

2008 NORTHWEST MINORITY JOB FAIR EMPLOYER REGISTRATION FORM

Please add jobfair@wkg.com to your address book to ensure receipt of future communications regarding the Job Fair.

Complete both sides of this form and return it with the \$250.00 registration fee (payable to Northwest Minority Job Fair) by **May 12, 2008**:

Northwest Minority Job Fair
c/o Patti Christiansen
Williams Kastner
601 Union Street, Suite 4100
Seattle, WA 98101

PLEASE PRINT

<u>Organization Information</u>	
Name:	_____
Job Location:	_____
Street Address:	_____
City/State/Zip:	_____
Telephone:	_____
Fax:	_____
Web Address:	_____

<u>Contact Information</u>	
Contact Name:	_____
E-Mail (required)*:	_____
Title:	_____
Telephone:	_____
Fax:	_____

***Important: All future updates regarding the Northwest Minority Job Fair will be distributed via email so it is critical that you provide a valid email address.**

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Interview Schedules

All interview schedules begin at 8:00 a.m. and end at 5:20 p.m. *Interviews are 20 minutes with a 10 minute break between each interview.* The schedule will also include a 1½ hour lunch reception which will feature a guest speaker. All interviews are pre-scheduled on a lottery basis. If candidates meet employers' hiring criteria, they are eligible for the lottery for those employers' interview schedules.

Hiring Interviews

If your organization has existing or anticipated hiring needs, please mark all of the appropriate boxes below. Paid positions include work-study positions. Unpaid positions include positions for which academic credit may be available.

Second-Year Students (Class of 2010):

Paid Positions: Academic Year 2008/2009 Summer 2009
Unpaid Positions: Academic Year 2008/2009 Summer 2009

Third-Year Students (Class of 2009):

Paid Positions: Academic Year 2008/2009
 Fall 2009
Unpaid Positions: Academic Year 2008/2009

L.L.M. Students (Class of 2009):

Areas of Study: _____
Paid Positions: Academic Year 2008/2009 Fall 2009
Unpaid Positions: Academic Year 2008/2009

Graduates:

Practice Areas: _____
Positions: Class of 2008 1-2 yrs experience 3+ yrs experience

Interview Rooms Needed

How many interview rooms does your organization anticipate needing?
 One Room Two Rooms Three Rooms

Informational Interviews

If your organization does *not* have existing or anticipated hiring needs, you will be provided one room for informational interviews. Please mark the boxes for the candidates your organization prefers to meet.
 Second-Year Students Third-Year Students L.L.M. Students Graduatee