INFORMATION - PLEASE TYPE OR PRINT**

Employer Name: ____________________________________________ Number of Attorneys: __________
Address: ____________________________________________ City: ________________ State: ____ Zip: __________
Telephone :(___) __________________ Fax :(___) __________ URL: ________________________________
Contact: Ms. /Mr. ______________________________ Title: ______________________________
E-mail __________________________________________
Office(s) for which you are recruiting: ______________________________

**OPTION 1: ON CAMPUS INTERVIEWING:**

☐ Lexington: February 1 through early March ☐ via Video Conference or Skype
OCI dates requested: 1) ________________ 2) __________________ Interview Length: ☐ 20 minutes ☐ 30 minutes
Classes you will interview: ☐ 1L ☐ 2L ☐ 3L please attach a job description.
Additional materials required from students beyond resume:
☐ Cover Letter ☐ Transcript ☐ Writing Sample ☐ List of three references
☐ Paid Position ☐ Unpaid Position
Any positions listed as Unpaid are presumed to comply with federal and state labor & employment laws.
Name of interviewer(s) (if alumnus/a, indicate class year): ______________________________

**OPTION 2: RESUME COLLECT (Check one)**

☐ Accumulate online: receive auto generated resume packet via email to be delivered on this date: ______________________________
☐ Resumes sent directly to employer from students via ☐ Mail ☐ Email ☐ Fax by this date: ______________________________
Accepting resumes from: ☐ 1L (posted 12/1) ☐ 2L ☐ 3L ☐ Alumni please attach a job description.
Additional materials: ☐ Cover Letter ☐ Transcript ☐ Writing Sample ☐ List of three references
☐ Paid Position ☐ Unpaid Position
Any positions listed as Unpaid are presumed to comply with federal and state labor & employment laws.


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**FOR OFFICE USE ONLY**

INVOICED _______ SYMPLICITY _______ EMAILED CONFIRMATION _______