

APPENDIX F
USC Gould School of Law
Recruiting Policies and Offer Timing Guidelines
(Effective April 1, 2025)

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 Notice on 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 2025 Recruitment

(Highlights only -- Please reference complete text below)

| TIMING POLICIES, GUIDELINES & ADDITIONAL INFORMATION | |
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| 2L- Summer 2026 Employment (not previously employed) | 14 days from the date of the offer letter whichever is later, with the expectation of automatic 7-day extension if requested |
| 2L- Summer 2026 Employment (previously employed) | 14 days from the date of the offer letter with the expectation of automatic 7-day extension if requested. |
| Offer Limits | Students to hold <u>no more than 4 private sector offers</u> 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 |
| Early Offers | Allowed. Offers should remain open 14 days from the date of the offer, whichever is later with the expectation of an automatic 7-day extension is requested. |

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 for Summer 2025 VOCI (June 10-13, 2025), 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 2025 VOCI (e.g. June 27, 2025) 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 2025 VOCI

- Offers should remain open 14 days from the date of the offer, with the expectation of automatic 7-day extension is requested.
- 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. This policy also applies to offers given before the formal Summer 2025 VOCI program.

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 continues to request 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. Offers should remain open 14 days from the date of the offer, with the expectation of an automatic 7-day extension is requested.
- 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.
- 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.