

Interviewing Policy for On-Campus and Off-Campus Interview Programs

An interview is a formal commitment between the student and an employer. Texas Law students are expected to attend any and all scheduled interviews, including mock interviews. It is unprofessional to schedule an interview and fail to attend. To do this reflects poorly on the offending student, The University of Texas School of Law, and our student body. Failing to attend an interview, or cancelling an interview at the last minute, is unfair to students who were unable to receive an interview slot and to the attorneys who participate in our interview programs.

Students and recent graduates wishing to participate in any of the interview programs offered by the Career Services Office (CSO), including on- and off-campus interview programs and mock interviews, must first read and abide by the rules of both this policy and the “Resume and Transcript Policy.”

Law school exams will not be postponed or rescheduled for any interview. This includes on- and off-campus interviews, mock interviews, callback interviews, and any other independent programs or programs sponsored by the CSO. The CSO encourages you to make every effort to schedule your interviews so that they do not conflict with exams.

Interview Cancellations

The CSO does not encourage interview cancellations. However, if you must cancel an interview, you are required to notify the CSO at cso-cancellations@law.utexas.edu **at least two business days in advance of the scheduled interview time**, so that another student may interview in your place.

If you cancel an interview less than two business days in advance of the scheduled interview (see below), this is considered a last-minute cancellation. You are responsible for contacting the CSO at cso-cancellations@law.utexas.edu, as well as the employer with your reasons for canceling the interview (see following sample cancellation letter and email), as soon as possible. A copy of your email/letter to the employer must also be submitted to the CSO within five calendar days of the cancelled interview.

Day of Interview	Cancellation no later than same time on the prior
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

Example: If you need to cancel an interview scheduled for Monday at 10 a.m., you will need to cancel no later than the prior Thursday at 10 a.m. If you need to cancel an interview scheduled for Friday at 2 p.m., you will need to cancel no later than the prior Wednesday at 2 p.m.

Failure to comply with the above last-minute cancellation policy will result in the following:

- **First last-minute cancellation:** You may be precluded from interviewing again or submitting resumes to interviewing employers for the remainder of the interviewing program.

- **Second last-minute cancellation:** You may be denied access to the Symplicity system and prohibited from participating in remaining interviews and/or interview programs for the rest of the semester.
- **Third last-minute cancellation:** You may be denied access to the Symplicity system and prohibited from participating in remaining interviews and/or interview programs for the rest of the semester as well as the next semester.
- Additional last-minute cancellations may result in restriction from all further use of CSO resources.

No-Shows for Interviews Received Through the CSO

If you fail to show for an interview received through the CSO without prior notification to the employer and the CSO, you are considered a “no-show.” You are responsible for writing a letter to the employer stating your reasons for missing the interview. A copy of this letter must be submitted to the CSO within five business days of the missed interview.

Failure to comply with the above no-show policy will result in the following:

- **First no-show:** You may be precluded from interviewing again or submitting resumes to interviewing employers until the CSO receives a copy of your letter. You may also be denied access to the Symplicity system and prohibited from participating in remaining interviews and/or interview programs for the remainder of the semester.
- **Second no-show:** You may be denied access to the Symplicity system and prohibited from participating in remaining interviews and/or interview programs for the rest of the semester as well as the next semester.
- Additional no-shows may result in restriction from all further use of CSO resources.

Accepting and Declining Employment Offers

NALP, the national organization that sets guidelines for recruiting and hiring law students, made certain changes last year to their [General Standards for the Timing of Offers and Decisions](#) (Part V of their Principles and Standards). Most large-firm and many other types of employers have historically adhered to the NALP Principles and Standards. It's recommend that you familiarize yourself with, at a minimum, the Part V Provisions and Interpretations, respectively.

In most cases you should accept or affirmatively decline an offer within 28 days following the date of the offer letter. In addition, you should reaffirm offers within 14 days from the date of the offer. Employers may retract any offer that is not reaffirmed within the 14-day period. You should not hold more than five offers open at any one time.

