

# Stanford Law School Recruiting Policies and Guidelines

The recruiting policies and guidelines of Stanford Law School have been developed and updated to contribute to a positive and successful experience for both our students and the employers who partner with us in this process. By participating in Stanford Law School's On-Campus Interview (OCI) Program or Resume Collection, employers agree to adhere to all of the recruiting policies and guidelines set forth below.

## NALP Principles for a Fair and Ethical Recruitment Process

Stanford Law School adopts the guidance set forth in [NALP's Principles for a Fair and Ethical Recruitment Process](#) in their entirety. We commit to the highest standards of professionalism, fairness and transparency in the recruiting process and fully expect our employers to also abide by these principles.

## Non-Discrimination Policy

Stanford Law School's Policy on non-discrimination in employment has been in effect since 1985 and parallels the policy required of member schools by the Association of American Law Schools:

***Stanford Law School is committed to providing equal opportunity to obtain employment. Stanford Law School opens its facilities and services only to employers who do not discriminate on the basis of race, religion, color, national or ethnic origin, ancestry, disability, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), gender identity, gender expression, age, sexual orientation, military or veteran status, or any other characteristic protected by applicable law. Discrimination on the basis of sex includes sexual harassment and sexual violence.***

Stanford Law School considers caste to be a characteristic included within the school's current ban on discrimination and harassment based on race, religion, color, national or ethnic origin, and ancestry.

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

## Timing Guidelines for Interviews and Offers

### First-Year Hiring

- 1) Prospective employers and first-year law students should not initiate contact with one another for the purpose of recruiting before December 1. This includes transmitting and reviewing application materials, participating in or conducting interviews, and making offers.

- 2) Stanford Law School will not offer one-on-one career counseling or review application documents for first-year students before October 15.
- 3) All offers made to first-year Stanford Law School students should remain open for a minimum of two weeks from the date of the offer letter.
- 4) Summer employment offers to first-year students should not obligate them to work for the same employer during their second summer. Employers for which this is a requirement often state that the student's employment is "at-will," meaning that the student might *not* receive an offer for second summer employment, but, if they do, they must commit to returning (foreclosing the opportunity to work for another employer their 2L summer). SLS feels strongly that trying to lock in a student in the winter quarter of their 1L year of law school to a subsequent second summer job, as well as a potential post-graduation position, is not in the best interest of either the student or the employer. As such, SLS does not believe that any two-summer commitment is binding, and advises students, at the end of the summer, to reassess whether the first summer employer was a good fit before committing to return for a second summer. As part of the reassessment, students may bid on OCI employers and participate in OCI.

An employer may, however, make a post-graduate offer contingent upon a student returning to the firm for some portion of their second-year summer. Requiring students to return for periods of more than 4 weeks and/or the first half of their 2L summer is strongly discouraged

### **Pre-OCI Interviewing for Second-Year Students**

Students participating in our 2L OCI program agree that they will not provide transcripts to or conduct any initial, screening, or callback interviews with OCI employers for 2L summer positions prior to the employer's assigned OCI date, unless they are interviewing with an office location of an OCI employer that is not recruiting through OCI.

### **Second-Year Summer Offers**

- 1) All 2L OCI and Resume Collect employers should leave offers to second-year students not previously employed by them open for a minimum of 21 days from the date of the offer letter, except as provided below.
  - a) 2L OCI and Resume Collect employers having 4 or fewer total summer associates in the previous year should leave offers open for a minimum of 14 days from the date of the offer letter. The total number of previous summer associates includes both first-year and second-year summer associates.
  - b) If a firm or office has not had a previous summer program, the firm/office may use the expected number of summer associates to be hired for the applicable hiring period.
  - c) Employers relying on this provision must state the total number of summer associates from the previous year (or the total number expected) in their offer letters, include a

statement that the firm/office is relying on this exception and indicate the specific date on which the offer will expire.

- 2) All offers for summer employment extended outside of our 2L OCI program (including offers to rising 2Ls previously employed by the firm) should be left open for a minimum of (i) 21 days from the first day of our OCI program, or (ii) 21 days from the date of the offer letter, whichever is later, except as provided below.
  - a) Employers having 4 or fewer total summer associates in the previous year should leave offers to students open for a minimum of (i) 14 days from the first day of our OCI program, or (ii) 14 days from the date of the offer letter, whichever is later.  
The total number of previous summer associates includes first-year and second-year summer associates.
  - b) Employers relying on this provision must state the total number of summer associates from the previous year (or the total number expected) in their offer letters and include a statement that the firm/office is relying on this exception and indicate the specific date on which the offer will expire.
- 3) For an offer 21 days in length, students should re-affirm their interest within 14 days from the date of the offer letter, if requested by the employer in the offer letter.
- 4) Employers should extend the deadline to accept a second-year summer offer until April 1 for students who are also pursuing non-law firm, business, government or public interest opportunities. Students may only hold one law firm offer open and should affirm this in writing. Students must communicate their final decision to the firm as soon as possible, but no later than April 1.

