Early Interview Program Handbook 2014

PREPARED BY
University of California, Hastings College of the Law
OFFICE OF CAREER & PROFESSIONAL DEVELOPMENT
EARLY INTERVIEW PROGRAM

Many employers recruit for both summer and post-JD positions during the summer and fall months the year before the position start date. These employers vary from large firms to public interest organizations and state, county and the federal government. Through our Early Interview Program (formerly called Fall OCI), UC Hastings hosts on-campus interviews and a resume collection process whereby our rising 2L and 3L students can apply for interview opportunities with such employers.

STUDENT EIP PARTICIPATION AGREEMENT

By participating in the Early Interview Program, you acknowledge and agree to abide by the following terms and conditions:

1) Participating students must attend all scheduled on-campus interviews with employers unless the student has cancelled the interview through www.HastingsCareersOnline.com no later than 5:00 pm, two (2) business days prior to the scheduled interview.

2) Participating students agree to abide by the National Association for Legal Placement (NALP) Guidelines including, but not limited to, the requirement that students represent their qualifications and interests accurately, and other terms regarding integrity in the application process, accepting and rejecting offers, submitting accurate expense reimbursement requests, and accepting and keeping scheduled interviews. The NALP Guidelines are attached as Exhibit A to the 2014 EIP Handbook.

3) Participating students understand and agree that all information in a student’s www.HastingsCareersOnline.com account, including the student’s resume and other application materials, may be reviewed by the Career Office, the Records Office, or other UC Hastings staff, faculty or administrative member for, among other items, the requirement that students represent their qualifications and interests accurately.

4) Students participating in the Early Interview Program also acknowledge that by the time of their interview(s) they will have paid or made satisfactory arrangements to pay for their Fall 2014 UC Hastings school fees.

Failure to comply with any one of the above four requirement shall constitute “student misconduct” under the Student Code of Conduct and shall be referred to the Academic Dean for appropriate disciplinary measures, which could include, among other items, cancellation of that student’s EIP privileges.
**IMPORTANT EIP DEADLINES**

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<td>June 2</td>
<td>Viewing and Researching Employers BEGINS</td>
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<td>EIP Bidding OPENS on HastingsCareersOnline.com</td>
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<td>July 10</td>
<td>EIP Bidding ENDS at 5 PM on HastingsCareersOnline.com</td>
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<tr>
<td>July 31</td>
<td>View Your Interview Schedule</td>
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<tr>
<td>August 4-August 13</td>
<td>INTERVIEWS TAKE PLACE ON CAMPUS</td>
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**EIP-RELATED SUMMER PROGRAMMING**

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<tr>
<td>June 5</td>
<td>Early Interview Program Webinar, 5:30-6:30pm (online)</td>
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<td>June 19</td>
<td>Cover Letter and Resume Workshop, 5:30-6:30pm (on campus)</td>
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<td>July 14</td>
<td>Screening Interview Workshop 5:30-6:30pm (on campus)</td>
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<tr>
<td>August 7</td>
<td>Call-Back Interview Workshop, 5:30-6:30pm (on campus)</td>
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**WHICH EMPLOYERS PARTICIPATE?**

The majority of EIP employers are large law firms (who can often project hiring needs years out). There are also a number of public interest and government employers that interview on campus. Many employers use EIP as their primary means of recruiting, including District Attorney and Public Defender offices.

**Remember ...**

EIP represents a *fraction* of the legal employers out there; it just happens to be the most visible recruiting program on campus. Diversify your job search by sending applications directly to non-EIP employers, networking, and staying on top of legal job postings. See “Beyond EIP” and “Other Formal Summer/Fall Recruiting Programs” at the end of this handbook.
OVERVIEW OF THE FOUR-STEP EIP PROCESS

1. **June 2 through June 30: Prepare!** View the list of EIP employers on HastingsCareersOnline.com (HCO). Research carefully and review hiring criteria. Prepare your materials, including your resume, cover letters, grade sheets, writing samples, and list of references.

2. **June 30 through July 12 at 5 pm: Bid!** Bidding (a.k.a. submit application materials and ranking employers) is done on HCO.

3. **July 31: On-Campus Interview Schedules Are Made Available.** Students’ interview schedules will be available on HCO by July 31st. See important rules on how to swap times, cancel an interview, and sign up for open slots.

4. **August 4 through August 13: Interviews.** Interviews take place in the 198 McAllister Gold Reading Room, Gold Room Mezzanine, and other nearby classrooms

### STEP ONE

**JUNE 2-30: PREPARE!**

**VIEW EIP EMPLOYERS**

1. Log on to [www.HastingsCareersOnline.com](http://www.HastingsCareersOnline.com) (HCO)

   - Enter your username and password. If you do not remember your password, click on the “Forgot Password” button. Your username is always an email address (by default your UC Hastings email address, unless you changed it).

2. **Confirm your HCO profile information**

   - Make sure that your HCO profile information is correct. Under the Academic tab, if your Graduation Date and your Year in school (2L, 3L, LL.M) are not correct you will not be able to view the employers interviewing your class year. Make sure that your email address and phone numbers are updated in the Personal tab, because this is how we will contact you with OCI information.

3. **Go To “Early Interview Program” Tab**

   - Click on “Early Interview Program” tab at the top of the screen to see the list of employers. If you click on Early Interview Program and are taken to the Summer Survey tab rather than the list of EIP employers, consult the instructions below regarding completing a Summer Survey. If you still do not see or cannot access the
EIP menu option, please contact the Career Office (415-565-4619) or email careers@uchastings.edu.

4. View the List of Employers Interviewing Your Class Year

- The top of the page will show a grey box with a Search function, a feature to update your resume, and some important dates.

- Only those employers interviewing your class year will appear under the “Employers/Bidding/Application” tab. The list will appear in alphabetical order and will show 20 employers at a time (you can adjust this to show over 100 employers at a time). You will be allowed to bid on 35 interviews (plus as many resume collections as you’d like—resume collections do not count toward your bid total even though you must rank them in the system).

- The list of employers will show important information about each employer’s EIP visit including additional office locations being interviewed for and date of EIP visit.

- Click on the “Review” button to go to that employer’s schedule page which shows all the above plus additional information including: the registering employer’s address; employer’s website; recruiting contact; hiring criteria; position description; additional information; and interviewer(s) name(s) (when available).

  - **Please Note:** The required application documents for each employer will appear on the right-hand side of the page under the “Bid/Application Details” heading. Until bidding is open on June 30, each document listed will be followed by the text “not selected.” (Once bidding is open, you will see dropdown boxes for each type of required document you have uploaded, or the text “not selected” if you have not uploaded that document type).

  - **Please Further Note:** Boxes will only appear for the specific type of documents each employer wants to receive. If no box appears for a certain document type (e.g. cover letter), it means that employer *does not want* that document submitted. Do not submit “other” documents unless requested.

- **Employer Search Filters:** You can search the list of employers using specific criteria, including: employer type, employer size, state, date of interviews, and keyword. Search by city by typing a city name in the keyword search box. The system will show you the first 20 search results. To return to a complete list of the participating employers, click on the “Clear” button in the Search Filters box.

  - **Be careful** about performing overly-narrow searches or relying solely on search results. Often the employers have entered incomplete information. For example, very few employers enter practice area information. Bear in mind that search results are only as reliable as the data input.

