If you do NOT have a web site, please send three unbound copies of your firm’s resume and/or National Association for Law Placement (NALP) form by May 15, 2004. The Career Services Office cannot guarantee that printed materials received after June 1, 2004 will be available to students.

Students will be able to access your web site 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.
FEES
Our on-campus interviewing fee varies according to the size of the firm. In addition to a non-refundable registration fee of $150, private employers must pay the following fees: 100 or more lawyers (all offices), $600; 21-99 lawyers, $400; first schedule, $200; other schedules; 20 or fewer lawyers, no additional charge. There are no fees for public employers.

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, minus the registration fee, will be refunded.

Interviewing Second- and Third-Year Students at the Law School

On-campus interviewing for second- and third-year students begins on September 1, and continues until October 1. September 8-10, 13, and 14 are set aside for the workers of the Annual Giving Program of the Law School Foundation and will not be available for other workers. Interviewing will not take place on September 6 (Labor Day) or September 16-17 (Rosh Hashannah).

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 20-24. Employers interviewing during the second segment last year will be assigned a date in the final segment this year, September 27–October 1. Employers interviewing during the final segment last year will be assigned a date in the first segment this year, September 1–15, 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, 2004. 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, 2004.

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, 2004. We cannot guarantee that information received after June 1, 2004 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 alternates into vacant places of their interview slots. Please do not notify students in advance of the times and places of their interviews.

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Special Requests

We allow students to make
Cocktail Parties

Some firms interviewing at the Law School have held cocktail parties for students during their visit. The faculty and administration of the Law School, and many students, are concerned that these affairs only interfere with the job search process. Some employers seem to hold them because other firms are doing so, and many students attend them reluctantly, fearing that their absence might jeopardize their chances of being hired.

Cocktail parties sponsored by recruiting firms are discouraged by the Law School. Employers wishing to host parties must consider job candidates who choose not to attend on an equal basis with those who do.

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 home page, 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 [career@law.virginia.edu] to us:
- Location(s) of the openings
- 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)

More than 95% of the Class of 2005 found law-related summer jobs following their first year:
- 40%—In law firms
- 29%—In public service
- 9%—With judges
- 18%—With professors
- 4%—In business
NOTIFYING STUDENTS

Regrettably, some students never hear from employers with whom they interview 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.

NALP Standards for Offers and Acceptances

The School of Law conforms to the National Association for Law Placement’s “Standards for the Timing of Offers and Acceptances.” Thus, employers making offers to students in the fall must hold them open until December 1.

Employers making offers to summer associates must hold them open until November 1, or December 1 if the student requests an extension (extensions must be granted if the student is holding no more than one other offer). A copy of these rules is included in the mailing of resumes and transcripts.

U.S. Chief Justice William H. Rehnquist has selected more clerks from the University of Virginia School of Law than any other university.

Two 2003 U.Va. Law graduates secured clerkships on the U.S. Supreme Court, continuing a decades-long trend that has seen the Law School among the major sources of Supreme Court clerks.

THE CLASS OF 2003 TOOK
45 JUDICIAL CLERKSHIPS:
14—U.S. COURTS OF APPEAL
19—U.S. DISTRICT COURTS
12—OTHER COURTS

Employers who do not heed the dates could be barred from future use of Career Services.
Selected List of Charlottesville Hotels and Inns

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

BOARS 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
434-977-1700 • 1201 West Main Street

DAYS INN
434-293-9111 • 1600 Emmet Street

DOUBLETREE HOTEL
434-973-2121 • Route 29 North

ENGLISH INN
434-971-9900 • 2000 Morton Drive

HAMBURG INN
434-978-7888 • Route 29 North
434-923-8600 • 900 West Main Street

HOLIDAY INN
434-977-7700 • 1901 Emmet Street
434-977-5100 • South I-64 and 5th Street

KESWICK HALL
434-923-4370 • 701 Club Drive, Keswick

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

PROSPECT HILL INN
540-967-0844 • Route 613, Trevilians

QUALITY INN
434-971-3746 • 1600 Emmet Street

RESIDENCE INN BY MARRIOTT
800-331-3131 • Millmont Street

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

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

For further information, please contact:
William S. Hopson IV ’69
Senior Assistant Dean

Polly Lawson ’01
Associate Director

Pat Harlowe
Associate Director

Phone:
434-924-7349

Parking, Lunch and Lodging

Passes allowing recruiters to park in the lots surrounding the Law School will be mailed with resumes and transcripts. They may also be obtained from Career Services upon arrival at the Law School. Lunch will be available in the Law School Student/Faculty Center.

Last year over 900 legal offices conducted more than 7,000 interviews at the Law School. Due to this heavy volume, the Career Services Office cannot provide you with a second copy of student resumes and transcripts. Because of the many visitors to Charlottesville, we suggest that you make your overnight accommodations well in advance.