

USC Gould School of Law
Recruiting Policies and Offer Timing Guidelines
(Effective June 4, 2019*)

USC Gould School of Law subscribes to the National Association for Law Placement's (NALP) *Principles for a Fair and Ethical Recruitment Process* <https://www.nalp.org/principles>. In addition, all stakeholders, including employers and students, must comply with USC Gould's Career Services Office (CSO) policies and the University of Southern California's Policy of Equal Opportunity, Affirmative Action and Non-Discrimination <https://policy.usc.edu/equal-opportunities/>. Should any relevant party have questions or need clarification, please contact the CSO at careers@law.usc.edu.

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 two weeks 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.

Summer Employment Provisions for Second Year Students by OCI, Job Fair and NALP Member Employers:

Summer employment offers to students not previously employed by the employer

- Employers offering positions for the following summer to USC Gould School of Law candidates not previously employed by them should leave those offers open for at least 21 days following the date of the offer letter or until December 15, whichever comes first. Offers made after December 1 for the following summer should remain open for at least two weeks after the 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.
- Gould candidates should reaffirm offers within 14 days from the date of the offer letter if an employer requests such reaffirmation in its offer letter. Employers that have requested this reaffirmation may retract any offer that is not reaffirmed within the 14-day period.

Summer employment offers to students previously employed by the employer

- Employers offering positions for the following summer to candidates previously employed by them should leave those offers open until at least 21 days following the date of the offer letter or the first day of Gould's on-campus interview program, whichever is later.

* Recruiting policies and offer timing guidelines subject to change.

- 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 offers within 14 days from the date of the offer letter if an employer requests such reaffirmation in its offer letter. Employers that have requested this reaffirmation may retract any offer that is not reaffirmed within the 14-day period.

Offers extended prior to Early Interview Week (EIW) OCI

- If an employer makes an offer to a Gould law student candidate not previously employed by that employer before the beginning of the law school's on-campus interview program, that employer should leave that offer open until at least 21 days following the first day of Gould's on-campus interview program. 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 five offers at one time and are encouraged 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 made by employers prior to December 1 should remain open for 21 days from the date of the written offer letter.
- Offers made after December 1 should remain open for at least two weeks.
- 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 by employers to students previously employed by the employer should remain open until October 1 of the student's final year, or for 21 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.

Quick Guide to USC Gould’s Recruitment Policies & Offer Timing Guidelines

(Highlights only -- Please reference complete text above)

TIMING POLICIES, GUIDELINES & ADDITIONAL INFORMATION	
2L Summer employment (not previously employed)	21 days from the date of the offer letter, with the expectation of automatic 7-day extension if requested (for offers made before December 1)
2L Summer employment (previously employed)	21 days from the date of the offer letter, with the expectation of automatic 7-day extension if requested
Offer Limits	Students to hold no more than 5 offers at any time
Public Sector Extensions	One private sector offer to remain open until April 1
3L Offer (not previously employed)	Offers made prior to Dec. 1 = open 21days Offers made after Dec. 1 = open 14 days
3L Offer (previously employed)	Offer to remain open until October 1 or 21 days from the date of the offer letter, whichever is later
Reaffirmation	Yes, if requested by employer
Early Offers	Allowed, but 21 day offer timing clock begins with first day of Early Interview Week OCI (with 7 day extension if requested)

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

- Employers should refrain from soliciting applications from first year students until December 1. Exceptions to this date may be considered 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 two weeks 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.