

## **Recruiting Policy (Amended November 2021)**

As guided by the [NALP Principles for a Fair and Ethical Recruitment Process](#), this recruiting policy is in place to promote high standards of professionalism and fairness during all job searches. We wish to provide a positive environment for Temple Law School students to pursue career opportunities within the context of dedicated academic study.

This recruiting policy incorporates the Temple Law School [statement on non-discrimination](#), as follows:

Whereas Temple University is committed to a policy of equal opportunity for all in every aspect of its operations;

Whereas Temple University Beasley School of Law is committed to a policy against discrimination based upon race, religion, gender, national origin, sexual orientation, gender identity or expression, disability, age, color, marital status or parental status;

Whereas employers who utilize the services and facilities of the Career Services Office are expected to abide by this policy;

Therefore be it resolved that the faculty of Temple University Beasley School of Law affirms its commitment to its policy of non-discrimination and will endeavor individually and collectively to provide all members of our community a supportive environment and a full opportunity to launch careers utilizing their legal education.

### **Student Conduct During Recruiting**

Students will demonstrate a commitment to uphold the honor and integrity of the legal profession, to conduct themselves with honesty, dignity, and care, honoring the values and standards that are expressed in the rules governing Temple Law School, including [the law school code of conduct](#), and that are shared by the legal profession.

A student should not hold more than five offers of employment open at any one time. For each offer that places a student over the offer limit, the student should, within three days of the excess offer, release an offer.

A student should accept or decline an offer, or request an extension, by any applicable deadline. Students should understand that an offer not accepted by a deadline may be deemed to have been rejected.

A student should feel free to request a reasonable extension of time to respond to an offer of employment.

Students should strive to avoid scheduling recruiting activities during scheduled class times. Conflicts between class times and recruiting are sometimes unavoidable. Students should proactively communicate with faculty about any need to miss class.

## Employer Conduct During Recruiting

All offers to Temple Law students should be made in writing.

No offers should be made on an exploding (“must accept immediately”) or rolling (“first candidate to accept gets the position”) basis.

All offers of employment to Temple Law students should remain open for at least 14 days.

- Employers are welcome to contact 1L students after October 1<sup>st</sup> of the first year of law school, but we strongly suggest employers contact the Office of Career Services to help facilitate. For offers of summer employment made to 1LE/1L students before the first day of the start of the spring semester, the 14 day offer acceptance period shall run from the first day of the spring semester.
- For offers of summer employment to 2LE/2L/3LE students made before the first day of the law school’s on campus interview program, the 14 day offer acceptance period shall run from the first day of OCI.
- For offers of permanent employment made to 3L/4LE students before the first day of the law school’s on campus interview program, the 14 day offer acceptance period shall run from the first day of OCI.

Temple Law School strongly discourages employer contact with any student during final examinations. The final exam schedule can be found here: <https://www.law.temple.edu/academics/academic-calendar/>. Any student engagement with an employer should not disrupt the importance of academic obligations.

Employers should grant reasonable requests for extensions of time for students to consider offers. Extension requests should be granted, especially in the case of a student who is considering public sector options.

If an employer’s timeline or circumstances cannot allow for a decision period of 14 days (or a decision period of 14 days from the beginning of their respective OCI period, where applicable), the employer should contact the [Office of Career Services](#) for further discussion.

## Student No Show and Cancellation Policy

If you need to cancel an interview, you must provide at least **TWO business days’** notice. This will allow us to notify the employer properly and will allow one of your classmates an opportunity to obtain that interview slot.

If an emergency arises, and you will not be able to make your interview or will be running late, you must call the OCS as soon as possible at 215-204-8806. If you do not reach us, please try again to make sure we received your message and can inform the employer.

Once you are notified that you have been selected for an interview, you must select an interview time or reject the invitation by the deadline. If you have not signed up by the deadline, an alternate may access your slot.

Ranked alternates must sign up in rank order. You will receive notification when there is an opportunity for you, as a ranked alternate, to sign up. You must respond to this phone call or e-mail within a reasonable time period, or the next alternate may be given that open slot. If you know you are an alternate, check your messages often. Alternates should sign up as soon as possible.

If timely notice of cancellation or decline is not received by the personnel of the Office of Career Services and a student fails to attend their scheduled interview, the student must write a letter of explanation to the employer and give a copy to Dean Danielle Schweiloch before the student will be permitted to continue the interviewing process through the Office of Career Services.

Any student who subsequently cancels or fails to appear for an interview, without timely notice, or is otherwise engaging in extremely unprofessional behavior, may lose interviewing privileges for the remainder of the semester. Be mindful that untimely cancellations and no-shows reflect negatively upon Temple Law School as a whole. Such actions also deprive fellow classmates of valuable opportunities.

This policy applies to all on-campus recruiting programs (OCI) and all job fairs in which Temple students participate, e.g., Public Interest Public Service Career Fair, GPALS Philadelphia Job Fair, Philadelphia Area Diversity Job Fair, etc.