



## SANTA CLARA UNIVERSITY SCHOOL OF LAW

### RECRUITMENT EXPECTATIONS FOR EMPLOYERS AND STUDENTS

Our ultimate goal is to connect law students with legal employers and opportunities. The following expectations are **suggested guidelines** regarding recruiting through job postings, resume collections, and on campus interviews (OCI) to promote easy communication between employers and students. Should you have any questions about our suggested guidelines, please contact law-ocm@scu.edu.

**Offers:** All employment offers should be in writing.

#### **Summer and Post-Bar Employment Offers from Employers with 40+ Attorneys:**

**Rising 2Ls:** Offers for summer employment following a student's 1L summer with that same employer are encouraged to remain open for 21 days from the first day of OCI. We hope employers will do so in order to allow our students to go through OCI. Our concern is that if an employer does not leave the offer open until after OCI, a student might accept and then renege on their acceptance. This year, our virtual OCI program starts on August 1, 2023.

**Rising 3Ls:** Offers for post-bar employment should remain open for at least 14 days from the date of the written offer.

#### **Summer and Post-Bar Employment Offers from Employers with less than 40 Attorneys:**

Offers for employment should remain open for at least 14 days from the date of the written offer.

**No Undue Pressure:** Employers are expected to not place undue pressure on students to accept on the spot or within an unusually short timespan (i.e. no exploding offers).

**Acknowledgement:** Employers may request in the offer letter that students acknowledge their offers within a certain time period, usually 7-14 days from the date of the offer.

**Students are expected to acknowledge receipt of an offer** within 24 hours of receiving it (acknowledgement is not the same as acceptance). Not acknowledging the offer by an employer's deadline can result in the offer expiring.

**Extensions:** Students are expected to accept or release offers or request an extension by the deadline. Offers that are not accepted by the deadline may expire. Employers are expected to grant a student's request for an extension of time to decide on an offer of employment whenever possible.

**Pre-OCI Interviewing:** Employers are free to conduct interviews with rising 2Ls & 3Ls prior to the employers' OCI date. We ask that if you do pre-OCI recruiting and sign up for OCI that you do not cancel your OCI date.

**1L Recruiting:** Our ultimate goal is to connect law students with legal employers and opportunities so employers are free to begin recruiting 1Ls when they choose. That being said, we want to remind employers that the first semester of law school is a huge adjustment and students will not receive first semester grades until January. Please also note that students are in final exams November 29 - December 15, 2023.