



Instructions for Non-Law Practice Employer Data Sheet

This form provides job seekers (law students and alumni) with basic information about your organization and its hiring practices.

It is important to respond to each question as asked. Explanations may be made in the areas provided or in the narrative description. Remember that the data presented here will be supplemented by other information in brochures and interviews.

Write only in the areas provided and please do not alter the questions.

I. CONTACT INFORMATION

Provide the address of the office for which the form is being completed and the name, title and address of the person in your organization who will be responsible for hiring for the position(s).

II. NATURE OF THE WORK

Check all descriptors that apply to the open position(s) and provide additional descriptors if needed in the space provided.

III. POSITION TITLES

List all titles of the open position(s) and attach detailed description(s) to the form.

IV. DEMOGRAPHICS

Indicate the size of the total organization and the size of the total department or division where the position will be located. For example, if the position is in Human Resources, indicate the total size of the organization and the size of the total HR department. Since the position(s) may be located in more than one office or the geographic location may be flexible (e.g., position could be located in Chicago or New York City), please indicate all of the locations (city and state) where hiring.

V. CURRENTLY SEEKING

Check all levels of students/alumni the company would be willing to consider and complete the salary for each level.

VI. ADDITIONAL DATA

In addition to information about the position you are currently seeking to fill, alumni and students will be interested in other employment information about the company. Please check the appropriate box describing your employment/hiring practices and alternative work schedules.

VII. BENEFITS

Describe the benefit package available at the company such as health and life insurance, child and dependent care, domestic partner benefits, vacation, paid time off, stock options, retirement plans, etc.

VIII. MINORITY RECRUITMENT EFFORTS

Describe the company's efforts to recruit and retain minority candidates. This could include such efforts as interviewing on campuses known to have significant numbers of minority students, participating in minority job fairs or conferences, providing special mentoring services, etc.

IX. APPLICATION PROCESS

Indicate the date on which you would like to begin receiving résumés and the deadline by which résumés should be received by your company. List the materials students and alumni should submit (i.e., résumé, cover letter, writing sample, list of references) or any other materials that will assist you in making interview or hiring decisions.

X. NARRATIVE

Tell the story about the company by attaching a description of special characteristics of the company: its history, culture, atmosphere, training, etc. Also, enclose additional information such as an annual report or brochures. We suggest that you not repeat in your narrative information already provided in other sections of this form; however, you may use the narrative description to clarify or explain any item.

NON-LAW PRACTICE EMPLOYER DATA SHEET

This form reflects information for:

- one office only
 multiple offices

Date completed _____



Please refer to instructions before completing this form.

CONTACT INFORMATION

Organization: _____
 Street Address: _____
 City: _____ State/Province: _____ Zip: _____ Tel: (_____) _____ Fax: (_____)

ADDRESS INQUIRIES TO: Ms. Mr.
 Name: _____
 Title: _____
 Org.: _____
 Address: _____
 Phone: (_____) _____
 E-mail: _____
 Web site: _____

NATURE OF WORK (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Lobbying |
| <input type="checkbox"/> Business Affairs | <input type="checkbox"/> Policy Analysis |
| <input type="checkbox"/> Business Development | <input type="checkbox"/> Publishing |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Research |
| <input type="checkbox"/> Contracts Administration | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Financial Services | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Legislative | |
| <input type="checkbox"/> Other (additional description) | |

POSITION TITLES (please attach position description):

DEMOGRAPHICS:

Total size of organization _____
 Total size of department/division _____

Offices where hiring:

City:	No. of Lawyers:
_____	_____
_____	_____
_____	_____
_____	_____

CURRENTLY SEEKING:

- First-year law students LLM students (Master's Degree in Law)
 Second-year law students Alumni
 Third-year law students

SALARY INFORMATION:

New law graduate: \$ _____ per annum
 First-year summer intern: \$ _____ per _____
 Second-year summer intern: \$ _____ per _____
 Third-year summer intern: \$ _____ per _____
 Academic year intern: \$ _____ per _____

ADDITIONAL DATA:

Do you hire new law graduates? Yes No
 For law graduates, do you require bar admission?
 Yes No
 Do you hire summer interns? Yes No
 Do you hire academic year interns? Yes No
 Do you consider interns for positions after graduation?
 Yes No
 Alternative Schedules:
 Part-time allowed? Yes No
 Number of part-time staff: _____
 Part-time available to new law graduates?
 Yes No
 Flex-time allowed? Yes No

BENEFITS: _____

MINORITY RECRUITMENT EFFORTS:

APPLICATION PROCESS:

	Intern	Law graduate
Date appls. first accepted	_____	_____
Deadline for appls.	_____	_____
Avg. length of hiring process	_____	_____
Application materials required:	_____	

Attach or state your organization's nondiscrimination policy:

NARRATIVE — Please attach a description of your organization or an Annual Report or other relevant information.