

(Amended on March 7, 2019)

In light of NALP's recent adoption of Principles for a Fair and Ethical Recruitment Process, we have updated Georgetown Law's recruiting policies for the 2019-2020 season. Many of the policies will be familiar to you as an employer of our students, but some have changed. We encourage you to read through all our policies and contact us with any questions. We value our relationship with you and hope to make the recruiting process as easy as possible.

We have divided the policies into three sections: 1) General Policies for Recruiting at Georgetown Law; 2) Timing Guidelines for Offers; and 3) Recruitment of 1L/1E Students. Where not affirmatively stated in the 2nd and 3rd Sections, the General Policies set forth in Section 1 apply. Violations of any of the policies set forth below should be reported to the Office of Career Strategy.

1. General Policies for Recruiting at Georgetown Law:

NALP Principles for a Fair and Ethical Recruitment Process

Georgetown Law adopts in full the guidance set forth in NALP's Principles for a Fair and Ethical Recruitment Process. The school and its representatives will act in a reasonable, ethical way throughout the recruiting process, and we expect our students and the employers recruiting our students to do the same.

Equal Opportunity and Non-Discrimination in Employment

Georgetown University provides equal opportunity in employment for all persons, and prohibits unlawful discrimination and harassment in all aspects of employment because of age, color, disability, family responsibilities, gender identity or expression, genetic information, marital status, matriculation, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, veteran's status or any factor prohibited by law. Inquiries regarding Georgetown University's non-discrimination policy may be addressed to Institutional Diversity, Equity & Affirmative Action, 37th and O Sts., N.W., Suite M36, Darnall Hall, Georgetown University, Washington, D.C. 20057.

By participating in a recruiting program or submitting a job posting, your organization agrees to abide by Georgetown University Law Center's non-discrimination policy, which is to provide equal opportunity in its programs, activities, and employment practices; to prohibit discrimination and harassment in education and employment because of race, color, religion, national origin, sex, age, handicap or disability, or sexual orientation, personal appearance, family responsibility, gender identity or expression, genetic information, marital status, political affiliation, veteran's status or any other factor prohibited by law; and to promote the realization of equality of opportunity in education and employment throughout the Law Center in accordance with the policy expressed in the University-wide Affirmative Action Plan.

By recruiting at Georgetown, your organization certifies that it complies and will comply with all applicable employment laws and regulations, including wage and hour laws.

2. Timing Guidelines for Offers:

In order to promote a fair and ethical recruiting process for Georgetown Law students and employers, we adopt the following standards for offer timing and decisions:

a. General Guidelines:

- i. All offers for private sector employment made to Georgetown Law JD students should be held open for a minimum of two weeks from the date of the offer letter (except as stated below in the 2.b. Standards for OCI I, and 2.c. Pre-cruiting). “Exploding” offers, which rob students of meaningful choice and are unlikely to produce good matches for the employer or candidate, are expressly prohibited.
- ii. Students are expected to make offer decisions in a timely manner and to not use all available time unless they believe it’s necessary to make an informed decision. Offers that are not accepted by the stated deadline are deemed to be expired.
- iii. Students may request an offer extension if necessary to make an informed decision; employers are encouraged to grant extensions if the request is reasonable and granting the extension isn’t unduly burdensome.
- iv. Students should not hold open more than five (5) offers at one time. Students who are considering only one geographic market are encouraged to hold no more than three (3) offers open at one time.
- v. Except as provided in Section 2.d. below, offers for full-time employment given by an employer to students who were previously employed by them should remain open until October 1 of the students’ final year of law school (if the offer was given before August 31). If the offer is given after August 31, students should have 28 days to make a decision or until October 1, whichever comes later.
- vi. Offers for full-time employment given by an employer where the student was not previously employed should remain open for two weeks (except as stated below in the Standards for OCI I).

b. Standards for OCI I (August 6-9, 2019):

Georgetown Law prides itself on attracting employers of varying sizes to its on-campus recruiting programs. Recognizing that the needs of smaller offices can vary greatly from the needs of larger offices who recruit our students, employers participating in OCI I are expected to abide by the following offer timing guidelines:

- i. Students receiving offers from offices with a summer class size of 11 or more 2L/3E summer associates in the prior recruiting class should have at least 28 days from the date of the offer letter to decide on that offer. The students are expected to re-affirm their interest in that office after 14 days. Employers are asked to include the expiration date of their offer in the offer letter.
- ii. Students receiving offers from offices with a summer class size of 10 or fewer 2L/3E summer associates in the prior recruiting class should have at least 14 days from the date of the offer letter to decide on that offer. Employers falling into this category are encouraged to grant

extensions to students requesting additional time to make an informed decision. Employers are asked to include the expiration date of their offer in the offer letter.

- iii. Employers who have offices that fall into both timing buckets above are encouraged to adopt a uniform 28-day policy firmwide. Confirmed participants in OCI I will be asked to share how many 2L/3E summer associates they had in each participating office the previous year. We will use this to determine whether students will have a 14- or 28-day offer window.

c. Pre-cruiting

For employers who engage in any official recruiting with Georgetown, offers of employment given to students for their 2L/3E summer before the beginning of OCI I (August 6) should be held open for 28 days from the start of OCI I (August 6). This includes offers from employers who previously employed that student as a 1L summer associate, and/or who engage in recruiting via OCI I, OCI II, or OCI III; our On-Tour Programs (OTIP); Resume Collect and Diversity Resume Collect programs; and Symplicity job postings. Employers are asked to include the expiration date of their offer in the offer letter.

d. Extensions for Students Pursuing Government/Public Interest Opportunities

Students who are interested in public sector/government organizations as well as law firms may request an extension to decide on their offer for summer or full-time employment. Students may only ask this of one law firm employer. If asked, employers are encouraged to grant this extension and ask that students let them know of their intentions by no later than April 1. Students who receive such extensions are expected to make their decisions in a timely manner and to let the firm know of their intentions for the summer as soon as possible.

These provisions apply to employers recruiting both 2L/3Es for summer positions and 3L/4Es for full-time, permanent positions. Please note that these timing guidelines are considered floors, not ceilings, and employers are encouraged to grant extensions to students who request them.

3. Recruitment of 1L/1E Students:

Our guidelines for recruitment of 1L/1E students for the 2019-2020 school year are currently under review.

If you have questions about these guidelines, please contact Amy Mattock, Senior Director of Employer & Alumni Relations at 202-662-9323 or asj6@georgetown.edu. For questions about any of our recruitment programs, please contact Andrea Waters, Assistant Director of Recruitment Operations at 202-662-9301 or alw77@georgetown.edu.