

## Interviewing Policy

*Revised June 5, 2023*

An interview is a formal commitment between the student and an employer. Texas Law students are expected to attend all scheduled interviews, including mock and informational interviews. Absent exigent circumstances, it is unprofessional to schedule an interview and fail to attend. To do so 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 utilize CSO resources and participate in any of the interview programs offered by the Career Services Office (CSO), including on-campus, off-campus, and virtual and mock interview programs must first read and abide by the rules of both this policy and the “Resume and Transcript Policy.”

Scheduled interviews, including callback interviews, do not excuse you from attending class or from taking an exam. The CSO encourages you to make every effort to schedule your interviews so that they do not conflict with your course schedule and obligations.

### **Interview Cancellations**

The CSO recognizes that legitimate emergencies and unforeseen events arise that necessitate interview cancellation. If you must cancel an interview, you are required to notify the CSO via our [online cancellation form](#) **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](mailto:cso-cancellations@law.utexas.edu), as well as the employer with your reasons for canceling the interview (see following sample email), as soon as possible. A copy of your email to the employer must also be submitted to the CSO within five calendar days of the cancelled interview.

<b>Day of Interview</b>	<b>Cancellation no later than same time on the prior</b>
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.

## **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 to [cso@law.utexas.edu](mailto:cso@law.utexas.edu).

Failure to comply with the above last-minute cancellation and no-show policy may result in an advising hold until you meet with the Assistant Dean for Career Services or other law school representative as deemed appropriate by the CSO. Multiple or repeated violations of this policy may also result in you being precluded from further participation in our interview programs.

## **Accepting and Declining Employment Offers**

Please familiarize yourself with our [Recruiting Policies for Private-Sector Employers](#) and [Recruiting Policies for Public-Sector Employers](#), especially “Standards for the Timing of Offers and Decisions”. Because Texas Law subscribes to the [NALP Principles for a Fair and Ethical Recruitment Process](#), you should also familiarize yourself with those principles, especially “Principles for Candidates”.

In most cases you should accept or affirmatively decline an offer within 14 days following the date of the offer letter. You should not hold more than three offers open at any one time.

You should accept or decline employment offers in a prompt and courteous manner. It is 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. Failure to respond to an offer is unprofessional and disruptive to the recruiting process. Be responsible and decline offers you do not want.

## **Reporting Requirements**

In order to adequately assess the success of our recruiting programs and to provide the best possible advice and data to our students, the CSO may request post-program interview outcome data. Students are expected to provide information about their interview outcomes in a timely manner as requested.

## **Nondiscrimination Policy**

The University of Texas at Austin (University) is committed to providing an educational and working environment for students, faculty, and staff that is free from discrimination based on race, color, sex, pregnancy, gender identity, sexual orientation, gender expression, religion, age, national origin, ethnicity, veteran status, disability, genetic information, active-duty military status, or any other legally protected basis. This Policy prohibits such conduct.

This Policy also prohibits retaliation against someone because the individual reported under this Policy, opposed an unlawful practice, participated in an investigation or requested supportive measures. Finally, this Policy prohibits failing to cooperate in good faith, filing false complaints or providing materially false information, interfering with this Policy’s processes, abusing the investigation process, or failing to report incidents reasonably believed to constitute discrimination, harassment, or retaliation.

This Policy does not cover prohibited conduct of a sexual nature. Procedures for reporting sexual assault, interpersonal violence, stalking, and sexual harassment, are addressed by [Handbook of Operating Procedures](#)

[\(HOP\) 3-3031](#). While these are forms of sex discrimination, their sexual nature removes them from the purview of this Policy.

The University of Texas School of Law may deny participation in recruitment and other student programs to employers whose behavior contravenes this Policy.

All visitors including recruiting employers who use our services, are required to affirm the following statement to confirm compliance with University Policies:

*I have read and understand the Nondiscrimination Policy ([Handbook of Operating Procedures 3-3020](#)) 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, sex, pregnancy, gender identity, sexual orientation, gender expression, religion, age, national origin, veteran status, disability, genetic information, military service, or any other legally protected basis in compliance with the University's [Handbook of Operating Procedures 3-3031](#).*

*I further agree to adhere to the [Principles for a Fair and Ethical Recruitment Process](#) set forth by NALP, the National Association for Law Placement.*

*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.*

Inquiries regarding this Policy may be directed to the University's [Department of Investigation and Adjudication \(DIA\)](#) at 512-471-3701 or [dia@austin.utexas.edu](mailto:dia@austin.utexas.edu).

### **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.

## **Sample Interview Cancellation Email**

SENT: August 1, YYYY

TO: devans@rrtlaw.com

CC:

SUBJECT: Interview cancellation for Lee Marshall

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Dear Ms. Evans:

I am writing to cancel my interview with Roy, Rogers & Trigger, LLP that is scheduled for tomorrow, August 1. Although I am very impressed with your firm, I have just accepted an offer for a summer clerkship in Houston. I apologize for any inconvenience this may cause. Please contact me if you have any questions or concerns regarding this matter.

Sincerely,

Lee Marshall

Pronouns: she/her/hers

512-555-8793

leemarshall@utexas.edu

The University of Texas School of Law

Class of YYYY