Thank you for your interest in Duke Law School! Our students are eager to continue to build relationships with you over the summer. We encourage you to participate in our “Summer 2020 Connections” programs and to market your own events and programs directly to our students!

How to participate in “Summer 2020 Connections” programs:

- **Summer “Employer Spotlight” Zoom panels:**
  - Our office will work with you to schedule a date and time for your virtual event, will set up the technology, and will collect student RSVPs.
  - Employer registrations will be accepted via email on a rolling basis for virtual events in June, July and August. Space is limited.
  - Dates and time slots are flexible - we recommend early evening events to allow students to participate after work hours.
  - Email Susan Anderson to register or for more information.

- **Summer Informational Interviews:**
  - Our office will coordinate student sign-ups for informational interviews on a rolling basis throughout June, July and August. Informational interviews should be student-led and are designed to allow students to ask questions and learn more about employer organizations, practice areas and geographic locations. These should not be viewed as interviews for employment or as “mock” interviews.
  - To participate, please email Susan Anderson with the following information for each contact from your organization willing to speak to our students:
    - Attorney name (and Duke Alumni year, if applicable).
    - Attorney title.
    - Attorney location.
    - Link to online profile, if available.
    - Number of students with which the attorney is willing to speak.
  - You may let us know all participating attorneys in one email, or provide additional contacts on a rolling basis. Sign-ups for each attorney will be held open for one week, or until all slots are filled. Once sign-ups are closed or filled, we will send you the contact information for the matched students.
  - Unless otherwise specified, we will only give sign-up access to the class of 2022. If you are willing to accommodate informational interviews for the class of 2021 as well (or instead) please let us know.
Employers will work directly with the assigned students to schedule 10-20 minute phone or video informational interviews using the preferred platform of the employer at the most convenient date and time for both parties.

Our office will not collect or distribute student resumes in connection with informational interviews. If desired, you may contact students directly to request resumes after matches are made.

How to stay in touch with our students directly and market your own events and programs:

- **Using the Student Contact Lists:** You may utilize the Class of 2022 and Class of 2021 Contact Lists to circulate information sheets or fliers or to invite students to webinars, virtual events, practice interviews or coffee chats organized by your offices. If you would prefer a list that highlights students who have indicated interest in a specific geographic market, please email Susan Anderson to inquire. Duke Law CPDC does not email students directly on behalf of employers outside of organized CPDC programs.

- **Posting your own virtual events on Duke Law CPDC Calendar:** If you are organizing your own virtual events over the summer (outside of the “Summer 2020 Connections” programs listed above), we encourage you to post these directly on the Duke Law CPDC Calendar. To post, please create a calendar event using your preferred program (Outlook, Google, iCal, etc.) and invite dukelawcareer@gmail.com to the event. We recommend that you include the organization name and participating offices (if applicable) in the event title. Please make sure you select the correct time zone and include any additional information (digital invitation, call-in link or number, and RSVP link or RSVP information) in the details section.

- Contact Susan Anderson for access to the contact list and with any questions regarding the Duke Law CPDC calendar.

Thank you for your participation and for your interest in Duke Law students! Please let us know if you have any questions or if there is anything our office can do to support your recruitment efforts in the year ahead.

**Erin Biggerstaff**
*Director, Recruitment & Employer Relations*
Career & Professional Development Center | Duke Law School
P | 919.613.7190 E | erin.biggerstaff@law.duke.edu

**Susan Anderson**
*Recruiting Coordinator*
Career & Professional Development Center | Duke Law School
P | 919.613.7271 E | susan.anderson@law.duke.edu