

Recruiting Policies for Public-Sector Employers

Effective June 3, 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.

In acknowledgment of the uniqueness of the public service job search—which differs significantly from a search in the private sector market and can vary significantly among the diverse set of public service employers—The University of Texas School of Law has adopted these policies separate and apart from the [recruiting policies for private-sector employers](#).

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.

¹ The University of Texas School of Law’s Recruiting Policies for Private-Sector Employers permit students who receive an offer from a private-sector employer to request an extension until as late as April 1 if the student is actively pursuing positions with public interest or government organizations.

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 a reasonable time after the date of the offer letter. This provision is applicable to offers of summer employment and permanent employment.¹
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 release an offer.
4. Practices inconsistent with these guidelines should be reported to the Career Services Office.

B. 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. Deviations from this guideline may be permissible pursuant to the circumstances of the employment situation, including the necessity of earlier application dates to allow sufficient time for required background checks.
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 a reasonable time.

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