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**Consider Hiring Criteria**

Employers often state whether their hiring criteria are *required* or *preferred*. Generally, *required* is a bright-line rule with few exceptions, whereas *preferred* provides for some flexibility. If you have questions about an employer’s hiring criteria, speak with the Career Office.
RESEARCHING EIP EMPLOYERS

Careful research of the EIP employers is a must. First, there are typically over 100 EIP employers, and you may only bid on a maximum of 35, so research will help you decide which employers to bid on. Second, the research will help you carefully craft and target your cover letters, resumes, and other application materials, so that they have a positive impact on the reviewing employer.

5. Utilize Online Resources:

- **NALP Directory of Legal Employers:** [www.nalpdirectory.com](http://www.nalpdirectory.com). Detailed information about employers’ demographics, salaries, billable hours, partnership track, *pro bono* policies, practice areas, and more.

- **Chambers Associate:** [http://www.chambers-associate.com/](http://www.chambers-associate.com/). Helpful online resource (we also have the book in our Career Office) gives law students insights into the leading law firms in the U.S.


- **Martindale-Hubbell:** [www.martindale.com](http://www.martindale.com). Database of employers with searchable criteria and narratives.


- **Summer Surveys on HCO.** Searchable database of evaluations completed by Hastings students. Just click on the Search Summer Surveys link on your home page. Many students are willing to be contacted – take advantage of this resource and learn about employers from your fellow students!

- **LEXIS:** [www.lexis.com](http://www.lexis.com). Advanced Martindale-Hubbell searches (see Lexis research handout at [http://www.uchastings.edu/career-office/students/career-guides/index.php](http://www.uchastings.edu/career-office/students/career-guides/index.php)).

- **Westlaw:** [www.westlaw.com](http://www.westlaw.com). The Westlaw Research tab for the Westlaw Legal Directory (WLD) and the Almanac of the Federal Judiciary (AFJ) databases, and the Career Resources tab for additional career resources.

6. Use Hardcopy Resources in the Career Office:

- **Chambers Associate:** The Student’s Guide to Law Firms.

- **NALP National Directory of Legal Employers:** Same information as available on the nalpdirectory.com site.

**Tip: Research Pays!**

Learn about the firm or organization through its website, recent news items and the organization’s reputation among fellow students to help you prepare compelling application materials and prepare for common interview questions.
DEVELOP YOUR APPLICATION MATERIALS NOW!

7. Prepare and Upload Application Materials

- Start early, before you bid, to carefully craft your resumes, cover letters, and other application materials requested by the EIP employers, and upload them in the system. (See the Career Office’s handouts on application documents at http://www.uchastings.edu/career-office/students/career-guides/index.php).

- To upload application materials onto HCO, click on your documents menu option and then the Add New button below your list of documents. Be sure to label your application materials clearly so you know which to attach to each bid, and be sure to select the correct document type. Then browse for the file you want to upload.

- Resumes: Above the list of employers (under the “Employers/Bidding/Application” tab), there is a box showing your “Default OCI Resume.” This is the resume that will be used for all your bids. You can always select a different resume for individual bids and can change the default resume by selecting another one from the dropdown menu. For further info on crafting your legal resumes, refer to the Career Office’s handouts and talk with the Career Office.

- Cover Letters: Cover letters should be tailored to the employer you bid on. This also means including a salutation to a specific individual. Select the Cover Letter radio button and you will be able to browse for the document you want to upload. Attach a cover letter to each bid that requires one by selecting the relevant letter from the dropdown menu on the bidding page. For further information on drafting cover letters, see the Career Office’s handouts, and talk with the Career Office.

- Writing Sample: Attach a writing sample to each bid that requires one by selecting the appropriate sample from the dropdown box on the bidding page. Writing samples should be between 5-10 pages (unless otherwise directed by the employer). If using work product from a previous job, make sure to ask permission from the employer and redact any confidential information.

- Grade Sheets (No Actual Transcripts): Please do not scan and upload your actual transcript (the system cannot handle the files). Simply create your own Word document Grade Sheet using the header from your resume. For more information, refer to the Career Office’s handout concerning preparing an Unofficial Transcript/Grade Sheet. Be sure to accurately include all class, unit, grade, and GPA information from your transcript or WebAdvisor. You may also copy and paste your WebAdvisor transcript into a Word document with your resume header (you will need to delete duplicate information). As with cover letters and writing samples, you will have the option to attach your Grade Sheet from a dropdown box on the bidding pages.
• **Other Documents**: Additional documents that may be requested include references, non-law school transcripts/grade sheets, additional writing samples, and employer forms.

  o **Undergraduate Transcripts**: Some employers request your undergraduate transcript. If you don’t have a copy, contact your undergraduate institution. Please allow yourself ample time for this; many schools still mail transcripts. If requested for online submission, you will need to create and upload a Grade Sheet. See Career Office’s handout. Again, the system cannot accept scans of actual transcripts. Select the “Other Documents” radio button for uploading grade sheets reflecting information for all non-law school transcripts.

  o **References**: A request for “References” means a list of individuals whom the employer can contact. Provide the employer with the reference’s name and contact information and briefly explain your relationship (i.e., “Prof. X was my Contracts professor for my first semester at UC Hastings”). A list of 2-5 academic or professional references is appropriate. No personal references. Use the “Other Documents” button to upload a reference sheet. For further information, see the Career Office’s handout on reference sheets.

**COMPLETE THE SUMMER SURVEY BEFORE YOU BID**

8. **Complete the SUMMER SURVEY** on [www.HastingsCareersOnline.com](http://www.HastingsCareersOnline.com) (HCO)

   All students must complete the “Summer Survey” on HCO in order to bid on OCI employers. Students may complete the Summer Survey before the bidding process begins by logging into HCO, clicking on the “Summer Survey” tab in your Profile and selecting “Add New” to start a new survey. Please complete this survey as thoroughly as possible. (After bidding opens on June 30, when you log in and click on Early Interview Program and you have not yet filled out a Summer Survey, you will be automatically taken to the Summer Survey tab).

**STEP TWO**

**JUNE 30 – JULY 10 (5PM): BID!**

Beginning June 30 and ending July 10 at 5 p.m., it’s time to make your bids on [HastingsCareersOnline.com](http://HastingsCareersOnline.com) (HCO).

**Please Note**: You DO NOT need to complete all your bids at one time. In fact, we strongly encourage you to bid in stages, which will also allow you time to go in and add, delete and change your bids and application materials up until the bidding deadline on July 10 at 5 p.m. Employers cannot see any materials until after July 10 and will never know when you made your bids.
However, it is CRITICAL that you DO NOT WAIT UNTIL THE LAST DAY to begin entering your bids, because on the final days of bidding, the volume of activity the system is processing tends to be highest, the system may move slowly, and you are more likely to have technical problems.

1. Complete the Summer Survey
   - You must complete a “Summer Survey” in order to enter your bids. If you haven’t completed it already, when you click on the Early Interview Program menu option in HCO, you will be taken to the survey page. Click on the “Add New” button and fill out the survey.

2. Upload Required Application Materials
   - **15 Documents Limit:** You may have only 15 documents (e.g., resumes, cover letters, grade sheets, etc.) uploaded in the system at any one time. This is one reason to do your bidding in stages, not all at once.
     - Please Note: After making your first set of bids, you will need to delete some documents before uploading more. Documents you delete from the system WILL NOT be deleted from any individual bids or applications you have submitted.
   - **Uploading Documents:** To upload application materials, click on “documents” at the top of the screen. You will see a list of the first 10 documents you have already uploaded.
     - **To upload a new document:**
       - Click on the “+ Add New” button.
       - Select the type of document you are uploading (resume, cover letter, writing sample), or click on the link for uploading a Grade Sheet.
       - Click on Browse and find your document.
       - Name the document carefully in the Label field – this is the document label that you will see when selecting documents for bids.
       - Click the Submit button.
     - **To delete a document:** Simply click on the “x Delete” button for that document.

