November 28, 2016

Dear Employer:

PLEASE SAVE THE DATE!

The Ohio State University Moritz College of Law Public Service Law Center and Career Services Office invite you to attend the 2017 Public Sector Interview Program and Opportunity Forum February 16, 17, and 22-24. Interviewing on-campus is a convenient way to fill volunteer positions, summer or school year clerk positions, or post-graduate positions at your organization. The Opportunity Forum is structured like a traditional job fair and is a great way to connect with students informally and market your organization’s mission to our student body.

If you would like to interview candidates for positions in your organization, we will collect student applications which will be sent to you the first week in February. Once you select the students whom you wish to interview, we will arrange your interview schedule to meet your needs.

For those employers who would like to participate in the Opportunity Forum on February 22, we will reserve a table for you from 12:00-1:15pm at the Barrister Club. During that time, students will stop by your table to learn more about your organization and, if applicable, provide resumes or other requested documents. We will hold a lunch meeting with attendees and Career Service staff members from 11:00am-12:00pm, also at the Barrister Club.

To register: Return the attached registration to Cybele Smith via email or fax no later than January 13, 2017. You may also attach a brief description of your organization, employment opportunities and hiring criteria, which we will use in our marketing to students. You are welcome to register for either or both events. Feel free to contact Cybele Smith, Director of Public Service & Public Interest Programs, at (614) 292-7707 with questions.

Sincerely,

Cybele E. Smith

Cybele E. Smith
Director, Public Service Law Center
Government & Public Interest Opportunity Forum & Job Fair
Employer Registration Form

Organization ________________________________________________
Contact Name ______________________________________________
Title _______________________________________________________
Phone _____________________________________________________
Email ______________________________________________________
Web Address _______________________________________________

Please return this form by January 13, 2018 by email to Cybele Smith smith.302@osu.edu

EVENT INFORMATION
Please select the event(s) in which you would like to participate.

Scheduled Interviews
Interviews will be scheduled between 9:00am-4:00pm
with a break from 1:00-2:00pm for lunch

☐ 30 Minute Interviews  ☐ 20 Minute Interviews
Thursday, February 16  ☐ Full Day  ☐ Morning  ☐ Afternoon
Friday, February 17  ☐ Full Day  ☐ Morning  ☐ Afternoon
Thursday, February 23  ☐ Full Day  ☐ Morning  ☐ Afternoon
Friday, February 24  ☐ Full Day  ☐ Morning  ☐ Afternoon

Interviewer Name(s) _________________________________________
Any additional scheduling requests ____________________________

Opportunity Forum
☐ Wednesday, February 22, 11:00 am–1:15 pm
Lunch will be held for representatives and Career Services Office staff members from
11:00am-12:00pm. Please let us know about any dietary restrictions next to your name below

Representative Name(s) _______________________________________

Unable to Attend
☐ Sorry we cannot attend, but ask that you post the attached job description and collect
resumes on our behalf, or distribute information about our organizations. (Attach job
descriptions and return form).
GENERAL INFORMATION

Please complete all fields.

Job Description (you may also attach):

Type of Employment Opportunity (check all that apply):
- Permanent/Entry Level (3L only)
- School Year Position
- Summer Position
- Externship

Compensation:

Candidates to be considered (check all that apply):
- 1L
- 2L
- 3L

Hiring Preferences:
- Ranking (choose one) Top: 15% 25% 35% 50% N/A
- Moot Court
- Law Journal
- Other:

Student should submit:
- Resume
- Cover Letter
- Transcript
- Writing Sample
- Other (please specify)

For which locations will you be interviewing?

Non-Discrimination Policy: The services of the Moritz College of Law Career Services are available only to employers who provide equal opportunities for all, in compliance with the policy of The Ohio State University, regardless of sex, age, race, color, gender identity or expression, religion, national or ethnic origin, disability, sexual orientation, Vietnam-era or other veteran status, except as mandated by pertinent legal requirements.

Signature Date