



BYU Law School Career Development Office 2020–2021 Recruiting Policy

These guidelines are formulated to specifically promote fairness amid the pressures of the interview season. Although the Career Development Office requests that employers abide by these guidelines, students are responsible for keeping track of deadlines and requirements communicated by employers.

Non-Discrimination Policy for Employers

All employers using the placement services of the BYU Law School are expected to provide equal opportunity in employment for all persons without discrimination or segregation on the basis of race, color, ethnicity, religion, national origin, sex, gender (including identity and expression), sexual orientation, age, or disability. Please note that by using our placement services you are agreeing to abide by this non-discrimination standard.

The BYU Law School's non-discrimination policy permits, and the BYU Law School encourages, lawful affirmative action in hiring women and the members of minority groups that are under-represented in the legal profession.

2020-2021 On Campus Interviewing (OCI)

OCIs (including our traditional Early Interview Program (EIP)) for 1L and 2L summer associate positions will occur during Spring OCIs, which will take place in late January and early February. Exact dates will be forthcoming. OCIs for 3L post-graduate positions will occur during Spring OCIs as well as at other times during the school year by employer request.

OCI interviews will occur virtually via remote interviewing utilizing Zoom as integrated in the 12Twenty platform. If circumstances permit,¹ physical options for in-person interviews may be added at a future date.

In many aspects, the Spring OCI program will be familiar. Employers will select their desired candidates, desired interview length, and will have our office's assistance in scheduling the interviews. Students will select whether they wish to log in from an off-campus location for the interview or use one of the on-campus library study rooms for the interview. A 5-minute buffer will be added between each interview to allow students to log off and log on, and for students to sanitize the on-campus room.

Timing and Guidelines for Offers of Employment

Post-Graduate Employment Offers

- Offers which are made to third-year law students for post-graduate employment are encouraged to remain open for at least 7 days.

Summer Employment Offers

- We anticipate that offers to first-year and second-year law students for summer employment which are made prior to the commencement of Spring OCIs will remain open until at least 10 days after the commencement of Spring OCIs.

¹ *The J. Reuben Clark Law School policies for 2021 have not yet been determined, but if Fall 2020 policies remain in effect, employers will not be permitted to physically come on campus to conduct interviews, as the building is physically closed to non-students and non-employees of the school.*



- We anticipate that offers to first-year and second-year law students for summer employment which are made after the commencement of Spring OCIs will remain open until 10 days after the commencement of Spring OCIs or 7 days from the date of the offer letter, whichever is later.
- A firm may, at the end of the summer or at any other time, make an offer for a first-year summer associate to return to the firm for their second-year summer. However, *post-graduate* offers to first-year summer associates that obligate the student to return to that same employer for most or all the second summer are discouraged. A post-graduate offer contingent upon a student returning to the firm for a lesser portion of their second-year summer is permitted.
- Prospective employers and first-year law students should not review or transmit application materials, conduct employment interviews, or make offers for employment before December 14, 2020, which is the first business day following completion of finals for the Fall 2020 Semester. Traditional networking or informational interviews between prospective employers and first-year students is permitted.

Resume Collections Outside the Spring 2021 OCI Period

- BYU Law School's Career Development Office is happy to set up resume collections and facilitate interview scheduling for post-graduate positions open to third-year law students at any time during the school year.
- The Career Development Office is willing to set up resume collections for second-year summer associate positions at any time during the school year provided the employer agrees that any and all offers made will remain open through 10 days after the start of Spring 2021 OCIs.
- The Career Development Office is willing to set up resume collections for first-year summer associate positions beginning December 14, 2020, provided the employer agrees to leave any and all offers open through 10 days after the start of Spring 2021 OCIs.

Additional Guidelines for All Summer and Post-Graduate Offers

- Offers should be made in writing with all material terms and conditions of employment clearly expressed and should remain unchanged until the expiration date unless otherwise mutually agreed by the employer and the student.
- Law students are expected to communicate decisions on offers in a timely manner and to decline an offer as soon as the student has decided it will not be accepted.
- A law student should not hold open more than 4 offers of employment at any one time.
- A law student who has accepted an offer will be barred from participating in further interviewing and recruiting through the BYU Law School.
- For law students who are also pursuing non-law firm, public interest, government, or business opportunities, employers are encouraged, but not required, to extend the deadline to accept a summer offer or a post-graduate employment offer until April 1. A law student may only hold one such law firm offer open and should affirm this in writing. The law student must communicate her or his final decision to the law firm as soon as possible, but not later than April 1.

Hiring for During School Positions

Hiring of second-year and third-year law students for employment during the school year is highly encouraged, and the BYU Law School Career Development Office is happy to assist at any time.

Last Updated: August 14, 2020