   Reminder: Delete Documents You No Longer Need after Bidding. Once you have completed your first set of bids, click on the “document” menu option to see your list of application materials. Delete documents you are no longer using (typically cover letters), by clicking on the “X Delete” button. Documents you delete from the system will not be deleted from any individual bids or applications you have submitted.

3. Make Your Bids
   - Go to the list of participating employers (by clicking on the Early Interview Program menu option).
• **Recommendation: Bid in stages.** Because of the limitation on how many documents you may have in the system at any one time, it is recommended that you do your bidding in stages. We further recommend choosing around 10 employers for your initial round of bidding.

• **Click on the “Review” button for the employer you have selected.** You will be taken to their Schedule page. Be sure to match your skills, interests, knowledge and experience to the listed hiring criteria.
  
  o **Pay attention** to the “Additional Information” section on the Schedule page. Many employers use this space to provide bidding instructions or to request that students bring materials (i.e., writing samples) to the interview. When you get your interview schedule, it is a good idea to write these requirements down.

• **Select the requested Application Documents to submit (from drop-down boxes).** On the right side of the page you will see the requested application documents to submit (from drop-down boxes). Carefully review the application documents requested by each employer and, if you haven’t already, prepare and download those documents (see Application Materials section above).
  
  o **Please note:** You must have all application documents required by an employer uploaded in order to bid on that employer. You will only see boxes for the types of documents that employers want to receive. If there is no cover letter dropdown box, that employer does not want cover letters. Do not submit other documents unless requested.

• **Enter your Preferred Location(s) (if relevant).** Some employers interview for multiple locations. Sometimes they are grouped together as one interview schedule, requiring only one bid, even if you are interested in multiple locations. In these cases, employers will sometimes direct you to enter the office locations of interest in the “Preferred Location(s)” box on the bidding page. Sometimes there are separate interview schedules for the different office locations and you will make multiple bids if you are interested in multiple locations. And sometimes the employer only wants you to bid on one location even if they have multiple interview schedules—so read carefully!

Tip: Look Beyond San Francisco

UC Hastings students tend to prefer employers located in San Francisco. If you select only San Francisco employers, you will greatly reduce your odds of getting an interview and job offer. To maximize your opportunities, consider employers in other locations and apply for other office locations, even as close as Oakland and Palo Alto!

• **Select a Bid/Application number from 1 – 35** (this is the ranking).

• **Then click the “Apply” button.**
  
  o **Please Remember:** On the final day of bidding, the volume of bids the system is processing tends to be highest, the system may move more slowly, and you are more likely to could have technical problems. **The system will automatically shut down bidding at 5PM on July 10.**
4. **Delete a Bid.** If you decide you want to delete a bid, do the following:
   - **From the list of Employers**, simply change the ranking to “no bid” (just above number 1 in the Bid/Application dropdown menu).
   - **From an Employer's Schedule page** (after clicking the review button), change the ranking to “no bid” and click the Update button.

5. **Rank Your Bids**
   - **Ranking: You can bid on up to 35 employers.** The highest rank is “1” and the lowest is “35.” If you bid on only 20 employers, simply rank your bids 1 – 20. You will be able to change your rankings, and add or remove bids up until the bidding deadline.
   - **Why do I have to rank my bids?** Employers do not see the rankings. The rankings are used only for the computerized lottery system, which selects from students who bid on the particular employer, considers the rank you gave to that employer and the number of interviews you have scheduled.
     
     You can rank strategically to a small degree. If you are bidding on an employer whom you feel is a “reach” for you, you may want to give it a high ranking (1, 2 or 3) so that you increase your chance of being selected by lottery for an interview with that employer. However, there is no way to guarantee getting a lottery interview.
   - **PLEASE NOTE:** Resume Collection applications, while assigned a rank, do not count against your 35 bids. When you rank a resume collect application, an additional ranking number will appear in the ranking dropdown list (e.g., if you apply to two resume collections, you will see the numbers 1-37 when you go to rank another application.)

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**Tip: Underbids**

Typically, from year to year some employers do not receive enough bids to fill their interview schedule (typically out-of-area employers). For those employers, the Career Office may re-open bidding for several days after the deadline and allow students to bid on those schedules.

**WATCH YOUR EMAIL for announcements!**
STEP THREE

JULY 31: YOUR INTERVIEW SCHEDULE

Interview schedules will be available to students on HastingsCareersOnline.com (HCO) by July 31.

1. **Check Your Schedule.** You will receive an email alert and be able to log in and view your schedule by clicking on the Early Interview Program button and then the “Scheduled Interviews” tab. You will see the date and time of your interviews. If you click any of the date links, you will see the Interview page for that interview schedule, including the list of other students on the interview schedule.

 ALERT: Read the “Additional Information” Section Carefully!

Pay careful attention to the “Additional Information” section on the Schedule page. Many employers use this space to request students bring materials (i.e., writing samples) to the interview. When you get your interview schedule, it is a good idea to write these requirements down.

2. **Swap Interview Times.** Once interviews are assigned, should you wish to change your interview time, you will have the option of contacting other students on the same schedule to “swap” interview times.

   You can see the list of other students on the schedule by going to your Scheduled Interviews tab and then clicking the interview date (which is a link). That will take you to the Interview page and the entire interview schedule will appear in the second box on the right. Clicking on a student’s name will open an email to them. It is up to you to contact students to see if they will swap times with you. You must send an email string showing agreement by both students to careers@uchastings.edu no later than 12:00 noon two business days prior to the first scheduled interview.

3. **Cancel Interviews.**

   Your participation in the UC Hastings Early Interview Program requires your commitment to keep interviews or cancel them in a timely manner (pursuant to the UC Hastings Student Code of Conduct and NALP guidelines). The intent of this policy is to maximize opportunities for Hastings students and to maintain the integrity and reputation of UC Hastings College of the Law within the legal community. For more information, please see the first page of this Handbook for the student participation agreement, and the final pages of this Handbook for the NALP guidelines.
Failure to follow the procedure set out below can result in the cancellation of your entire OCI schedule.

a) **When to Cancel:** You must cancel an interview as soon as possible, and **no later than 5:00 PM, two (2) business days prior to the interview date. No cancellations on weekends.** Example: If you have an interview scheduled on Monday, August 4, you must cancel by 5:00 PM on Thursday, July 31. **Emergencies will be handled on a case by case basis – you MUST call the Career Office immediately to advise of any emergency that will prevent your attendance at an interview:** 415-565-4619.

b) **How to Cancel:** Once schedules are available, a “Cancel” button will appear next to each interview you have been assigned under the “Scheduled Interviews” tab. Once cancelled, the interview will no longer appear on your list of scheduled interviews, and a small red box with a “c” will appear next to the ranking you gave that bid.

c) **Failure to Comply With Cancellation Procedure.** Any student who has two unexcused no-shows will have the remainder of their interviews cancelled and will be barred from participating in EIP and other OCIs in the future. Moreover, failure to comply with the cancellation procedure below will be considered “student misconduct” pursuant to the Student Conduct Code and will be referred to the Associate Academic Dean for appropriate disciplinary measures. (See Sections 51.00 and 52.00 of the *Academic Regulations and Other Rules Applicable to Students*, copies of which are available in the Student Information Center, Hastings Law Library, the Office of Student Services, and online at: http://www.uchastings.edu/academics/regulations.html)

**NOTE: IF YOU ACCEPT A JOB OFFER:** If you accept a job offer you should immediately notify (by telephone, with a follow-up letter) all employers you have interviewed with, and cancel all remaining interviews on HCO per the cancellation policy above. Please also notify the Career Office of your employment.

