

INDIANA UNIVERSITY MAURER SCHOOL OF LAW RECRUITING GUIDELINES

Indiana University Maurer School of Law (“Indiana Law” or the “Law School”) values its relationships with employers and welcomes an exchange of information at all stages of the job search process. The Law School subscribes to the [NALP Principles for a Fair and Ethical Recruitment Process](#) (the “Principles”), and expects students and the employers with whom we work to be guided by these principles. The Recruiting Guidelines set forth herein incorporate those Principles in full and are intended to provide further guidance and clarity on our expectations towards a fair, equitable, and productive recruiting process for all parties:

EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION PRINCIPLES

Employment professionals will comply with EEO and Affirmative Action principles in recruiting activities in a manner that includes the following:

- Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, or disability, and providing reasonable accommodations upon request.
- Reviewing selection criteria for adverse impact based upon the student’s race, color, national origin, religion, age, gender, sexual orientation, or disability.
- Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process.
- Developing a sensitivity to, and awareness of, cultural differences and the diversity of the work force.
- Informing campus constituencies of special activities that have been developed to achieve the employer’s affirmative action goals.
- Investigating complaints forwarded by the Law School’s Career Services Office regarding EEO noncompliance and seeking resolution of such complaints.

GENERAL PROVISIONS

These provisions apply to employers and students with regard to all recruiting activities:

- Employers and students should schedule interviews outside of class times.
- Students should comply with all written terms of offer letters.
- Employers should refrain from any activity that may adversely affect the ability of students to make an independent and considered decision. Employers should not offer special inducements to persuade students to accept offers of employment earlier than is prescribed herein.
- Offers should be made in writing with all material terms and conditions of employment clearly expressed.
- Employers who have reasonable assurance that a student is seriously considering their offer should grant requests for extensions liberally. Experience suggests that students who feel that they have been given the opportunity to reach an informed, voluntary decision are far more likely to be confident in their decision when they face the demands of practicing law. We believe that confidence in the decision-making process correlates strongly with retention. We advise students to seek extensions in reasonable circumstances when they are making a meaningful effort to reach an informed decision, and urge employers to grant extensions to students who have remained in active contact with them.

FIRST-YEAR STUDENT ENGAGEMENT

To position law students to be as successful as possible, their efforts during the first semester of law school should focus on their studies rather than on job search activities. However, opportunities to learn about professionalism, professional development and the legal profession in a group setting are appropriate early in law school.

- **Employer engagement.**
 - First-year law students should not initiate contact with prospective employers, and employers should not initiate formal one-on-one recruiting contact (including applications, interviews, or offers) before December 1st.
 - In limited circumstances, government employers requiring an extensive background check may receive and review applications prior to December 1st.
 - First-year students may participate in multi-employer job fairs that are open to first-year students (*e.g.* the Equal Justice Works Conference and Career Fair) prior to December 1st.
 - Educational and professional development contact with first-year students before December 1st is permitted under the following circumstances: Employers should work with student organizations, faculty members, Center personnel, or the Career Services Office (the “CSO”) to arrange professional development events. Events should focus on practice area education, networking and other professional skills, career planning and strategies, and trends in the legal market.
- **Law school engagement.** In order to allow first-year students time to acclimate to law school and focus on their studies, the Law School will not begin providing one-on-one career counseling or application material reviews to first-year students before October 1st. However, professionalism and career exploration and readiness programming is part of the Legal Professions course, and CSO advisors may meet with students in small-group settings prior to October 1st.

TIMING OF OFFERS & DECISIONS

Indiana Law subscribes to Part V of the NALP Principles and Standards: General Standards for the Timing of Offers and Decisions, and expects students and the employers with whom we work to be guided by these principles as well.

A. General Provisions

1. **Offers remain open for two weeks.** All offers to students should remain open for at least two weeks after the date of the offer letter, unless the offer is made pursuant to Sections B or C below, in which case the later response date should apply. Additionally, for offers extended within six weeks of the start date, we understand that this timetable may need to be accelerated but encourage employers to allow students a sufficient and reasonable amount of time to evaluate and respond to the offer.
2. **Action by deadline.** Students are expected to accept or release offers or request an extension by the applicable deadlines. Offers that are not accepted by the offer deadline expire.
3. **Five offer maximum.** A student should not hold open more than five offers of employment at any one time. For each offer received that places a student over the

offer limit, the student should release an offer within one week of the excess offer. Students are strongly encouraged to hold open no more than three offers at any one time in any one geographic market.

4. **School-year positions.** Employers offering part-time or temporary positions for a school semester or year are exempted from the requirements of Paragraphs B and C below.
5. **Report to CSO.** Practices inconsistent with these guidelines should be reported to the CSO.

B. Permanent Employment Provisions

1. **Permanent offers to students not previously employed by the employer.**
 - a. Permanent offers to students not previously employed by the employer should remain open for at least 28 days following the date of the offer letter or until December 30th, whichever comes first. Offers made after December 15th for permanent positions should remain open for at least two weeks after the date of the offer letter.
 - b. Permanent offers to students not previously employed by the employer that are made before the beginning of the Law School's on-campus interview program should remain open for at least 28 days following the first day of the on-campus interview program.
2. **Permanent offers to students previously employed by the employer.** Permanent offers to students previously employed by the employer should remain open until at least October 1st of the student's final year of law school, provided that such offers are made prior to or on September 2nd. Offers made after September 2nd of a student's final year of law school should remain open for at least 28 days following the date of the offer letter.
3. **Extensions for public interest or government organizations.** Students may request that an employer extend the deadline to accept an offer until as late as April 1st if the candidate is actively pursuing positions with public interest or government organizations. Students may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.
4. **Exemption for smaller firms.** Employers with a total of 40 attorneys or fewer in all offices are exempted from this Section. For such employers, offers made on or before December 15th should remain open for at least 21 days following the date of the offer letter or until December 30th, whichever comes first; and offers made after December 15th should remain open for at least 14 days.

C. Summer Employment Provisions

1. **Summer offers to students not previously employed by the employer.**
 - a. Summer offers made before December 15th for the following summer to students not previously employed by the employer should remain open for at least 28 days following the date of the offer letter or until December 30th, whichever comes first. Offers made after December 15th for the following summer should remain open for at least two weeks after the date of the offer letter.

- b. Summer offers to students not previously employed by the employer that are made before the beginning of the Law School's on-campus interview program should remain open for at least 28 days following the first day of the on-campus interview program.
2. **Extensions for public interest or government organizations.** Students may request that an employer extend the deadline to accept an offer until as late as April 1st if the candidate is actively pursuing positions with public interest or government organizations. Students may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.
 3. **Summer offers to students previously employed by the employer.** Summer offers to students previously employed by employer should remain open until at least 28 days following the first day of the Law School's on-campus interview program.
 4. **Exemption for smaller firms.** Employers with a total of 40 attorneys or fewer in all offices are exempted from this Section. Instead, offers made on or before December 15th should remain open for at least 21 days following the date of the offer letter or until December 30th, whichever comes first; and offers made after December 15th should remain open for at least 14 days.