Interviewing Policy

Revised April 20, 2023

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 and informational 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-campus, off-campus, and virtual interview programs and mock interview programs, must first read and abide by the rules of both this policy and the “Resume and Transcript Policy.”

Scheduled interviews do not excuse you from attending class or from taking an exam. This includes on-campus, off-campus, and virtual interview programs, mock interview programs, 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 your course schedule and obligations.

Interview Cancellations
The CSO does not encourage interview cancellations. However, 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, 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.

<table>
<thead>
<tr>
<th>Day of Interview</th>
<th>Cancellation no later than same time on the prior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Thursday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Friday</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Monday</td>
</tr>
<tr>
<td>Thursday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Friday</td>
<td>Wednesday</td>
</tr>
</tbody>
</table>

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.

Failure to comply with the above last-minute cancellation and no-show policy may result in you being
precluded from further participation in our interview programs. Multiple or repeated violations of this policy
may also result in loss of access to CSO services, including the use of Symplicity.

Accepting and Declining Employment Offers
Please familiarize yourself with our Recruiting Policies for Private-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 five 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. Not only is this rude, it is also unprofessional and disruptive to the
recruiting process. Be responsible and decline offers you do not want.

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.

**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 24, YYYY
TO: devans@rrtlaw.com
CC:
SUBJECT: Interview cancellation for Lee Marshall

Dear Ms. Evans:

I am writing to cancel my interview with Roy, Rogers & Trigger, LLP that is scheduled for tomorrow, August 25. 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