



(Amended on April 22, 2021)

We have updated Georgetown Law's JD recruiting guidelines for the 2021-2022 season. Many of the guidelines will be familiar to you as an employer of our students, but some have changed. We encourage you to read through all our guidelines and contact us with any questions. We value our relationship with you and hope to make the recruiting process as easy and fair as possible.

We have divided the guidelines into four sections:

- 1) General Guidelines for JD Recruiting at Georgetown Law;
- 2) Timing Guidelines for JD Private Sector Offers;
- 3) Timing Guidelines for JD Public Sector Offers; and
- 4) Recruitment of 1L/1E JD Students.

Where not affirmatively stated in each section, the General guidelines set forth in Section 1 apply.

Violations of or conflicts with any of the guidelines set forth below should be reported to the Office of Career Strategy or the Office of Public Interest and Community Service.

### **1. General Guidelines for JD 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, Non-Discrimination, and Professionalism 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 Law'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. You also certify that your organization and its representatives will treat all Georgetown students with respect and courtesy and will exhibit high standards of professionalism throughout the recruitment process. Failure to comply with Georgetown's policies and applicable law may result in adverse action against your organization.

Employers are responsible for the conduct of their recruiters and attorneys and for any representation made by those individuals, and can encourage responsible recruiting by: Ensuring that recruiters and attorneys have training to avoid bias, discrimination, and harassment in the recruiting process; and striving to provide interviewing and recruitment environments that minimize the risk of discrimination and harassment, including sexual harassment.

## **2. Timing Guidelines for JD Private Sector 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.

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.

### **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 Sections 2.b. "Standards for OCI" and 2.c. "Pre-OCI Interviewing"). "Exploding" offers, which rob students of meaningful choice and are unlikely to produce good matches for the employer or the 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. Absent an extension from the employer, per the Georgetown Law Student Handbook of Academic Policies, students who accept an offer for summer employment are expected not to pursue other opportunities.



- v. Students should not hold open more than five (5) offers at one time (only one (1) of which may be an offer that was previously extended past the original deadline). Students who are considering only one geographic market are encouraged to hold no more than three (3) offers open at one time.
- vi. 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.
- vii. 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 2.b. Standards for OCI).

**b. Standards for OCI (August 2-5, 2021):**

Employers participating in Georgetown Law's OCI are expected to abide by the following offer timing guidelines:

- i. Students should have at least 21 days from the later of the date of the offer letter or the first day of OCI (August 2, 2021) to decide on that offer. Employers are asked to include the expiration date of their offer in the offer letter.
- ii. 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 is not unduly burdensome.

**c. Pre-OCI Interviewing**

Students who receive "pre-OCI" offers – i.e., offers of employment for their 2L/3E summer in advance of OCI – should have the opportunity to fully participate in OCI if they so choose. Thus, for employers who engage in any official recruiting with Georgetown, we expect that offers of employment given to students for their 2L/3E summer before the beginning of OCI (August 2) will be held open for 21 days from the start of OCI (August 2). This includes offers from employers who previously employed that student as a 1L/1E/2E summer associate, and/or who engage in recruiting via OCI; our 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. The Office of Career Strategy is available to assist those employers who are interested in interviewing Georgetown students outside of the OCI process, including facilitating remote interviews with candidates for private sector positions.

**d. Extensions for Students Pursuing Government/Non-Profit Opportunities**



Students who are recruiting with law firms and also pursuing positions in government/non-profit organizations 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 as soon as possible.

### **3. Timing Guidelines for JD Public Sector Offers:**

- a. Offers for all public sector positions – academic-year, summer, and post-graduate – should remain open as long as is feasible for the employer. We recommend a minimum period of seven (7) days with an ideal period of 14 days.
- b. “Exploding” offers, which rob students of meaningful choice and are unlikely to produce good matches for the employer or candidate, are strongly discouraged.
- c. Students are expected to make offer decisions in a timely manner and to not use all available time unless they believe it is necessary to make an informed decision. Employers are asked to include the expiration date of their offer in the offer letter. Offers not accepted by the stated deadline are deemed expired.
- d. 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 is not unduly burdensome. Students are encouraged to reach out directly to employers to negotiate offer extensions.
- e. Absent an extension from the employer, per the Georgetown Law Student Handbook of Academic Policies, students who accept an offer for summer employment are expected not to continue pursuing other opportunities.

### **4. Recruitment of 1L/1E JD Students:**

To ensure that Georgetown Law first-year students have sufficient time to adjust to the academic and emotional rigors of law school, students may begin meeting with an OCS and/or OPICS Career Advisor on or after October 15. Prospective employers are strongly encouraged not to solicit applications for summer positions from 1L students until at least mid-November.

Per Sections 2(a)(i) and 3(a) above, offers to 1L students should be held open for a minimum of two (2) weeks from the date of the offer letter for private sector employers and a minimum of seven (7) days (though we recommend two (2) weeks) for public sector employers.



**GEORGETOWN UNIVERSITY LAW CENTER**  
**Recruiting Guidelines**

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If you have questions about these guidelines, please contact either Amy Mattock, Executive Director of Employer & Alumni Relations, at 202-662-9323 or [asj6@georgetown.edu](mailto:asj6@georgetown.edu) (private sector guidelines), or Ruby Sheikh, Assistant Director of Public Sector Employer & Alumni Relations, at 202-662-9314 or [ris6@georgetown.edu](mailto:ris6@georgetown.edu) (public sector guidelines). These guidelines are subject to change and may be updated prior to the 2021/2022 recruitment season.

For questions about our recruitment programs, please contact either Andrea Waters, Assistant Director of Recruitment Operations at 202-662-9301 or [alw77@georgetown.edu](mailto:alw77@georgetown.edu) (private sector), or Brianna Warne, Manager of Public Sector Recruitment, at 202-662-9842 or [baw77@georgetown.edu](mailto:baw77@georgetown.edu) (public sector).