

BYU Law School Career Development Office 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.

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 10 days.

Summer Employment Offers

2L Summer Offers

- We anticipate that offers to second-year law students for summer employment which are made prior to the commencement of Fall OCIs will remain open until at least 14 days after the commencement of Fall OCIs.
- We anticipate that offers to second-year law students for summer employment which are made after the commencement of Fall OCIs will remain open until 14 days after the commencement of Fall OCIs or 10 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.

1L Summer Offers

- We anticipate that offers to first-year law students for summer employment which are made prior to the commencement of Spring OCIs will remain open until at least 14 days after the commencement of Spring OCIs.
- We anticipate that offers to first-year law students for summer employment which are made after the commencement of Spring OCIs will remain open until 14 days after the commencement of Spring OCIs or 10 days from the date of the offer letter, whichever is later.

- Prospective employers should not request formal applications, conduct employment interviews, or make offers for employment to first-year law students before the first business day following completion of finals for the Fall semester. Traditional networking or informational interviews between prospective employers and first-year students is permitted prior to this date.

Resume Collections Outside the Fall and Spring OCI Periods

- 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.
- The Career Development Office is willing to set up resume collections for second-year summer associate positions at any time provided the employer agrees that any and all offers for 2L summer employment will remain open through 14 days after the start of Fall OCIs.
- The Career Development Office is willing to set up resume collections for first-year summer associate positions beginning the first business day following completion of final exams for Fall semester, provided the employer agrees that any and all offers for 1L summer employment will remain open through 14 days after the start of Spring 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 four 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 opportunities, including 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 part-time employment (not to exceed 20 hours per week) during the school year is highly encouraged, and the BYU Law School Career Development Office is happy to assist at any time.