If you do NOT have a website, please send three unbound copies of your firm’s resume and/or National Association for Law Placement (NALP) form by May 15, 2002. The Career Services Office cannot guarantee that printed materials received after June 1, 2002 will be available to students.

If you have a website students will be able to access it through your posting at the Law School. Sending resumes and NALP forms is optional.

Student resumes and transcripts will be sent C.O.D. to all (except public-sector) employers—visiting or non-visiting. Please indicate your Federal Express account number on the Interview Date Reservation Form.
Interviewing Second- and Third-Year Students at the Law School

On-campus interviewing for second- and third-year students begins on September 4, 2002, and continues until October 25. September 18, 19, 20, 21, and 24 are set aside for the workers of the Annual Giving Program of the Law School Foundation and will not be available to other recruiters. Interviewing will not take place on September 16 (Yom Kippur), or on October 10-11 (Fall Break).

We mail student resumes and transcripts to employers, except for public-service employers, at employer expense. Please provide us in advance with your Federal Express account number, using the attached Interview Reservation Form.

Obtaining an Interview Date

Our system for assigning fall interview dates rotates employers through the interviewing season over a three-year period, based on their interviewing dates the previous year. Employers who interviewed at Virginia last year during the first segment of the season will be assigned a date in the second segment of this year’s season, September 25–October 8. Employers interviewing during the second segment last year will be assigned a date in the final segment this year, October 9–25. Employers interviewing during the final segment last year will be assigned a date in the first segment this year, September 4–17 and employers not interviewing last year will be assigned a date randomly.

To interview at Virginia this year, fill out the enclosed Interview Reservation Form and return it no later than April 1, 2002. Reservation forms for employers who interviewed here last year will indicate which segment of the season you will interview in this year. Please provide us with preferred dates only for the segment indicated. If you did not interview at Virginia last year, please provide preferred dates in all three segments. Where possible, preferred dates will be assigned. If preferred dates are not available, the earliest available date will be assigned. Confirmation of dates will be mailed to employers by May 15, 2002.

Posting & Firm Resumes

Over the summer, we will post a notice inviting students to sign up to see you. To enable students to make informed decisions, please provide us with information about your firm. Most employers send both “firm resumes” and NALP forms. Please send three copies of these materials suitable for insertion into a loose-leaf notebook, no later than May 15, 2002. We cannot guarantee that information received after June 1, 2002 will be available to students.

If your firm has an Internet site, you are not required to mail us firm resumes or NALP forms. Students may visit your site through your posting on the Career Services computer system. Be sure to include your URL on the Interview Reservation Form. Please include a description of your public service and pro bono activities with your firm resumes and NALP forms (NALP forms have a section for such information).

Interview Scheduling

Interested students will sign up with the Career Services Office about 10 days before your visit. We then forward to you, at your expense, the credentials of [1] the students (up to four per schedule) you will be asked to interview on the basis of their interest in you; and [2] the remaining students seeking interviews. You will let us know who among the latter group you would like to meet. Please request interviews only with students in whom you have a sincere interest. The letter covering the student credentials will set the deadline for receiving your list of students to be interviewed.

You must adhere to that deadline. Advance notice to the students of the times and places of their interviews is required in order to make the system run smoothly. Students may cancel an interview granted by an employer. Since students are not notified of the interview until a few days before, and since employers don’t always provide us with a list of alternate interviewees, employers can find themselves with openings in their schedules after having screened out students in whom they might have a serious interest. Please include a list of alternate interviewees when you supply us with the names of your first choices. We will make every effort to move alternates into vacant interview slots. Please do not rank alternates. We will fax a copy of your final schedule to you two days before your interviews.

Special Requests

We allow students to make

FEES

Our on-campus interviewing fee varies according to the size of the firm. Firms of 100 or more lawyers (all offices) pay $400 per schedule, and firms of from 21 to 99 lawyers pay $300 per schedule. Public-service employers and firms with 20 or fewer lawyers are exempt.

An invoice will be sent to employers in May, along with a confirmation of interviewing dates. If a room is canceled more than four weeks before the date it is scheduled to be used, or is canceled because fewer than six students signed up for interviews, the fee for that room, less a $50 processing fee, will be refunded.

PRE-SCREENING

While the majority of the interviews scheduled will be with students chosen by employers based on pre-screening, up to four interviews in each interview schedule will be filled by students chosen on the strength of their interest in you. This process will be explained fully when you receive the credentials of interested students. Transcripts contain confidential information that students share solely in the context of the job search. Resumes and transcripts should be handled and disposed of in a manner that ensures their confidentiality.
special requests to see employers who did not originally grant them an interview. We will forward any special requests—consisting of a resume, transcript and a statement of interest—to you along with your final schedule, and you can tell us when you arrive at the Law School who you would like to see.

**Recruiting Foreign LL.M Students**

The Law School offers a small, highly selective one-year graduate program leading to the Master of Laws (LL.M.) degree. Typically, about 45 students (holders of the J.D. or its foreign equivalent) are admitted every year. Most members of the LL.M. class are from abroad. For foreign law graduates, the LL.M. program provides an introduction to American law and legal theory and advanced training in specialized areas. Most international students enter the United States on F-1 student visas and are not permitted to seek permanent employment here.

LL.M. graduates may, however, be permitted to remain in the U.S. for a limited period of “practical training” after graduation. Thus, many obtain internships at leading American law firms. Other LL.M. students are permanent residents and plan to sit for a state bar examination. In recent years about one-third of the LL.M. class has taken a bar exam after graduating. Employers are encouraged to interview LL.M. students for internships and associate positions.