4. **Sign Up For Open Slots.**

Additional interviews become available when students cancel their interviews or if an employer’s schedule is not filled. You will see these opportunities on the employer list under the Employers/Bidding/Application tab. You can tell which employers have open slots by looking for a date button in the Interview Dates column. If the date appears in a click-able button, there is an open slot. You may sign up for “Open Slot” interviews on a first-come, first-serve basis by clicking on the date button. You need not have bid on the employer to sign up for an open slot, and that interview does not count against your 35-bid maximum. You may sign up for a maximum of 5 open slots on any one day, and no more than 10 in total.

The resume that you have selected as your ‘default’ resume on HCO will automatically attach to the interview schedule for the employer’s review. However, you MUST also **provide a copy** of the requested application materials (except cover letters) to the Career Office **no later than noon the day before the interview** so that we can hand it to the
interviewer. Click on the Review button for that employer to view the required materials and other information for the employer.

**Tip: LATE REGISTRATIONS**

Every year some employers will register too late for the bidding window. We will create job postings for those interviews and you will apply to those separately. **WATCH YOUR EMAIL** for announcements!

5. **Employer Additions And Changes.**

All employer additions and changes will be posted on HCO. If an employer cancels an interview schedule, you will receive an email from the system. You are responsible for regularly checking your email and HCO for changes to your schedule throughout EIP, and particularly before your interviews.

**STEP FOUR**

**AUGUST 4 – AUGUST 13: INTERVIEWS**

1. **Times/Location:**

Interviews will take place on weekdays from Monday, August 4 through Wednesday, August 13. Interviews are usually 20 or 30 minutes long.

Interviews will be held in the Gold Reading Room and in classrooms in the 198 McAllister building.

There will be a mandatory student check-in table at the entry to the Gold Reading Room. You must check in at the table **before** your interviews. You will be considered a “**No Show**” if you have not checked in prior to your interview.

Make sure to arrive at least 15 minutes prior to your interview. Be at your interview room door a few minutes prior to your interview time.

**STUDENT NO-SHOW POLICY**

Failure to comply with the cancellation procedure will be considered “**student misconduct**” pursuant to the Student Conduct Code and will be referred to the Associate Academic Dean for appropriate disciplinary measures. (See Sections 51.00 and 52.00 of the *Academic Regulations and Other Rules Applicable to Students*, copies of which are available in the Student Information Center, Hastings Law Library, the Office of Student Services, and online at: [http://www.uchastings.edu/academics/regulations.html](http://www.uchastings.edu/academics/regulations.html))

Any student who has two no-shows can have the remainder of their interviews cancelled and may be barred from participating in EIP and other on-campus interviews in the future.
2. **Prepare Questions and Answers:**

Think ahead! Do your research on the employer (see “Prepare Prepare Prepare section, above). Think about specific examples to illustrate your answers to basic interview questions. Make sure your answers are targeted to the specific employer you are interviewing with. Make sure to have questions prepared for the interviewer. Asking informed questions demonstrates your interest in the organization. Review the Career Office Handouts on interviewing at [http://www.uchastings.edu/career-office/students/career-guides/index.php](http://www.uchastings.edu/career-office/students/career-guides/index.php).

3. **Participate in the Mock Interview Program:**

Hastings alumni volunteer to conduct mock interviews with students to help them prepare for their job search. Watch for the email to sign up to participate.

4. **What to Bring to the Interviews:**

Always bring additional copies of your resume and transcript to an interview, in addition to any materials the employer has requested. You also should bring a writing sample and a list of references to the interview, even if the employer did not ask for them beforehand. Employers may ask for these at the end of the interview.

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<td>Students may obtain business cards by ordering through our Business Center at: <a href="http://campuslifeservices.ucsf.edu/hastings/online_ordering/bc_stationery.php">http://campuslifeservices.ucsf.edu/hastings/online_ordering/bc_stationery.php</a>.</td>
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5. **Interviewers:** Some employers provide interviewer names in advance of the interview. If provided, the interviewer names will appear on HCO on the employer’s Schedule page (when you click on the Review button next to the employer’s name). Research your interviewer(s)!

Note that occasionally scheduling conflicts occur and a different interviewer may show up on the date of the interviews. **Check interviewer names at the Check-In table.** Ask your interviewer for their business card. The Career Office will also maintain a reference binder of interviewer business cards.

6. **Interview Attire:**

**Suits are appropriate for all student participants.** When in doubt, feel free to ask a member of the Career Office.

7. **Student Interview Feedback Form:**

In an effort to monitor the employers who interview Hastings students, the Career Office encourages students to complete a “NALP On-Campus Interview Form: Student Evaluation of Employer” after each interview. These orange forms will be available in the Gold Reading Room at the check-in table, and in the Career Office. Indications of inappropriate conduct on the part of the interviewers will be investigated promptly.
8. Student-Initiated Grievance Procedures:

Employers who interview or list positions at UC Hastings agree to a policy of non-discrimination. If you feel that you have been treated unfairly or discriminated against, please notify Sari Zimmerman, Assistant Dean, as soon as possible. The UC Hastings non-discrimination policy is available online at www.uchastings.edu under Career Office/Employers/Policies & Standards).

**Tip: “Crashing”**

If there is an employer with whom you did not get an interview, yet you feel you are a good fit for the organization, you may consider “crashing” the interview schedule. “Crashing” is done by showing up at the beginning of, end of, or during a break in the employer’s interview schedule to introduce yourself, give the employer your resume, and ask if they have time to meet with you at some point during the day. You may not crash during another student’s interview time, or between interview slots.

**NEXT STEPS**

1. **Call Back Interviews**
   Respond to a callback invitation or any follow-up contact by an employer within 24 hours. Always try to respond by telephone, if possible. Employers often interpret slow response time as lack of interest. Usually you will want to dress up as well as you did for the OCI interview. Some employers will let you know in advance of an office visit that casual attire is more appropriate. If you are uncertain, ask the recruiter or a Career Counselor.

2. **Offers and Acceptances**
   To learn about the rules affecting the timing of offers and decisions, carefully review the NALP bulletin, Student Professionalism During the Interview Season, available online at www.NALP.org under the Principles and Standards menu option. We have also attached it to the end of this Handbook.

   **Please Note:** If you accept a job offer, you should immediately notify (by telephone, with a follow-up letter) all employers you have interviewed with, and cancel all remaining interviews on HCO. See the Career Office handout entitled “Cover Letters and More” for tips on writing such letters. Please also notify the Career Office immediately of your employment.

**NALP Acceptance Timing Guidelines**

The National Association of Law Placement (NALP) provides timing guidelines for offers and acceptances. Generally, under the current guidelines, offers should remain open for at least **28 days** following the date on the offer letter, or until December 30 (whichever comes first).
BEYOND EIP

SELF-INITIATED JOB SEARCH

There are many employment opportunities beyond those with formal application and interview processes and deadlines. For example, if you are interested in large firms that are not coming on campus, make sure to find their contact information on www.nalpdirectory.com and contact them in late summer/early fall. Most small to mid-size employers recruit much more informally and not through on campus recruiting. This is because participation in Fall OCI requires an employer to have significant administrative support to plan and coordinate the interviews. Generally, the larger law firms, which often have narrow hiring criteria, are the employers that fit that description.

Thousands of employers beyond those that participate in the Early Interview Program exist! In fact, the majority of UC Hastings graduates and law school graduates across the country work at smaller firms and a large number accept jobs in the government, business, and public interest sectors. If summer and fall recruiting programs do not fit your interests, please visit the Career Office and stay tuned for “Beyond EIP” programming in the fall.

