

## Recruiting Policies for Public-Sector Employers

*Revised November 30, 2023*

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 Policy**

The University of Texas at Austin (University) is committed to providing an educational and working environment for students, faculty, and staff that is free from discrimination based on race, color, sex, pregnancy, gender, gender identity, sexual orientation, gender expression, religion, age, national origin, ethnicity, veteran status, disability, genetic information, military status, or any other legally protected basis. This Policy prohibits such conduct.

This Policy also prohibits retaliation against someone because the individual reported under this Policy, opposed an unlawful practice, participated in an investigation or requested supportive measures. Finally, this Policy prohibits failing to cooperate in good faith, filing false complaints or providing materially false information, interfering with this Policy's processes, abusing the investigation process, or failing to report incidents reasonably believed to constitute discrimination, harassment, or retaliation.

This Policy does not cover prohibited conduct of a sexual nature. Procedures for reporting sexual assault, interpersonal violence, stalking, and sexual harassment, are addressed by [Handbook of Operating Procedures \(HOP\) 3-3031](#). While these are forms of sex discrimination, their sexual nature removes them from the purview of this Policy.

The University of Texas School of Law may deny participation in recruitment and other student programs to employers whose behavior contravenes this Policy.

All visitors including recruiting employers who use our services, are required to affirm the following statement to confirm compliance with University Policies:

*I have read and understand the Nondiscrimination Policy ([Handbook of Operating Procedures 3-3020](#)) 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, sex, pregnancy, gender identity, sexual orientation, gender expression, religion, age, national origin, veteran status, disability, genetic information, military service, or any other legally protected basis in compliance with the University's [Handbook of Operating Procedures 3-3031](#).*

*I further agree to adhere to the [Principles for a Fair and Ethical Recruitment Process](#) set forth by NALP, the National Association for Law Placement.*

*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.*

Inquiries regarding this Policy may be directed to the University's [Department of Investigation and Adjudication \(DIA\)](#) at 512-471-3701 or [dia@austin.utexas.edu](mailto:dia@austin.utexas.edu).

### **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.<sup>1</sup>
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 three 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 1. 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 1, 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.

<sup>1</sup> 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.