**Transcripts and Grading System**

Upon authorization by an interested student, you will be supplied with his or her Law School transcript and resume. The transcript will show a grade for each course the student has taken. Cumulative grade-point average and class rank are not available at Virginia. The grading system centers on a mean grade of “B+”.

In addition to a student’s academic record, we urge you to give serious consideration to other factors such as extracurricular activities, work experience, military record, undergraduate performance, personality, specific substantive or geographic interests and faculty recommendations.

### Recruiting Students Without Visiting the Law School

If you cannot come to Charlottesville to interview, we will post a notice of your opportunity and, as you prefer, either send you the resumes and transcripts (at employer expense) of interested students, or ask students to contact you directly.

If you would like our office to send you the resumes and transcripts of interested students, please let us know:

- Location(s) of the openings
- Eligibility (1L, 2L, 3L, LL.M.)
- Date when you wish to receive resumes and transcripts
- Name and contact information for the person to whom application materials should be sent
- Website address

### Posting Opportunities for Graduates

You may be looking for a lawyer with experience. If so, consider listing the job opportunity in the “Job Openings for Alumni” section of the Law School’s homepage, a password-protected, on-line service for our graduates. Alumni positions are posted for 45 days unless an application deadline is given.

**To post a notice of a job opening on our system, please call, fax, or e-mail to us:**

- Location(s) of the opening
- Brief description of the position(s)
- Application deadline
- Application materials (cover letter, resume, transcript, writing sample, references, letters of recommendation)
- How to apply (mail, fax, e-mail)

### Notices asking students to contact you directly should include:

- Location(s) of the openings
- Eligibility (1L, 2L, 3L, LL.M.)
- Application deadline
- Application materials (cover letter, resume, transcript, writing sample, references, letters of recommendation)
- How to apply (mail, fax, e-mail)
ON NOTIFYING STUDENTS

Regrettably, some students never hear from employers who interview them on grounds. Please notify students of your decision as promptly as you can.

Reimbursement for Travel Expenses

Reimbursement of expenses incurred by students during “callback” interviews at the employer’s place of business can be a problem. Employers should include guidelines on the reimbursement of expenses in their firm resumes and inform students in advance of the callback of which expenses are reimbursable.

Reimbursements should be made promptly.

Guidelines for Interviewing Students at the Law School

Each student should be evaluated according to his or her individual qualifications. Sex discrimination has been reported in subtle and flagrant forms by students here. A highly pressurized process is made even more difficult by sexual discrimination, even if it is subconscious on the part of the interviewer.

Interviewers should not:

• Ask students whether they are tough enough for the firm or the type of law it practices.
• Make potentially sexist comments to students, especially compliments about physical appearance.
• Avoid flirting or inviting students to social activities unrelated to the recruiting process.

The University of Virginia School of Law firmly opposes sex discrimination, and the Office of Career Services investigates all such complaints received from students.

Recruiting First-Year Students

The Law School limits the participation of first-year students in the recruiting process during their first semester. To recruit first-year students during their second semester, please inform us after Thanksgiving. Resumes and transcripts for first-year students will be forwarded to you at your expense.

Opportunities for first-year students are posted beginning in early December. Our rules prohibit first-year students from contacting employers and prohibit employers from contacting students before December 1.

Law School Admission Test Scores

Inclusion of Law School Admission Test Scores on personal resumes is optional with students. This test is designed to predict law school performance and it is used by the Admissions Office as one of many factors, including undergraduate grades. We urge employers to give minimal consideration to this score.

• Ask students whether they are tough enough for the firm or the type of law it practices.
• Make potentially sexist comments to students, especially compliments about physical appearance.

Encouraging Employer Compliance

Employers are urged to refrain from social activities with students that might be misinterpreted.

The Career Services Office has had reports from students of invitations from employers to join in social activities that are clearly extraneous to their recruitment. Employers are urged to refrain from social activities with students that might be misinterpreted.

• Name and contact information for the person to whom application materials should be sent
• Website address

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Selected List of Charlottesville Hotels and Inns

**BEST WESTERN CAVALIER INN**
434-296-8111
Route 29 North

**BOAR'S HEAD INN**
434-296-2181
Route 250 West

**CLIFTON - A COUNTRY INN**
434-971-1800
Route 729

**COMFORT INN**
434-293-6188
1807 Emmet Street

**COURTYARD BY MARRIOTT**
434-973-7100
1445 Seminole Trail

**DAYS INN**
434-293-9111
1600 Emmet Street

**DOUBLETREE HOTEL**
434-973-2121
Route 29 North

**ENGLISH INN**
434-971-9900
2000 Morton Drive

**HAMPTON INN**
434-978-7888
Route 29 North

**HOLIDAY INN**
434-977-7700
1901 Emmet Street

**MOUNT VERNON (BEST WESTERN)**
434-296-5501
Route 29 North

**OMNI CHARLOTTESVILLE HOTEL**
800-843-6664
235 West Main Street

**PROSPECT HILL INN**
703-967-0844
Route 613, Trevilians

**QUALITY INN**
434-971-3746
1600 Emmet Street

**RESIDENCE INN BY MARRIOTT**
800-331-3131
Milmont Street

**SILVER THATCH INN**
434-978-4686
Route 29 North

**SOUTH STREET INN**
434-979-0200
200 South Street

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FOR FURTHER INFORMATION, PLEASE CONTACT:

William S. Hopson IV '69
SENIOR ASSISTANT DEAN

Pat Harlowe
ASSOCIATE DIRECTOR

PHONE: 434-924-7349