OTHER SUMMER/FALL RECRUITING PROGRAMS

U.S. DEPARTMENT OF JUSTICE PROGRAMS

Starting late July, the U.S. Department of Justice accepts applications for its Honors, Summer, and Volunteer Legal Intern Programs. Applications are done online, and interviews usually take place in November. For the Honors and Summer Intern programs, the application window is typically from the last week of July through the first week of September. See http://www.justice.gov/careers/legal/index.html for details.

ADDITIONAL FEDERAL GOVERNMENT HIRING

A number of Federal government agencies do their summer and permanent hiring in the prior fall. Deadlines vary significantly, so check the Government Honors and Internship Handbook on HCO under Password Protected Job Search Sites.

PUBLIC INTEREST/PUBLIC SECTOR RECRUITING

Many Public Interest and Public Sector (PI/PS) employers recruit exclusively during the Summer/Fall Recruiting season. If an employer that interests you is participating in OCI or has posted a job on HCO, apply now. While there are other PI/PS recruiting activities during the year, including PI/PS Day in the spring, the summer and fall months presents a great
opportunity to secure a position. Applications for major public interest fellowships are usually due in September. Interviews typically take place between October and November.

See the Public Policy Handbook under Password Protected Job Search Sites on HCO for Listings of public policy jobs and internship positions. In addition, PSJD, http://www.psjd.org/ is a great resource for locating PI/PS summer jobs, permanent jobs, and fellowships.

**JUDICIAL CLERKSHIPS**

A post-JD clerkship can provide an immensely satisfying professional experience for one or two years prior to moving into a permanent legal position, in addition to offering an impressive lifetime credential. Law firms and other legal employers are often happy to defer employment while clerks gain valuable experience. For further information, contact Fairuz Abdullah of the Career Office, visit: https://oscar.uscourts.gov/, and sign up for the J Clerk Listserve at: http://lists.uchastings.edu/mailman/listinfo/jclerk.

**JOB POSTINGS ON HASTINGS CAREERS ONLINE**

Some employers post summer and permanent jobs on HCO, but not as part of the EIP or other on-campus interview program. Rather than interview students on campus, after screening the application materials, the employer invites selected candidates to interview.

**MORE INFORMATION**

The Career Office staff is available to help guide you through the Summer and Fall Recruiting season. We encourage you to talk with one of our Attorney-Counselors to answer your questions, refine your resume/cover letters, and be strategic about your job search and professional development. You may also check out our career guides and resources online here and at http://www.uchastings.edu/career-office/students/career-guides/index.php.

Please take advantage of our resources! We look forward to working with you.
STUDENT RESUMES: GUIDELINES & TIPS

Required Guidelines:

1. **GPA:** If you choose to list your GPA on your resume, display it exactly as it appears on your transcript (not the Hastings website) or rounded down to the nearest one-hundredth. Ex: A GPA of 2.967 may be listed as 2.967 or 2.96, but not 2.97.

2. **Class Ranking:** While listing your class standing or class rank percentile on your resume is optional, you must not misrepresent that information if you choose to disclose it (*i.e.*, by estimating your class rank). If you have questions about how you can best disclose this information on your resume without misrepresenting your status, please contact the Career Office.

3. **Scholarly Publications:** If you are selected for a journal, you may want to bring an updated resume with you to any interview. When indicating participation in a scholarly publication, list the journal title, position held, and applicable class year. Ex: Hastings Law Journal, Articles Editor, 2012-2013.

4. **Transfer Students:** If you transferred to Hastings, indicate that your GPA or class standing was earned at your previous school.

UC HASTINGS NON-DISCRIMINATION POLICY

University of California, Hastings College of the Law does not make its career services facilities available to employers who discriminate on the basis of national origin, race, religion, gender, sexual orientation, age, handicap or any other basis prohibited by applicable law. A limited exception to this Policy exists for military recruiters to the extent that their employment and hiring practices are permitted under federal law.
### PROFESSIONALISM TIPS

#### Cancel Promptly
If you decide not to interview with a given employer, be sure to cancel on HCO at least two business days before your interview; it opens the door for a classmate to interview and it enhances UC Hastings’ reputation for considerate and professional students.

#### Organize Yourself
Find a professional portfolio for extra copies of your resume, writing sample, transcript and other application materials. If the interviewer asks for such information and you have forgotten to bring it with you, make sure to email it to the interviewer that same day.

#### Coarse or Casual Language
It goes without saying the using coarse or profane language would be a mistake. In addition, although slang expressions and conversational fillers such as “like,” “y’know,” “so um” and “yeah,” are used frequently in everyday speech, avoid them in an interview. Edit your language carefully and practice answers to interview questions that are free of such colloquialisms. To rid yourself of the habit, ask your friends and family to start pointing out each time you use a specific phrase.

#### Make a Good First Impression
In addition to your interview suit, your firm (but not crushing) handshake, good eye contact and your warm smile will complete the picture of a confident, prepared candidate.

#### Cellular Etiquette
Cell phones should always be off and out of sight during an interview. After interviews, consider not answering your phone if you do not recognize the number when you’re in a store, restaurant, bar, crowded hallway, etc., so you don’t end up taking an employer call in an inappropriate, distracting environment.

#### Say “Thank You!”
Whenever someone gives you an interview, a job offer, a contact or advice, take a moment immediately to write a sincere note of thanks, whether it is hand written, typed or emailed.
THE CAREER OFFICE IS READY TO ASSIST YOU

The Career Office staff is available year-round to help guide you through the Early Interview Program and other aspects of the summer and fall recruiting season. We encourage you to talk with one of our Attorney-Counselors to answer your questions, refine your resume/cover letters, and be strategic about your job search and professional development.

CAREER OFFICE LOCATION AND HOURS

Office of Career & Professional Development
University of California, Hastings College of the Law
200 McAllister Street, 2nd Floor, Suite 230
San Francisco, CA 94102
(415) 565-4619
Appointments: https://booknow.appointment-plus.com/6hd831p4/
www.HastingsCareersOnline.com (powered by Symplicity)
Open Year-Round, Monday – Friday from 9:30 – 5:00 PM

Call (415) 565-4619 with questions.

CAREER OFFICE STAFF

Fairuz Abdullah, Assoc. Director for Public Interest and Judicial Clerkships
Lisa Black, Assoc. Director for Employer Relations
Anna Borg, Senior Administrative Secretary
Eliza Leoni, Recruiting Coordinator
Annabrooke Temple, Assoc. Director for Career Development
Oscar Teran, Alumni Mentor Program Director
Sari Zimmerman, Assistant Dean, Office of Career and Professional Development
Exhibit A
NALP guidelines
Student Professionalism During the Interview Season:
A Quick Guide to Your Ethical Responsibilities in the Offer and Decision-Making Process

Fall interviewing season is stressful. Thinking about offers and decisions may seem like the least of your worries — and yet how and when you respond to offers makes a tremendous difference. Your offer could even expire if you don’t focus on your response deadline. Equally important, your professionalism in responding to offers sets the tone for your relationship with employers who have expressed an interest in you. But what should that professionalism include? And what are all those “NALP timing guidelines” or “Principles and Standards for the Timing of Offers and Decisions” your career services office keeps talking about?

Here are a few of the questions law students most often ask about these ethical standards. These answers provide you with a quick guide to the essentials of navigating the fall interviewing season with professionalism.

What are the NALP timing guidelines and why are they important?