You should accept or decline employment offers in a prompt and courteous manner. It's common to respond to an offer in the same manner in which it was conveyed; e.g., respond to a telephone call with a telephone call, an email with an email. However, we recommend that you decline an offer by phone, when possible. In fairness to both employers and peers, students should act in good faith to promptly decline offers for employment that are no longer being seriously considered. Holding an employment offer when you have no intention of accepting it does a disservice to both your classmates, who might be extended an offer if you were to decline, and to employers who are working hard to organize successful and well-attended summer programs. Failure to accept an offer in a timely manner can cause you to lose the offer. In the most egregious cases, students neglect to ever accept or decline job offers given to them. Not only is this rude, it is also unprofessional and disruptive to the recruiting process. Be responsible and decline offers you don't want.

Nondiscrimination & Equal Opportunity Policy

The University of Texas at Austin is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of race, color, religion, national

origin, gender, including sexual harassment, age, disability, citizenship, and veteran status. Discrimination on the basis of sexual orientation, gender identity, or gender expression is also prohibited pursuant to University policy.

The facilities and/or services of the Career Services Office (CSO) may be denied to employers whose behavior contravenes this policy.

The CSO requires all employers who use its placement services to affirm the following statement to confirm compliance with UT-Austin's nondiscrimination policy:

I have read and understand the Equal Employment Opportunity (EEO) Policy of The University of Texas at Austin. It is my intent to consider all applicants on the basis of merit and not to discriminate against any individual on the basis of race, color, religion, national origin, gender, including sexual harassment, age, disability, citizenship, veteran status, sexual orientation, gender identity, and gender expression in compliance with the UT EEO Policy.

I further agree to adhere to the Principles and Standards set forth by NALP, the Association for Legal Career Professionals.

I understand that the Career Services Office can discontinue my access to employer services at any time if I am found in violation of these standards, policies and principles.

A limited exception to this policy exists for military recruiters, but only insofar as their employment and hiring practices are permitted under federal law. This exception to the University's policy for military recruiters does not in any way reflect acceptance of, or agreement with, discriminatory hiring practices.

Grievance Procedures

Please note that students may file an informal or formal grievance against an employer who asks discriminatory questions in any program or activity sponsored or conducted by The University of Texas at Austin or The University of Texas School of Law. To file an informal or formal grievance, please contact the Assistant Dean of Career Services who will connect you with the proper University personnel to assist you with your complaints.

MS. LEE MARSHALL

999 East 32nd Street, Austin, TX 78705 | 512-555-8793
leemarshall@utexas.edu

August 17, YYYY

Ms. Dale Evans
Recruiting Coordinator
Roy, Rogers & Trigger, LLP
123 Fifth Avenue
New York, NY 10153

Dear Ms. Evans:

I am writing to apologize for the cancellation of my interview with Roy, Rogers & Trigger, LLP that was scheduled for tomorrow, August 18. Although I am very impressed with the credentials of your firm, I have decided to accept an offer for a summer clerkship with Smith & Jones in Houston. I apologize for any inconvenience this may have caused. Please contact me if you have any questions or concerns regarding this matter.

Sincerely,

Lee Marshall

SENT: August 17, YYYY
TO: devans@rrtlaw.com
CC:
SUBJECT: Interview cancellation for Ms. Lee Marshall

Dear Ms. Evans:

I am writing to apologize for the cancellation of my interview with Roy, Rogers & Trigger, LLP that was scheduled for tomorrow, August 18. Although I am very impressed with the credentials of your firm, I have decided to accept an offer for a summer clerkship with Smith & Jones in Houston. I apologize for any inconvenience this may have caused. Please contact me if you have any questions or concerns regarding this matter.

Sincerely,

Ms. Lee Marshall
999 East 32nd Street
Austin, TX 78705
512-555-8793
leemarshall@utexas.edu

The University of Texas School of Law
Class of YYYY