

## Recruiting Policies for Private-Sector Employers

*Effective May 1, 2019*

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 and 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 laws, The University of Texas at Austin does not discriminate on the basis of gender in recruitment or admissions and prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, 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 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 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. 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 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 21 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, if an employer requests such reaffirmation in its offer letter. Employers that have requested this reaffirmation 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, if an employer requests such reaffirmation in its offer letter. Employers that have requested this reaffirmation 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 21 days following the date of the offer letter.
4. If an employer makes an offer to a candidate not previously employed by that employer before the beginning of our August On-Campus Interviews program, that offer should not expire until at least 21 days following the first day of our August On-Campus Interviews program (this year, August 6, 2019).
5. 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 1-4 of this Section. Instead, such offers 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 21 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, if an employer requests such affirmation in its offer letter. Employers that have requested this reaffirmation 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 21 days following the first day of our August On-Campus Interviews program (this year, August 6, 2019).
4. If an employer makes an offer to a law student candidate not previously employed by that employer before the beginning of the first day of our August On-Campus Interviews program, that offer should not expire until at least 21 days following the first day of our August On-Campus Interviews program (this year, August 6, 2019). Candidates should reaffirm these offers within 14 days from the offer start period (this year, August 6, 2019), if an employer requests such affirmation in its offer letter. Employers that have requested this reaffirmation may retract any offer that is not reaffirmed within the 14-day period.
5. Employers offering candidates positions for the following summer and having a total of 40 attorneys or fewer in all offices are exempted from Paragraphs 1-4 of this Section. Instead, offers made should remain open for at least two weeks.

### **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.