

Sample Employer Outreach Reports

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 COLUMBIA LAW SCHOOL
SOCIAL JUSTICE Initiatives

Government Employer Outreach Guide

Agency:			
Contact Name:			
Phone Number:		E-mail Address:	

CLS Alums at Agency? ☐ Yes. Please name: _____ ☐ No.

Day to Day Experience for Intern

Intern Hiring Process (including important deadlines and hiring timeline):	Typical Intern Interview Questions:
	1. 2. 3. 4. 5

Day to Day Experience for Entry-level Employee:

Permanent Hiring Process (including important deadlines and hiring timeline):	Typical Permanent Hire Interview Questions:
	1. 2. 3. 4. 5

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Qualifications Desired (i.e. clerkship, high grades, demonstrated commitment, clinic, pre-law school experience, particular academic background, etc.):

Open to Hosting Externs or Volunteers?

☐ Yes.

☐ No.

Other:

Follow-up:

Golden Gate Employer Outreach Form

Name of Site:	
Name of Visitor:	
Date of Visit:	
Supervisor Name:	
Telephone:	
Address:	
Email:	
Office Size:	
Student Name(s):	
Number of Hours:	
Days in the Office:	
Student Orientation:	
Office Logistics:	
Supervising Attorney Duties: Title, Contact Info, Etc.	
Supervision Method: Frequency and Methodology	
Assignment Method: Who?/How?/What?	
Feedback Method: How?/When?	
Evaluation Method: How?/When?	
Lawyering Skills, e.g., attend meetings, case strategy, etc.:	

Golden Gate Employer Outreach Form

Professional Development, e.g.,when and how discuss career choices and placement:	
Thoughts about Student:	
Number of Students:	
Fall:	
Spring:	
Summer:	
Hiring Deadlines and Procedures:	
Fall:	
Spring:	
Summer:	
Thoughts about the Program, Class, Workshops:	

NYU School of Law

Header:

Agency,

Website,

City, state/ date/

Which staff in our office conducted meeting

Alums at agency, with emails and their permission to distribute to students

Office description

Office Selling points

Qualities sought by employer in hiring

Intern Hiring Process (timing, etc.)

Permanent Hiring Process (both entry-level and lateral)

Interview Questions (students give back to us once they've used our notes)