

Georgetown Law's Recruiting Guidelines for the 2025 Recruiting Season (Effective May - December 2025)

The Office of Career Strategy has updated Georgetown Law's JD Private Sector recruiting guidelines for the 2025 recruiting season effective May 1, 2025. Conflicts with any of the guidelines set forth below should be reported to the [Office of Career Strategy](#).

Please note: We believe the recruiting process to be a three-way partnership between school representatives, employers, and students. We understand that there may be times when an employer opts to not adhere to the guidelines outlined below. In those instances the partnership dynamic changes and the employer forfeits the expectation that Georgetown Law will hold students accountable for any failure on their part to adhere to these guidelines as well.

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's Statement on Equal Opportunity and Non-Discrimination in Employment.. By participating in a Georgetown Law recruiting program or posting a job opportunity 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 \(IDEAA\)](#).

Guidelines 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.

Employers are discouraged from doing the following:

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

We recognize that recruiting is a fluid process and that an employer's approach to hiring students may vary depending on its location, size, and needs. In recognition of those different needs, we ask that (at a minimum), employers hiring Georgetown students for both summer and full-time private sector position:

- Consider giving students 21 days to consider an offer for employment; if 21 days is unfeasible, students should have at least 14 days to consider the offer.
- Grant reasonable extensions when it is not unduly burdensome to the employer and it provides students an opportunity to make a well-considered, informative decision.

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.

Students interested in Private Sector and Public Sector Opportunities:

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.

For questions about these guidelines, please contact Amy Jones Mattock, Assistant Dean for the Office of Career Strategy at 202-662-9323 or asj6@georgetown.edu.