

Georgetown Law Recruiting Guidelines

(Amended on March 1, 2024)

The Office of Career Strategy has updated Georgetown Law's JD Private Sector recruiting guidelines for the 2024-2025 season. Conflicts with any of the guidelines set forth below should be reported to the [Office of Career Strategy](#).

Equal Opportunity and Non-Discrimination in the Employment Process

Georgetown Law's non-discrimination policy provides equal opportunity and access in its programs, activities, and employment practices; prohibits unlawful discrimination and harassment in employment because of age, citizenship, color, disability, ethnicity, 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 other protected category; and promotes the realization of equality of opportunity in employment throughout the Law Center in accordance with the policy expressed in the University-wide Affirmative Action Plan.

By participating in a Georgetown Law recruiting program or posting a position with Georgetown Law, your organization certifies that it currently complies and will comply with all applicable employment laws and all applicable nondiscrimination laws, including related regulations, wage, hour, and salary transparency laws.

Inquiries regarding Georgetown University's non-discrimination policy may be addressed to [Institutional Diversity, Equity & Affirmative Action](#) (IDEAA).

General Guidance:

For Employers:

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.

Your organization and its representatives are expected to treat all Georgetown students and representatives 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.

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Employers are discouraged from the following:

- Scheduling interviews during the exam periods ([here is a link](#) to the current academic calendar).
- Scheduling interviews during times that conflict with students' class schedules and/or summer jobs.
- Soliciting applications from 1L/1E students before November 1.

For Students:

Students are expected to treat all employer representatives with respect and courtesy and to exhibit high standards of professionalism throughout the recruiting process.

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.

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. Students are expected to respond to an employment offer in one way or another in a timely manner. Offers that are not accepted by the stated deadline are deemed to be expired.

Per the [Georgetown Law Student Handbook of Academic Policies](#), students who accept an offer for summer employment are expected not to pursue other opportunities.

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 private sector employers recruiting our students for summer positions and 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 (except as set forth in “Early Application Programs (EAP) 1 and 2” below).

All Offers:

But for the carve-outs below, 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. Private sector employers considering giving less than 14 days should reach out to the Office of Career Strategy so we can prepare students for an adjusted timeline.

“Exploding” offers – which force students to make an on-the-spot decision, deprive students of meaningful choice and are unlikely to produce good matches for the employer or the candidate – are expressly prohibited.

Except as stated in Early Application Program (EAP) 1 and 2 below, 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.

Offers of Summer Employment:

Early Application Programs (EAP) 1 and 2:

A student's participation in EAP 1 and 2 is meant to signal a strong interest in the employer, as they are committing to making an offer within the timeline provided by the employer (i.e., they will not be able to hold their offer open through OCI *unless* the employer expressly allows them to do so). Students who receive an offer through EAP 1 or EAP 2 are not to ask for an extension unless the employer's original timeline gives the student less than 14 days to decide on the offer. We ask employers to advise students of their offer status by July 24, 2024 so that students have a sense of where they stand with all EAP 1 and 2 firms before going into OCI.

Early offers outside of EAP:

Students who receive "pre-OCI" offers outside of EAP 1 and 2 should have the opportunity to fully participate in OCI (July 29-31, 2024) 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 (July 29) will be held open for 14 days from the start of OCI (July 29). 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; application portals, our Diversity Application Program; and Symplicity job postings. Employers are asked to include the expiration date of the offer in their offer letter.

OCI:

Offers given through OCI (July 29-31, 2024) should be held open for at least 14 days from the date of the offer letter. The deadline should be stated in the offer letter.

Offers for Full-Time Employment:

Offers for full-time employment given by a private sector 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.

Offers for full-time employment given by an employer where the student was not previously employed should remain open for 14 days.

Students interested in government/non-profit organizations as well as law firms may request an extension from their law firm employer 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. These provisions apply to employers recruiting both 2L/3Es for summer positions and 3L/4Es for full-time, permanent positions.

Questions:

If you have questions about these guidelines, please contact Amy Mattock, Assistant Dean, at 202-662-9323 or asj6@georgetown.edu; for questions about our recruitment programs, please contact Andrea Waters, Assistant Director of Recruitment Operations at 202-662-9301 or alw77@georgetown.edu. These guidelines are subject to change.