### **Post-Graduate Offers**

- 1) Post-graduate offers extended to students previously employed by the employer should remain open for a minimum of 6 weeks following the date of the offer letter.
- 2) Post-graduate offers extended to students not previously employed by the employer should remain open for a minimum of 21 days following the date of the offer letter or the first day of 2L OCI, whichever is later.
- 3) Students should re-affirm their interest within 14 days from the date of the offer letter, if requested by the employer in the offer letter.
- 4) Employers should extend the deadline to accept a full-time offer until April 1 for third-year students pursuing non-law firm, business, government or public interest opportunities. Students may only hold one law firm offer open and should affirm this in writing. Students must communicate their final decision to the firm as soon as possible, but no later than April 1.

## **Additional Guidelines Applicable to all Offers to Stanford Law School Students**

- 1) Offers should be made in writing with all material terms and conditions of employment clearly expressed. Employers will openly discuss the offer timeline with students and explicitly state the offer expiration date in the offer letter.
- 2) *Exploding Offers*: Stanford Law School does not condone exploding offers or special inducements that may adversely affect the ability of students to make an independent and considered decision. An employer may not extend an offer that only remains open until the target number of acceptances is received at which point the offer is withdrawn. Nor may an employer offer a signing bonus, or any other monetary incentive, that is contingent upon the student accepting before their offer would have otherwise expired (the terms of which are outlined above).
- 3) *Extensions*: Stanford Law School views the various offer windows as minimum allowances and encourages employers to grant reasonable extensions if requested. We understand that these will be on a case-by-case basis and dependent on an employer's unique circumstances, but ask that employers remain mindful of our joint commitment to giving students the time they need to make informed and thoroughly considered decisions.
- 4) *Open Offers*: Students should not hold open more than three offers at a time in any one geographic job market. Students are expected to make offer decisions in a timely manner, and to decline promptly offers for both interviews and employment that are no longer being seriously considered, in fairness to both employers and their peers. All offers not re-affirmed (if required) or accepted by the established deadlines are deemed to be expired.

## **Provision of Resumes, Cover Letters, Academic Transcripts and Other Ancillary Documents in Connection with On Campus Interviews (OCI)**

**Resumes.** Prior to OCI, employers will be provided copies of the resumes for each student on their OCI schedules.

**Cover Letters.** Private sector OCI employers may *not* require that SLS students provide a cover letter at the bidding phase or at any time during/after the OCI process, including through their online application portals. Public interest (including public interest law firms) and government OCI employers may request a cover letter at the time OCI bids are due.

**Academic Transcripts.** In order to preserve the integrity and benefits of our 100% OCI lottery system, SLS students may not provide, and OCI employers may not request, academic transcripts prior to the commencement of any OCI interview. ***In no event shall academic transcripts be provided or requested prior to any OCI interview.*** In advance of our OCI program, SLS will communicate to students and OCI employers the protocol for providing and receiving academic transcripts.

**Ancillary Documents.** Ancillary documents, such as reference lists and/or writing samples, will be available to OCI employers *after* the commencement of each OCI interview, upon request of the employer. In advance of our OCI program, SLS will communicate to students and OCI employers the protocol for providing and receiving ancillary documents.

## **Employer Application Portals and Demographic Information; Conflict and Background Checks; Employer Personality Assessments.**

SLS understands that some employers may be required to collect demographic information and other data from their applicants. SLS has instructed students to provide such information, if requested, at any time after a student directly applies to the firm or after they receive a callback invitation to interview with the employer following an OCI interview. Information relating to conflict and background checks may be requested by the employer after the student has received an offer of employment. Requests to students to take any personality or behavioral assessment (such as Pymetrics, Thine or Suited) may be made at any time after a student directly applies to the firm or is allotted an interview in the OCI lottery.

## **Grading System Explanation**

Stanford Law School's grading is primarily based on an Honors/Pass system, which was adopted in the fall of 2008. Please use the information in our [detailed explanation](#) to interpret our students' transcripts. If you have additional questions regarding our grading system, feel free to contact the Office of Career Services.

## **Release of Student Information**

- 1) Stanford Law School **will not** release to any third party, except with the consent of the student, data pertaining to the student's educational record. Employers seeking grade information may ask the student to submit a Law School grade sheet.
- 2) *Confirmation of Diplomas* - Stanford degrees and periods of attendance are matters of public information and may be released to employers. You may refer such questions directly to the Information Secretary, Office of the Registrar, Old Union Bldg., Rm. 141, Stanford University, Stanford, CA 94305.

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