



UNIVERSITY OF  
NOTRE DAME

The Law School

2016

**On-Campus Interview Program**  
*Employer Overview*

The Career Development Office

1150 Eck Hall | Phone: 574-631-7542 | Fax: 574-631-4789

Email: [lawjobs@nd.edu](mailto:lawjobs@nd.edu) | Website: [law.nd.edu/careers](http://law.nd.edu/careers)

Facebook: NDLawCareers | Twitter: @NDLawCareers

**Notre Dame Law School**  
**2016 On-Campus Interviews**

We cordially invite you to the campus of Notre Dame Law School to conduct on-campus interviews with our talented law students.

**Our formal 2016 on-campus interview program begins Monday, August 8.** Interview dates continue through November. You are welcome to choose whatever date that is most convenient, and we will build a customized schedule just for you.

**Important Dates**

- Registration is now open for Early Interview Week (August 8-12). Registration for Early Interview Week concludes on Friday, June 24. Student bidding for Early Interview Week begins on Saturday, June 25.
- No interviews are conducted the week of August 15 to allow students time to begin callbacks before classes begin on Monday, August 22.
- Fall Break takes place October 17-21, so no interviews are conducted during that period.
- If you are interested in visiting in October or November, simply complete the [registration form](#) on our website or contact Recruiting Program Manager, Ali Wruble ([awruble@nd.edu](mailto:awruble@nd.edu)), to make your arrangements.

**Employer Reception**

On Monday, August 8, 2016, we will host an employer reception to kick off our on-campus interview season! We invite you to participate, regardless of when you might conduct your interviews. This cocktail reception is a wonderful opportunity to mix and mingle with candidates in a less structured environment. For more information or to register, contact Ali Wruble, Recruiting Program Manager, at [awruble@nd.edu](mailto:awruble@nd.edu).

**Hospitality**

Here are just a few of the highlights we offer to make your time on campus as productive and efficient as possible:

- A private interview room assigned just to you for your entire stay, situated directly in the historic Biolchini Hall of Law
- Access to an employer hospitality suite containing refreshments and quiet conference space
- Availability of private meeting space, if needed
- A dedicated Recruiting Program Manager tasked with overseeing the entire process and the satisfaction of visiting employers
- Extremely flexible and customizable schedules
- On-campus parking (free of charge)
- Access to University wi-fi throughout your stay
- Convenient lunch at Crossings, the law school café, at no cost

## **Location**

All on-campus interviews take place at Notre Dame Law School in the historic Biolchini Hall of Law. Built in 1869, the building was extensively renovated in 2009. It contains a unique combination of historic character and charm with all modern conveniences. Employers receive a private interview room assignment for use throughout their entire visit.

## **Pre-Selection**

During registration, employers may specify either “required” or “preferred” hiring criteria for all applicants. Employers review all student submissions and may fill 70% of their interview slots with students they have individually selected based on application review. Once employers have made their pre-selections, the remaining 30% of the interview slots are filled by a lottery process from the pool of submitted student bids. All lottery bids are screened for eligibility, and only those that meet an employer’s stated requirements enter the lottery process.

## **Student Application Materials**

Employers most commonly request that applications include a resume and cover letter, but sometimes also request transcripts, writing samples and/or references. We will be happy to assist in gathering any documents you desire in order to make informed decisions during candidate evaluation.

## **Grading Policy**

Notre Dame Law School does not rank its students. Employers are welcome to specify any hiring criteria desired, but it is important to note that neither students nor administration can confirm rank or percentile criteria. We provide average cumulative GPAs for each law school class for reference purposes rather than class rank or percentile information. Employers are strongly encouraged to acquaint themselves with the [Law School's grading policy](#) prior to specifying any hiring criteria. We are happy to answer any questions relating to the policy.

## **Registration Fees**

Notre Dame Law School charges no scheduling or registration fees for on-campus visits. In lieu of any fees, Notre Dame invites employers to make a voluntary \$250 contribution to our Public Interest Law Foundation Summer Fellowship Fund. Fully 100% of these donations is used to fund our program which provides stipends to those students who have accepted unpaid summer internships with public interest employers. Each summer, this program helps provide legal services to those most in need of the energy, dedication, and talent of Notre Dame Law School students. 100% of the contribution is tax-deductible. No additional privileges or allowances are granted or removed in connection with any donation.

## **Accommodations & Travel Plans**

The Career Development Office has a campus visitor packet containing information relating to local accommodations, flights into South Bend, driving directions and other useful information to help plan your visit to our beautiful campus. This information is made available upon registration. For preliminary information, please feel free to visit <https://www.nd.edu/visitors/>.

### **Hosting Student Events**

Our standard on-campus interview season does not typically include private-sponsored events. However, any employer wishing to organize or sponsor an event for students is more than welcome to contact Ali Wruble, Recruiting Program Manager, at [awruble@nd.edu](mailto:awruble@nd.edu) to discuss options and make arrangements.

### **Callbacks**

After initial on-campus screening interviews take place, employers are welcome to contact student candidates directly to discuss additional details and arrange for any possible callback interviews. All callbacks are conducted at the discretion of the employer according to standard employer policies. The Career Development Office is happy to facilitate communication if desired, but the callback process is generally handled directly between employers and students.

### **Shipping Packages/Materials**

Employers are welcome to ship materials to Notre Dame Law School in advance of on-campus interviews. Packages should arrive at least one day prior to the date of scheduled interviews. All materials will be placed in the employer's private interview room and ready for distribution, unless otherwise requested.

All materials should be sent to:

Erin Brooks  
Career Development Office  
1150 Eck Hall of Law  
Notre Dame, IN 46556  
Phone: (574) 631-7542

If there are unused items at the conclusion of your visit, we are happy to return them to your home office. Simply provide us with your preferred overnight shipping account number or a return shipping label, and we will take care of it for you.

### **Videoconferencing and Skype**

Notre Dame Law School has a dedicated videoconference facility for exclusive use of students. We certainly understand that timing and budgets do not always permit employer visits to campus for in-person interviews. Additionally, students participating in our London study program may not be on campus during the entire recruiting season and can only interview via videoconference. We facilitate video interviews whenever possible. We offer Polycom capabilities, and we can accommodate any web-based application (e.g., Skype, webex).

***Polycom – IP address: 129.74.74.23***

***Skype ID: ndlaw-cdo***

In order to schedule videoconference interviews, please contact the Career Development Office at (574) 631-7542 for more information and details.

### **Anti-Discrimination Policy**

In accordance with American Bar Association and the American Association of Law Schools requirements, all employers to whom we provide assistance and facilities for interviewing and other placement functions must observe the principles of equal opportunity to obtain employment without discrimination or segregation on the grounds of race, color, national origin, gender, sex, sexual orientation, age, or disability or unlawful discrimination on the basis of religion.

By registering for and participating in on-campus interviews at Notre Dame Law School, all participating employers affirm compliance with this anti-discrimination policy. Whether registering electronically through Symplicity or via submission of a completed paper registration form, your agreement to abide by the policy is required.

***Thank you for considering Notre Dame Law School for your recruiting needs.***

***We look forward to working with you!***

*For any and all questions, please contact:*

Ali Wruble  
Recruiting Program Manager  
1157 Eck Hall of Law  
Notre Dame, Indiana 46556  
(574) 631-7398  
[awruble@nd.edu](mailto:awruble@nd.edu)