

APPENDIX F
USC Gould School of Law
Recruiting Policies and Offer Timing Guidelines
(Effective May 14, 2024)

USC Gould School of Law subscribes to the National Association for Law Placement’s (NALP) [*Principles for a Fair and Ethical Recruitment Process*](#). In addition, all stakeholders, including employers and students, must comply with USC Gould’s Career Services Office (CSO) policies, the [*University of Southern California’s Policy of Equal Opportunity, Affirmative Action and Non-Discrimination*](#), and our [*Notice of Non-Discrimination and Employer Acknowledgement*](#). Please contact the CSO with any questions at careers@law.usc.edu.

**Quick Guide to USC Gould’s Recruiting Policies & Offer Timing Guidelines
For Summer 2024 Recruitment**

(Highlights only -- Please reference complete text below)

TIMING POLICIES & GUIDELINES	
<p>PHASE I: (Offers Occurring Between April 1 and June 14th)</p>	<p><u>2L Summer employment</u> <u>(not previously employed)</u></p> <p>The offer shall remain open for 14 calendar days from offer letter or June 21st whichever is later with the expectation of an automatic 7-day extension if requested.</p> <p><u>2L Summer employment</u> <u>(previously employed)</u></p> <p>The offer shall remain open for 14 calendar days from offer letter or June 21st whichever is later with the expectation of an automatic 7-day extension if requested.</p>
<p>PHASE II: (Offers Occurring Between June 15th – July 15th):</p>	<p>The offer shall remain open for 14 calendar days from offer letter with the expectation of an automatic 7-day extension if requested.</p>
<p>PHASE III: (Offers Occurring After July 15th):</p>	<p>The offer shall remain open for 14 days from the last day of VOCI (August 9th) or date of the offer letter whichever is later plus 7-day extension.</p>

ADDITIONAL INFORMATION	
Offer Limits	Students to hold no more than 4 private sector offers at any time
Public Sector Extensions	One private sector offer to remain open until April 1
3L Offer (not previously employed)	14 days from the date of the offer letter
3L Offer (previously employed)	Offer to remain open until October 1 or 14 days from the date of the offer letter, whichever is later
Reaffirmation	Yes, if requested by employer

General Provisions:

- Unless addressed elsewhere in these policies, all offers to Gould candidates, whether for summer employment or full-time employment following graduation, should remain open for at least 14 days after the date of the written offer letter.
- All offers should be confirmed in writing by an employer, with all relevant details, and with the offer letter date serving as the effective offer date for all timelines and deadlines
- Employers should grant reasonable requests for extensions to students to whom they have extended offers.
- Students should familiarize themselves with employers’ individual recruiting policies.

Employment Provisions for Second Year Students by Summer 2024 OCI (July 23-26, 2024), Job Fair, and NALP Member Employers:

Summer employment offers to students whether not previously employed or previously employed by the employer

- Employers offering positions for the following summer to USC Gould School of Law candidates should leave those offers open for at least 14 days following the date of the offer letter or until 14 days following the last day of Summer 2024 OCI (e.g. August 19, 2024) whichever comes later.
- Gould candidates may request that an employer extend the deadline to accept the employer’s offer for an additional 7 days if the candidate is actively pursuing positions that require a longer time horizon for offer decision-making. Employers are encouraged to grant such requests.
- Gould candidates should reaffirm interest in offers if an employer requests such reaffirmation in its offer letter. Employers may retract any offer that is not reaffirmed as requested.

Offers extended prior to Summer 2024 OCI

- There are specific guidelines for pre-OCI offers and offers made to a candidate before the beginning of Gould's Summer 2024 OCI (held July 23-26, 2024).

PHASE I OFFERS (Offers Occurring Between April 1 and June 14th): the offer shall remain open for 14 calendar days from offer letter or June 21st whichever is later.

PHASE II OFFERS (Offers Occurring Between June 15th – July 15th): the offer shall remain open for 14 calendar days from offer letter.

PHASE III OFFERS (Offers Occurring After July 15th): 14 days from the last day of VOCI (August 9th) or date of the offer letter.

- Gould candidates may request that an employer extend the deadline to accept the employer's offer for an additional 7 days if the candidate is actively pursuing positions that require a longer time horizon for offer decision-making. Employers are encouraged to grant such requests.

Offer Limits

- Gould candidates may hold no more than **four** private sector offers at one time and are expected to decline offers in which they no longer have an interest as quickly as possible.

Public Sector Extensions

- Gould candidates may request that an employer extend the deadline to accept the employer's offer until as late as April 1 if the candidate is actively pursuing positions with public interest or government organizations. Gould candidates may hold open only one private-sector offer in such circumstances. Employers are encouraged to grant such requests.

Full-Time Post-Graduate Employment

Candidates Not Previously Employed by the Employer

- Offers for permanent post-graduate employment should remain open for 14 days from the date of the written offer letter.
- Employers should grant reasonable requests for extensions to students to whom they have extended these offers.

Candidates Previously Employed by the Employer

- Offers for permanent post-graduate employment made to students previously employed by the employer should remain open until October 1 of the student's final year, or for 14 days from the date of the written offer, whichever is later.

- Employers should grant reasonable requests for extensions to students to whom they have extended offers.

1L Law Students

Recognizing students' attention during their first semester of law school should be focused primarily on their academic pursuits, USC Gould School of Law recommends employers focus their contact with 1Ls during this time on career exploration matters, rather than on employment-related contact. Employers wishing to connect with first-year students, whether individually or collectively, may contact the CSO on how best to do so.

Timing of Soliciting Applications from 1L Students and Offer-decision window

- USC Gould requests that employers begin soliciting applications from first-year students on or after December 1. Exceptions to this date may be made on a case-by-case basis.
- Summer employment offers made by NALP member employers to first-year law students should remain open for at least 14 days following the date of the offer letter.
- Non-NALP member employers should provide a reasonable decision-making window of one week and when possible grant a request for an extension should a student's situation dictate.