

Recruiting Policies

Updated as of October 1, 2023

American University Washington College of Law incorporates and follows the [NALP Principles for a Fair and Ethical Recruitment Process](#).

Everyone wins when employers allow students adequate time to consider and make informed choices about offers. We ask that you not exert undue pressure or inducements to accept offers early. We recognize that extenuating circumstances might mean that an employer needs flexibility regarding the offer acceptance period, especially in a smaller organization. If this is the case, we ask that you use a reasonableness standard, taking seriously the student's perspective.

By the same token, we expect WCL students to weigh the employer's needs and to be considerate of other candidates when contemplating multiple offers.

We have designed this policy to make it easy for all of us to work together to create great outcomes for everyone. Please contact us at recruit@wcl.american.edu if you would like any guidance regarding our recruiting programs, events, or the offer process.

RECRUITING POLICY

1. **Pre-recruiting Activities**. We are eager to welcome you to our campus. We ask that all employers please notify our office in advance of any pre-recruiting activities, as well as the application requirements for any job opportunities. This notice will allow us to announce these opportunities to our student body according to the instructions provided by the employer and ensure robust participation and non-discrimination.
2. **General Recruiting Policies**
 - a. All offers to students for employment during law school (e.g., summer associate positions) should remain open for at least 14 days following the date of the offer letter. (See below for special policies relating to post-graduate employment.)
 - b. "Exploding offers" are unreasonable and a violation of these policies.
 - c. A student may hold up to three offers at any one time. A student must release each offer received over the three-offer limit no later than seven days after receiving the additional offer.
3. **Special Offer Extensions**
 - a. **General Extension**. Before the expiration of an offer, a student may request that an offer remain open for an additional seven days.
 - b. **Public Interest/Public Service Extension**. Before the expiration of an offer, a student may request that a private-sector employer hold an offer open as late as April 1, if the student is

actively pursuing positions within government or public sector organizations. WCL encourages employers to accommodate any such requests. A student may hold open only one offer in such circumstances.

4. Post-Graduate Positions

- a. Large Employers. Employers with over 40 attorneys in all offices who offer full-time post-graduate positions to students that:
 - i. had not previously been employed by them (e.g., in a summer associate position) should allow those offers to remain open for 28 days following the date of the offer letter. If such offers are made after January 15, then those offers should remain open for at least 14 days after the date of the offer letter.
 - ii. had been previously employed by them (e.g., in a summer associate position) should allow those offers to remain open until at least October 1 of the student's final year of law school if the employer extends an offer on or before September 1. Offers made between September 1 and January 14 should remain open for at least 28 days after the date of the offer letter. Offers made after January 15 should remain open for at least 14 days after the date of the offer letter.
- b. Small Employers. Employers with fewer than 40 attorneys in all offices should allow offers to remain open for 14 days after the date of the offer letter, regardless of when the employer extended the offer to the student.
- c. Part-time and Temporary Post-Graduate Position Exemptions. Part-time and temporary post-graduate positions are exempt from these guidelines.

5. Additional Information

- a. Days. "Days" in these recruiting policies shall mean calendar days.
- b. Non-Compliance. Please report any practices (by students or employers) inconsistent with these guidelines to Assistant Director for Employer Relations, Raquel Skinner, at recruit@wcl.american.edu

First-Year Students

The WCL community works hard to welcome our 1L students into the legal profession. We want our incoming students to focus on academics and acclimatizing to law school during the first months in the program. OCPD also needs time to meet with students and ensure they are prepared. While we do not prohibit it, we ask that employers limit contact with 1L students during the early part of the fall semester and examinations.

1. Please limit formal contact (interviews, applications, etc.) with 1L students until at least the third full week of October.
2. All offers to 1L students should remain open for at least 14 days following the date of the offer letter.
3. 1L Interview and Event Black-Out Dates for 2023-2024.
 - o December 1 - December 16, 2023
 - o April 23 - May 11, 2024

American University Washington College of Law is committed to principles of non-discrimination and promotes diversity in the legal profession. Our commitment to inclusion extends to our administration of recruiting and interview programs. Participation in any WCL recruiting program, information session, event, or the posting of a job opening indicates acceptance of the WCL non-discrimination and anti-harassment policies.