



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, so the below expectations are **suggested guidelines** for employers and students regarding recruiting through job postings, resume collections, and on campus interviews (OCIs) to promote easy communication between employers and students. Should you have any questions about our suggested guidelines, please contact law-ocm@scu.edu.

OFFER AND ACKNOWLEDGEMENT

Offers in Writing: Santa Clara Law expects all employment offers to be in writing.

Summer and Post-Bar Employment Offers from Employers with over 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 OCIs. We hope employers will do so in order to allow our students to go through OCIs. We understand some employers, due to business needs and policies, may not be able to do so. 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. So, for both the student and employer, we hope employers can leave the offer open until 21 days from the first day of OCIs. This year our virtual OCI session will start on August 2, 2022.

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 fewer than 40 Attorneys:

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

Additional Expectations for All Employers and Students:

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 letter.

Santa Clara Law **expects students 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: Santa Clara Law expects students to accept or release offers or request an extension by the applicable deadline. Offers that are not accepted by the offer deadline may expire. Santa Clara Law expects employers to grant a student's request for an extension of time to decide on an offer of employment whenever possible depending on the employer's circumstances.

Number of Offers Open at Once: A student should not hold open more than three offers of employment at any one time. For each offer received that places a student over the offer limit, the student should, within 7 days of receipt of the excess offer, release an offer. Students should consult with the Office of Career Management (OCM) Career Coaches upon receiving more than one offer to assist them in effectively navigating the offer/acceptance process.

1L RECRUITING

1L Recruiting Start Date: Our ultimate goal is to connect law students with legal employers and opportunities, so employers are free to begin recruiting 1Ls when they so choose. That being said, we want to remind employers that the first semester of law school is a huge adjustment for law students, and law students will not receive first semester grades until early January. Please also note that students are in final exams November 30 - December 14, 2022.

PRE-OCI INTERVIEWING

Our ultimate goal is to connect law students with legal employers and opportunities, so employers are free to conduct interviews with rising 2Ls & 3Ls prior to the employers' OCI dates. That being said, pre-OCI recruiting means higher competition for non-participating students because many spots will be filled by the time OCI interviewing occurs. We request that if you do pre-OCI recruiting and sign up for interviews that you do not cancel your OCI interview. Nevertheless, employers are free to conduct interviews with rising 2Ls & 3Ls prior to the employers' OCI dates.