Virtually all ABA-accredited law schools and most of the largest legal employers of lawyers in the United States (large law firms, governmental agencies, and some corporations and public service organizations) belong to the NALP. One of the fundamental reasons NALP was formed in 1971 was to promote fairness and informed decision-making during the recruitment process. Together, the law schools and employers belonging to NALP have developed and agreed to abide by the “NALP Principles and Standards,” a set of guidelines that offers an ethical framework for all participants in the recruiting process.

Under the NALP timing guidelines, employers are required to leave offers open for specified lengths of time to allow you to complete your interviewing schedule and make an informed decision about this important first step in your legal career. You also have certain ethical responsibilities affecting such areas as response dates and how many offers you can hold.

When, exactly, do I have to respond to offers?

The NALP timing guidelines specify that employers offering full-time positions to commence following graduation to candidates not previously employed by them — and employers offering positions for the following summer to candidates not previously employed by them — should leave those offers open for at least 28 days following the date of the offer letter or until December 30, whichever comes first. Offers made after December 15 for the following summer should remain open for at least two weeks following the date of the offer letter.

Employers offering full-time positions to commence following graduation to candidates previously employed by them — and employers offering positions for the following summer to candidates previously employed by them — should leave those offers open until at least October 1 or 28 days following the date of the offer letter, whichever is later.

Regardless of what the guidelines say, be sure you understand by what precise date your offer expires. If you have any uncertainty as to when the employer needs to have your response, do not hesitate to contact them and clarify the exact expiration date.

Do NALP’s timing guidelines ever allow employers to require my decision sooner?

First, it is important to note that the NALP guidelines were formulated specifically to promote fairness amid the pressures of the fall interviewing season. When offers are made at other times of the year, the NALP guidelines simply state that offers should remain open for at least two weeks after the date made.

Second, the NALP timing guidelines state that employers with 40 or fewer attorneys in all offices are required to keep offers made through December 15 open for at least three weeks and offers made after December 15 open for at least two weeks. Because smaller employers generally cannot forecast their hiring needs a year in advance and must staff their offices as needs arise, they are less likely to participate in fall interviewing, but you should be aware of this provision.
**How many offers can I consider at once?**

Pursuant to NALP Principles and Standards Part V.A.3, a student should not hold open more than five offers of employment at any one time. For each offer received that places a student over the offer limit, the students should, within one week or receipt of the excess offer, release an offer.

This is one of the most important provisions of the NALP guidelines. How would you feel if you knew that you had not yet received an offer because another student was holding six offers? If you hold excess offers you are preventing employers from extending those offers on a timely basis to others in their pool of candidates.

If you are genuinely having trouble deciding among a number of employers, ask yourself why. Do you need to do further research on the employers? Should you have another conversation with one or more of your contacts at a firm? Do you need to revisit a firm to be sure it’s right for you? While you should be cautious about assuming employers will be willing or able to pay for endless visits, you will find that employers are anxious to facilitate your decision-making process and to help you determine whether they are the right “fit.”

Some students hesitate to reject an offer — even when it is clearly not of interest — because they are reluctant to “break the bad news” to an employer. As sorry as employers might be to receive your rejection, they will respect your professionalism — and your awareness of their firms’ interests — if you reject on a timely basis and do so by phone or email (not “snail mail”). Employers need to be able to extend new offers as promptly as possible, and there are other students waiting and hoping to receive those offers.

**What if I need more time to decide?**

The NALP guidelines state that candidates are expected to accept or release offers or request an extension by the applicable deadline. Offers that are not accepted by the offer deadline expire. Again, professionalism should govern any requests for extensions of time. Employers need to know whether they have met their hiring needs. Consider requesting an extension only when there is a compelling reason to do so.

For candidates pursuing an opportunity with a public interest or government organization NALP guidelines state “students may request that an employer extend the deadline to accept the employer’s offer until as late as April 1 if the student is actively pursuing positions with public interest or government organizations. Students may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.” (Principles & Standards Part V.B.2 & C.2)

If your decision is affected by the plans of your significant other, NALP has developed “Interpretations” of the Principles and Standards that encourage employers to grant extensions, but keep in mind that the Interpretations are not requirements.

**What if the employer I am interviewing with is not a NALP member or is not abiding by the NALP guidelines?**

Compliance with the NALP Principles and Standards is voluntary. However, most NALP member employers and most law schools do take the Principles and Standards seriously because they respect the need for ethical guidelines to promote fairness in the interviewing and offer process. Violations of the NALP guidelines should be reported to your career services office.

**How can I learn more?**

- Read the full text of the Principles and Standards at www.nalp.org/principles (or go to www.nalp.org > Principles & Standards > Full Text of NALP Principles & Standards).

- A set of Interpretations of the Principles and Standards were developed to guide employers; they are not requirements but may help you understand how employers are most likely to interpret the Principles and Standards. The Interpretations can be found at www.nalp.org/interpretations (or go to www.nalp.org > Principles & Standards > Interpretations).
NALP: The Association for Legal Career Professionals

Full Text of NALP Principles and Standards

Principles and Standards for
Law Placement and Recruitment Activities

(effective February 7, 2014)

INTRODUCTION

The National Association for Law Placement (NALP) was organized in 1971 to promote the exchange of information and cooperation between law schools and employers. In order to advance those interests, the Association has developed these “Principles and Standards for Law Placement and Recruitment Activities.”


The “Principles and Standards for Law Placement and Recruitment Activities” are organized as follows:

I. General Principles
II. Principles for Law Schools
III. Principles for Candidates
IV. Principles for Employers
V. General Standards for the Timing of Offers and Decisions

NALP encourages law schools and legal employers to educate all participants in the law placement and recruitment process about the spirit and the letter of these Principles and Standards. NALP urges all participants in the law student recruitment process, including members and non-members of NALP, to abide by these Principles and Standards. These Principles and Standards are designed to empower law schools, legal employers, and law student candidates (“candidates”) to self-govern based on the concepts set forth below. NALP expects such governance will be managed with the highest regard for the best interest of all involved parties.

PART I. GENERAL PRINCIPLES

Successful recruitment and placement of law students requires cooperation and good judgment from three groups -- law schools, candidates, and employers. These Principles and Standards provide concrete guidelines for each group. Nothing in the Principles and Standards is intended to alter any legal relationships among the participants, but participants are urged to carry out all obligations in good faith.

Activities related to the placement and hiring of law students should be conducted on the highest ethical and professional level. Timely exchange of accurate information is essential. Recruitment activities should be scheduled so as to minimize interference with students’ academic work.

Underlying these guidelines for ethical behavior is NALP’s fundamental commitment to helping to make the legal profession accessible to all individuals on a non-discriminatory basis. NALP is strongly opposed to discrimination which is based upon gender, age, race, color, religious creed, national origin, physical disability, marital, parental or veteran status, sexual orientation, or the prejudice of clients related to such matters.

In addition to abiding by these guidelines, all parties concerned with placement and hiring should observe strictly all relevant laws, accreditation standards and institutional policies. A law school may deny use of its career services facilities to students and employers who fail to adhere to these Principles and Standards. If unusual circumstances or particular organizational constraints require a law school, a candidate, or an employer to modify any provision herein, every effort should be made to find an alternative acceptable to all parties concerned.

PART II. PRINCIPLES FOR LAW SCHOOLS
A. Law schools should make career planning services available to all students.

1. Career planning and counseling are integral parts of legal education. Law schools should dedicate to them adequate physical space, equipment, financial support, and staff.
2. The professional services of a career planning office should be available to students without charge.
3. Law schools should strive to meet the career planning needs and interests of all students. Preferential treatment should not be extended to any student or employer.

