

Evolution of a Public Sector Employer Outreach Report

Memorandum

To: All
From: Danielle
Date of meeting:
Re: (Agency Name)

Practice areas:

Attorneys:

Alumni:

Narrative:

To: All

From: Danielle

Date of meeting:

Re: (Agency Name)

Mission:

Areas Covered:

Type of Work:

Attorneys:

Alums:

Current BLS Interns:

History of Interns:

Open to Hiring:

Hiring Process:

Narrative:

**OFFICE of PUBLIC SERVICE PROGRAMS****Public Service Employer Outreach Report****Meeting Conducted by:****Date:**

Agency	
Contact	
Number of Attorneys	
Recent BLS Interns	
Type of Employment	

About The Agency
Mission
Catchment Area
Practice Area/Legal Work

Internship Program	
Day to Day Work of an Intern	
Qualifications for Internship	
Internship Interview Questions	
Internship Deadlines and Hiring Timeline	

Permanent Employment	
Permanent Hiring Pre-Requisites	
Permanent Hiring Interview Questions	
Permanent Hiring Deadlines and Timeline	

Fellowships
Type of Fellowships Typically Sponsored
Fellowship Topics They Prefer
Fellowship Timeline

Other:
