Recruiting Policies for Private-Sector Employers

Updated June 3, 2022

The University of Texas School of Law values its relationships with employers and welcomes an open exchange of information throughout the recruiting process. We subscribe to the NALP Principles for a Fair and Ethical Recruitment Process and expect our students and recruiting employers to be guided by these principles as well. Our recruiting policies are intended to protect the interests of our students as well as employers through fair, reasonable and consistently applied standards of professional conduct.

Nondiscrimination Policy
It is the policy of The University of Texas at Austin ("University") to provide 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, sex, pregnancy, age, disability, citizenship, veteran status, and genetic information. The University also prohibits discrimination on the basis of, sexual orientation, gender identity, and gender expression. In this policy, the terms sex and gender are interchangeable.

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

All 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, religion, national origin, sex, pregnancy, age, disability, citizenship, veteran status, genetic information, sexual orientation, gender identity, and gender expression 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 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 the acceptance of, or agreement with, discriminatory hiring practices.

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.
Standards for the Timing of Offers and Decisions
To promote fair and ethical practices for the interviewing and decision-making process, The University of Texas School of Law has adopted the following standards for the timing of offers and decisions. These provisions are meant to create a recruiting environment that serves the needs of candidates and employers alike. They are intended, more specifically, to help participants on both sides find good employment matches, to avoid the use of so-called “exploding offers,” and to produce a collegial and orderly process in all other respects.

A. General Provisions

1. Law student candidates (“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.
2. 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.
3. Employers offering part-time or temporary positions for the school term are exempted from the requirements of Paragraphs B and C below.
4. Practices inconsistent with these guidelines should be reported to the Career Services Office.

B. Full-Time Employment Provisions

1. Employers offering full-time positions to commence following graduation should leave those offers open for at least 14 days following 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.

C. Summer Employment Provisions for Second- and Third-Year Students

1. If an employer makes an offer to a candidate before the beginning of our August On-Campus Interview Program (“OCI”), we ask that such an offer remain open until at least 14 days following the first day of OCI (first day of OCI this year, August 1, 2022). Such a practice promotes more informed decisions by candidates and helps ensure the best fit for employers and students alike. We recognize, however, that employers are not all similarly situated, and some will be unable to accommodate such an acceptance period. In such instance, offers should remain open for at least 14 days from the offer letter, and response terms should be no less favorable than that provided to students of any other law school.
2. For offers made at or after our OCI we ask that such offers remain open for at least 14 days following the date of the offer letter.
3. 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.

D. Summer Employment Provisions for First-Year Students

1. To position our first-year law students to be as successful as possible, our aim is to facilitate their focus during first semester on acclimating to the law school academic environment rather than on job search activities.
2. We allow and encourage contact with employers any time during the first semester in group settings to learn about professionalism, professional development, and the legal profession. Employers and first
year law students, however, should not initiate contact with one another for recruiting purposes, and employers should not seek application materials from, interview or make offers to our first-year students before November 15.

3. After November 15, interview appointments should be established for a mutually convenient time that minimizes interference with class attendance and disruption of candidates’ studies.

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