B. Law schools should subscribe to and promote practices that protect their students’ legal rights.

1. Law schools should articulate and publish meaningful policies prohibiting discriminatory hiring practices. Employers should be required to sign a non-discrimination statement prior to recruiting on campus. Procedures should be developed and published whereby claims of violations can be investigated and resolved promptly and fairly.
2. Students’ privacy should be protected against illegal or inappropriate dissemination of personal information. Information protected by federal, state, or municipal law must not be disclosed without proper consent. Institutional policies conforming to prevailing laws should be formulated and published to the attention of both students and employers.

C. Law schools should educate students as to proper career investigation techniques and protocol.

1. Career services offices should educate all students about NALP’s Principles and Standards.
2. Publications and counseling provided by law schools should be designed to afford students adequate information about the variety of opportunities available to persons with legal training and proper methods for exploring such opportunities.
3. Students should be counseled to focus their career choices based on their aptitudes and career goals.

D. Students’ freedom of choice in career decisions should be protected from undue influences.

1. In counseling students, career services officers and others within the law school community should avoid interposing either their own values or institutional interests.
2. Law schools should disseminate Part V: General Standards for the Timing of Offers and Decisions to students and employers and urge all participants in the law student recruitment process, including members and non-members of NALP, to adhere to them so that students can make informed decisions.
3. In order to protect the best interests of all participants, law schools should take every step possible educate students and employers alike regarding the importance of the General Standards for the Timing of Offers and Decisions.

E. Law schools should develop and maintain productive working relationships with a broad range of employers.

1. Law schools should work actively to develop and maintain employment opportunities for students and graduates. All employment opportunity notices should be publicized to all students.
2. To enhance student learning and increase career development opportunities, the office of career services should maintain good working relationships with students, faculty, alumnae/i, and other elements of the legal community.
3. In order to ensure maximum information-sharing and efficiency in the employment search process, law schools should cooperate with one another to the fullest extent possible in gathering employer information and providing interview services.
4. Law schools should not disseminate information learned in confidence from employers.

F. Law schools should establish adequate procedures to facilitate recruitment by employers.

1. Procedures to enable employers to conduct on-campus interviews, solicit direct applications or collect student resumes should be designed for maximum efficiency and fairness. Those procedures should be clearly articulated and available in writing to students and employers.
2. In dealing with employers, law schools should make maximum use of standardized forms and procedures.

G. Law schools should establish and implement practices to ensure the fair and accurate representation of students and the institution in the employment search process.

1. Law schools should adopt and enforce policies that prohibit misrepresentation and other student abuses of the employment search process, such as engaging in interviews for practice, holding more offers than specified in Part V of these Principles & Standards, failing to decline offers in which there is no longer interest, or continuing to interview after acceptance of employment.
2. Law schools should provide to employers and other interested parties comprehensive information on grade standards and distribution, curriculum, degree requirements, admissions and enrollment profiles, academic awards criteria, and office of career services policies and procedures.
3. Information on employment and salaries should be collected by law schools and provided to NALP, and the survey results should be made available to employers, prospective students, and all other interested parties.

PART III. PRINCIPLES FOR CANDIDATES

A. Candidates should prepare thoroughly for the employment search process.
1. Before beginning an employment search, candidates should engage in thorough self-examination. Work skills, vocational aptitudes and interests, lifestyle and geographic preferences, academic performance, career expectations and life experiences should be carefully evaluated so that informed choices can be made. General instruction should be obtained on employment search skills, particularly those relating to the interview process.

2. Prior to making employment inquiries, candidates should learn as much as possible about target employers and the nature of their positions. Candidates should interview only with employers in whom they have a genuine interest.

3. Candidates should comply with the policies and procedures of each law school from which they obtain services.

B. Throughout the employment search process candidates should represent their qualifications and interests fully and accurately.

1. Candidates should be prepared to provide, at employers’ request, copies of all academic transcripts. Under no circumstances should academic biographical data be falsified, misrepresented, or distorted either in writing or orally. Candidates who engage in such conduct may be subject to elimination from consideration for employment by the employer, suspension or other academic discipline by the law school, and disqualification from admission to practice by bar admission authorities.

2. Candidates should be prepared to advise prospective employers of the nature and extent of their training in legal writing. Writing samples submitted as evidence of a candidate’s legal skills should be wholly original work. Where the writing was done with others, the candidate’s contribution should be clearly identified. Writing samples from law-related employment must be masked adequately to preserve client confidentiality and used only with the permission of the supervising attorney.

C. Throughout the employment search process candidates should conduct themselves in a professional manner.

1. Candidates who participate in the on-campus interview process should adhere to all scheduling commitments. Cancellations should occur only for good cause and should be promptly communicated to the office of career services and the employer.

2. Candidates should respond promptly to invitations for in-office interviews and accept such invitations only if the candidate has a genuine interest in the employer. With respect to all other requests for information or invitations from employers, candidates should respond promptly.

3. Candidates should reach an understanding with the employer regarding its reimbursement policies prior to the trip. Expenses for trips during which interviews with more than one employer occur should be prorated in accordance with those employers’ reimbursement policies.

4. Candidates invited to interview at employer offices should request reimbursement for reasonable expenses that are directly related to the interview and incurred in good faith. Failure to observe this policy, or falsification or misrepresentation of travel expenses, may result in non-reimbursement and elimination from consideration for employment or the revocation of offers by an employer.

5. Candidates should handle in a timely manner any changes or cancellations to an in-office interview including cancellation of any travel arrangements.

D. Candidates should notify employers and their office of career services of their acceptance or rejection of employment offers by the earliest possible time, and no later than the time established by rule, custom, or agreement.

1. Candidates should expect offers to be confirmed in writing. Candidates should abide by the standards for candidate responses set out in Part V and should notify the employer as soon as their decision is made, even if that decision is made in advance of the prevailing deadline date.

2. In fairness to both employers and peers, candidates should act in good faith to decline promptly offers for interviews and employment which are no longer being seriously considered. In order for law schools to comply with federal and institutional reporting requirements, candidates should notify the office of career services upon acceptance of an employment offer, whether or not the employment was obtained through the office.

3. Candidates seeking or preparing to accept fellowships, judicial clerkships, or other limited term professional employment should apprise prospective employers of their intentions and obtain a clear understanding of their offer deferral policies.

E. Candidates should honor their employment commitments.

1. Candidates should, upon acceptance of an offer of employment, notify their office of career services and notify all employers who consider them to be active candidates that they have accepted a position.

2. If, because of extraordinary and unforeseen circumstances, it becomes necessary for a candidate to modify or be released from his or her acceptance, both the employer and the office of career services should be notified promptly in writing.

F. Candidates should promptly report to the office of career services any misrepresentation, discrimination or other abuse by employers in the employment process.

G. Students who engage in law-related employment should adhere to the same standards of conduct as lawyers.

1. In matters arising out of law-related employment, students should be guided by the standards for professional conduct which are applicable in the employer’s state. When acting on behalf of employers in a recruitment capacity, students should be guided by the employer principles in Part IV.

2. Students should exercise care to provide representative and fair information when advising peers about former employers.
PART IV. PRINCIPLES FOR EMPLOYERS

A. Employers should maintain productive working relationships with law schools.
   1. Employers should inform the law school office of career services in advance of any recruiting activities involving their students, whether conducted on- or off-campus, and should, at the conclusion of those activities, inform the office of career services of the results obtained.
   2. Employers without formal recruiting programs or whose hiring activities are sporadic in nature should notify the law school office of career services as far in advance as possible of planned recruiting activities in order that appropriate assistance might be arranged.
   3. Employers who conduct on-campus interviews should refrain from making unnecessary schedule change requests.

