

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 Online Coordinated 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.

Guidelines for Interviews and Offers

First-Year Summer Hiring

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

We do encourage employers and students to network and make connections, however, in order to allow for our internal programming pieces and students' academic commitments, we have established an event kickoff date of October 1st.

Note: While we will advertise employer events taking place in the month prior to November 1st, we do not permit employers to solicit, much less require students to submit *any* application materials upon submission of an RSVP, or at any point during the event.

- 2) Stanford Law School will not offer one-on-one career counseling for first-year students before September 14.
- 3) Given students' class schedules, employers should provide flexibility to students in scheduling callbacks, including but not limited to providing the option of interviewing virtually and breaking up interviews throughout the day or over more than 1 day.
- 4) All offers made to Stanford Law School students for 1L summer employment should remain open for a minimum of 21 days from the date of the offer letter.
- 5) SLS feels strongly that employment offers for both 1L and 2L summer combined (which have come to be referred to as "jumbo offers") greatly limit students opportunities to experience the culture of different employers during their 2 summers in law school and is not in the best interest of either the student or the employer. Any such offers should be left open for a minimum of 21 days from the date of the offer letter.
- 6) Touchbacks: An employer may 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.

Second-Year Summer Hiring

- 1) Given students' class and work schedules, employers should provide flexibility to students in scheduling callbacks, including but not limited to providing the option of interviewing

virtually and breaking up interviews throughout the day or over more than 1 day.

- 2) All offers made to Stanford Law School students for 2L summer employment should remain open for a minimum of 21 days from the date of the offer letter.
- 3) Employers should extend the deadline to accept a second-year summer offer until November 14 of their 2L year for students who are also pursuing non-law firm, business, government or public interest opportunities (including private public interest law firms). 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 November 14.

Post-Graduate Offers

- 1) Post-graduate offers extended to students previously employed by the employer should remain open until October 1 of their 3L year.
- 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.
- 3) Employers should extend the deadline to accept a full-time, post-graduate 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.
Note: We understand that within the 2L recruiting cycle, hiring timelines now will likely vary firm to firm. We ask for full transparency on behalf of our students regarding the process by which you source 2L summer candidates from your 1L application pool; what is required of them by way of applications; and any other important information in your decision-making.
- 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.

- 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.

Provision of Application Materials

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. Transcripts will be available on January 13.

Ancillary Documents. Ancillary documents, such as reference lists and/or writing samples requested at the time of OCI registration, will be available to OCI employers *after* the commencement of each candidate's interview. In advance of our OCI program, SLS will communicate to students and OCI employers the protocol for providing and receiving ancillary documents.

Demographic Information. SLS understands that some employers may be required by government regulations 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.

Conflict & Background Checks. Information relating to conflict and background checks may be requested by the employer after the student has received an offer of employment.

Personality Assessments. 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. 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. For information on requesting enrollment and degree verification please visit the [Stanford University Student Services website](#).

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