Important Info for Completing Your Preference Sheet

READ THE EMPLOYER’S INTERVIEW REQUEST FORM

1. Although the employers will be pre-screening the student resumes and selecting the students they wish to interview, you should be aware of an employer’s hiring criteria and academic field requirements if you are going to list that employer. Please read each employer’s hiring criteria, and the employer’s academic field requirements before listing your choices. This will help you determine whether you qualify for each employer.

2. You MUST be the correct class year to request an employer. If you are an evening student who has just completed his/her first year of law school, are enrolled in an LL.M. program in Intellectual Property, or will be in a judicial clerkship, check the Employer Master List or the Interview Request Form before completing the Preference Sheet to make sure you qualify.

3. You must be available at the program on the day(s) that the employer is interviewing. This information is indicated on the Employer Master List.

TO PREFERENCE AN EMPLOYER WITH MULTIPLE LOCATIONS, PLEASE FOLLOW THESE EXAMPLES:

1. If you wish to interview with an employer who is listed once on the Master List, but indicates more than one location (ie: Alston & Bird’s Atlanta and Raleigh offices) do the following:

   **Submit ONE resume and list them as ONE preference on the sheet**

2. If you wish to interview with an employer who is listed multiple times on the Master List (ie: Foley & Lardner’s Chicago and Madison offices) do the following:

   **Submit TWO resumes and list them as TWO preferences on your sheet**

Your preference sheet should look like the following:

<table>
<thead>
<tr>
<th>EMPLOYER NAME</th>
<th>EMPLOYER CITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Alston &amp; Bird</td>
<td>Atlanta, Raleigh</td>
</tr>
<tr>
<td>2 Foley &amp; Lardner</td>
<td>Chicago</td>
</tr>
<tr>
<td>3 Foley &amp; Lardner</td>
<td>Madison</td>
</tr>
</tbody>
</table>

Each preference equals a resume. If these were the only employers you wanted to request, you would submit 3 resumes, plus the 3 additional resumes for our office and any additional COLLECT resumes.

STOP!!! DID YOU FILL IN YOUR NAME/SCHOOL AT THE TOP OF THE PREFERENCE SHEET? Each year we receive a number of preference sheets with this info left blank. Due to the large volume of paperwork we must process, when this occurs, we cannot ensure that the resumes will be sent to the employers.