B. Employers should respect the policies, procedures and legal obligations of individual law schools and should request only services or information that are consistent therewith.
   1. Employers should not expect or request preferential services from law schools.
   2. Employers should not solicit information received by law schools in confidence from candidates or other employers.
   3. Appointments with candidates for in-house interviews should be established for a mutually convenient time so as not to unduly disrupt candidates' studies.
   4. Employers should promptly report to the office of career services any misrepresentation or other abuse by candidates of the employment search process.

C. Employers should provide full and accurate information about the organization and the positions for which recruitment is being conducted.
   1. Employers should provide to law schools complete organizational information as contained in the NALP Employer Questionnaire well in advance of any recruitment activities. Position descriptions should include information about the qualifications sought in candidates, the hiring timetable, nature of the work, the number of available positions, and, if known at the time, the starting salary to be offered.
   2. Invitations for in-office interviews should include a clear explanation of all expense reimbursement policies and procedures.

D. Employer organizations are responsible for the conduct of their recruiters and for any representation made by them.
   1. Employers should designate recruiters who are both skilled and knowledgeable about the employing organization.
   2. Employers should instruct interviewers not to make any unauthorized commitments.
   3. Candidates' personal privacy should be safeguarded. Information about candidates that is protected by law should not be disclosed by an employer to any third party without specific permission.

E. Employers should use valid, job related criteria when evaluating candidates.
   1. Hiring decisions must be based solely on bona fide occupational qualifications.
   2. Employers should carefully avoid conduct of any kind during the interview and selection process that acts or appears to act to discriminate unlawfully or in a way contrary to the policies of a particular institution.
   3. Factors in candidates' backgrounds that have no predictive value with respect to employment performance, such as scores on examinations required for admission to academic institutions, should not be relied upon by employers in the hiring process.
   4. There has been a long-standing tradition that the first year summer be used to engage in public service work or to take time away from the law altogether, and, while the practice of having first year students work in private law firms provides additional employment opportunities to some students, such experiences should not be valued or emphasized inordinately.

F. Employers should refrain from any activity that may adversely affect the ability of candidates to make an independent and considered decision.
   1. Employers should give candidates a reasonable period of time to consider offers of employment and should avoid conduct that subjects candidates to undue pressure to accept.
   2. Response deadlines should be established when the offer of employment is made. Employers who extend offers in the fall should abide by the timetable for candidate response set out in Part V and must abide by it with respect to candidates enrolled in law schools that have adopted it as an employer requirement.
   3. Employers should not offer special inducements to persuade candidates to accept offers of employment earlier than is customary or prescribed under the circumstances.

G. An employer should honor all commitments made on its behalf.
   1. Offers of employment should be made in writing, with all terms clearly expressed.
   2. If, because of extraordinary and unforeseen circumstances, it becomes necessary for an employer to rescind or modify an offer of employment, both the candidate and the office of career services should be notified promptly. Employers may retract any offer that is not reaffirmed by the candidate in accordance with Part V, Paragraphs B3 and C3 below.
PART V: GENERAL STANDARDS FOR THE TIMING OF OFFERS AND DECISIONS

In February 2014, the Board adopted revisions to Parts V.B.1 & 3 and Parts V.C.1 & 3 on a provisional basis.

In April 2013, the Board adopted a new Part V.D.1. - Summer Employment Provisions for First Year Students - on a provisional basis.

To promote fair and ethical practices for the interviewing and decision-making process, NALP offers the following standards for the timing of offers and decisions:

A. General Provisions

1. All offers to law student candidates ("candidates") should remain open for at least two weeks after the date of the offer letter unless the offers are made pursuant to Sections B and C below, in which case the later response date should apply.

2. Candidates are expected to accept or release offers or request an extension by the applicable deadline. Offers that are not accepted by the offer deadline expire.

3. A candidate should not hold open more than five offers of employment at any one time. For each offer received that places a candidate over the offer limit, the candidate should, within one week of receipt of the excess offer, release an offer.

4. Employers offering part-time or temporary positions for the school term are exempted from the requirements of Paragraphs B and C below.

5. Practices inconsistent with these guidelines should be reported to the candidate’s career services office.

B. Full-Time Employment Provisions

1. Employers offering full-time positions to commence following graduation to candidates not previously employed by them should leave those offers open for at least 28 days following the date of the offer letter or until December 30, whichever comes first. Candidates should reaffirm these offers within 14 days from the date of the offer letter. Employers may retract any offer that is not reaffirmed within the 14 day period. Offers made after December 15 for full-time positions to commence following graduation should remain open for at least two weeks after the date of the offer letter.

2. Candidates may request that an employer extend the deadline to accept the employer’s offer until as late as April 1 if the candidate is actively pursuing positions with public interest or government organizations. Candidates may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.

3. Employers offering full-time positions to commence following graduation to candidates previously employed by them should leave those offers open until at least October 1 of the candidate’s final year of law school, provided that such offers are made prior to or on September 2. Candidates should reaffirm these offers within thirty days from the date of the offer letter. Employers may retract any offer that is not reaffirmed within the 30 day period. After September 2 of a candidate’s final year of law school, employers offering full-time positions to commence following graduation to candidates previously employed by them should leave those offers open for at least 28 days following the date of the offer letter.

4. Employers offering candidates full-time positions to commence following graduation and having a total of 40 attorneys or fewer in all offices are exempted from Paragraphs 1-3 of this Section. Instead, offers made on or before December 15 should remain open for at least three weeks following the date of the offer letter or until December 30, whichever comes first, and offers made after December 15 should remain open for at least two weeks.

C. Summer Employment Provisions for Second and Third Year Students

1. Employers offering positions for the following summer to candidates not previously employed by them should leave those offers open for at least 28 days following the date of the offer letter or until December 30, whichever comes first. Candidates should reaffirm these offers within 14 days from the date of the offer letter. Employers may retract any offer that is not reaffirmed within the 14 day period. Offers made after December 15 for the following summer should remain open for at least two weeks after the date of the offer letter.

2. Candidates may request that an employer extend the deadline to accept the employer’s offer until as late as April 1 if the candidate is actively pursuing positions with public interest or government organizations. Candidates may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.

3. Employers offering positions for the following summer to candidates previously employed by them should leave those offers open until at least October 1, provided that such offers are made prior to or on September 2. Candidates should reaffirm these offers within thirty days from the date of the offer letter. Employers may retract any offer that is not reaffirmed within the 30 day period. After September 2, employers offering positions for the following summer to candidates previously employed by them should leave those offers open for at least 28 days following the date of the offer letter.

4. Employers offering candidates positions for the following summer and having a total of 40 attorneys or fewer in all offices are exempted from Paragraphs 1-3 of this Section. Instead, offers made on or before December 15 should remain open for at least three weeks following the date of the offer letter or until December 30, whichever comes first, and offers made after December 15 should remain open for at least two weeks.

D. Summer Employment Provisions for First Year Students

1. To position law students to be as successful as possible, their efforts during the first semester of law school should focus on their studies rather than on job search activities. Nonetheless, opportunities to learn about professionalism, professional development
and the legal profession are appropriate early in law school. Recognizing that law schools will differ in philosophy as to first-year career development activities, law schools nevertheless should not begin offering one-on-one career counseling or application document reviews to first-year students before October 15 (except in the case of part-time students who may be given assistance in seeking positions during the school term). Individual law schools may set later dates as appropriate.

2. Prospective employers and first year law students should not initiate contact with one another and employers should not interview or make offers to first year students before December 1.

3. All offers to first year students for summer employment should remain open for at least two weeks after the date made.