

## **Employer Recruiting Guidelines and Information**

*Updated August 2020*

These Guidelines are designed to promote academic success while ensuring that the highest standards of professionalism, fairness, transparency, and non-discrimination are maintained during the legal recruiting process. By recruiting Michigan Law students, employers are expected to abide by both the spirit and letter of these standards; however, we recognize that the need for exceptions may arise. As encouraged by the best practices set forth in the revised [NALP Principles for a Fair and Ethical Recruitment Process](#), employers should always be guided by an overarching standard of reasonableness and good faith and take efforts to minimize interference with students' academic work.

Michigan Law will continue to evaluate and revise these guidelines based on a number of factors, including employer feedback. Please do not hesitate to reach out with questions, concerns, or suggestions regarding these guidelines. In particular, if these guidelines would preclude or dissuade your organization from recruiting at Michigan Law, please contact the Office of Career Planning prior to finalizing that decision.

### **I. Non-Discrimination and Harassment**

The University of Michigan Law School is a diverse community and the Law School seeks to create and sustain an environment of inclusivity for all of its students that is free from discrimination and harassment.

As an equal opportunity/affirmative action employer, the University of Michigan complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions.<sup>1</sup> [All employers who use the Office of Career Planning's facilities or services must comply with this nondiscrimination policy.](#)

---

<sup>1</sup> The United States Armed Forces policies continue to discriminate on the basis of gender identity and gender expression. Current federal law, however, effectively prevents the Law School from applying its anti-discrimination policy to military recruiters, including those for the Judge Advocate General Corps. The fact that military offices recruit on-campus in no way reflects an endorsement by the Law School of their discriminatory employment practices or by any particular individual with past, current, or future military service. The Law School is committed to creating an inclusive environment for all students.

Complaints that prospective employers have violated this non-discrimination policy, or have otherwise engaged in illegal, inappropriate, or unethical conduct during the recruiting process will be investigated and, where appropriate, sanctions up to and including exclusion from recruiting activities may be imposed.

## II. Employer Events

- a. **TIMING.** In order to allow students to acclimate to their first year of law school, employers are prohibited from initiating, organizing, or participating in events involving first-year law students before October 1, unless invited by faculty or staff of the Law School.
- b. **EQUAL ACCESS.** In order to ensure that all students have access to recruiting opportunities, Michigan Law strongly recommends that employers coordinate with the Office of Career Planning so that event information is posted in Symplicity and made available to all students.
- c. **TRANSCRIPT REQUESTS.** Michigan Law maintains a grades-blind on-campus interviewing program. In order to preserve that process, employers should not ask for transcripts from students as a condition of attending employer receptions in advance of interviews. Recognizing that employers have automated processes requesting transcript information, students are advised to politely decline requests for transcripts, other than when being interviewed.
- d. **REGISTRATION.** To the extent on-campus recruiting happens during the 2020/2021 academic calendar, employers are requested to register all individuals engaged in on-campus recruiting activities, including those who may only be attending or staffing receptions, dinners, etc. For these purposes, "on campus" includes all restaurants and other venues in and around Ann Arbor regardless of whether they are University property

## III. First-Year Law Students

- a. **INITIAL APPLICATIONS.** Employers are encouraged to be mindful that students' focus will appropriately be dedicated to exams following the Thanksgiving break through the start of the winter recess. Organizations soliciting applications during this period but who do not intend to make final offer decisions until grades are released in January are encouraged to

give transparent guidance to students about when hiring decisions will be made so that students may accurately assess the necessity of spending time applying for positions during the exam period.

## IV. Interviews

- a. **CLASS CONFLICTS.** Employers must make all reasonable efforts to avoid class conflicts when scheduling interviews. Students are not permitted to miss class for job interviews during the first semester of 1L year.
- b. **NO INTERVIEWS DURING EXAMS.** Employers may not conduct interviews between the end of classes (November 25, 2020) and the end of the exam period (December 11, 2020) unless an alternative time outside of that period is offered to the student and the student still elects to interview during the exam period. The Academic Calendar is published [here](#) for reference.

## V. Employment Offers

- a. **OFFER CONSIDERATION PERIOD.**
  - i. All offers for summer or permanent employment should be made in writing and provide a reasonable time period for the student to meaningfully consider the offer and arrive at an informed, voluntary decision.
  - ii. It would generally be considered unreasonable for a private sector employer to provide a student an initial offer consideration period of less than 14 days. It is also unreasonable to treat Michigan Law students less favorably than students from any other law school receiving a similar offer at the same point in the hiring cycle.
- b. **SUMMER OFFERS PRIOR TO “EARLY” INTERVIEW WEEK.**<sup>2</sup> In the event that a private sector employer offers a summer associate position to a second-year student prior to EIW, including return offers made by law firms to students (i.e., a 2L summer offer to a student who spent their 1L summer with the firm), the employer should provide an offer

---

<sup>2</sup> For the summer 2021 recruiting cycle, “Early” Interview Week has been postponed until January 2021. Although the recruiting period is most certainly not “early,” we continue to use the long-standing name (Early Interview Week) and acronym (EIW) to avoid confusing the program will Fall On-Campus interviewing—which is limited primarily to government agencies and public interest organizations.

consideration period that allows the student to meaningfully participate in EIW. Our expectation is that any pre-EIW offers will be left open until at least February 1, 2021.

- c. **EXTENSIONS.** Employers are encouraged to grant reasonable requests to extend an offer consideration period.<sup>3</sup>
- d. **STUDENT OFFER LIMIT.** Pursuant to our student recruiting guidelines, students are encouraged to hold open no more than three offers at a time and are prohibited from holding open more than five offers.

## **VI. Private-Sector Pre-EIW Recruiting**

Given the summer 2021 hiring timeline was adjusted, in large part, to accommodate the expressed business needs of many large firms, Michigan Law expects that firms participating in the January 2021 EIW program will refrain from interviewing for the summer 2021 class prior to EIW.

The Law School does not prohibit law firms from interviewing second-year law students prior to EIW, but given the current circumstances it is strongly disfavored and raises serious equity issues given evaluations will be based on a single semester of grades and work experience from a disrupted summer. We recognize, however, that the business needs of firms will vary and encourage you to reach out to us with questions. It is critical that students have clear information about hiring timelines in order to ensure students have equal opportunity.

Thank you for your commitment to the University of Michigan Law School and interest in recruiting our students. If you have questions or concerns, please contact Ramji Kaul, Assistant Dean for Career Planning.

Ramji Kaul  
Assistant Dean for Career Planning  
1100 Jeffries Hall, 701 S. State St.  
Ann Arbor MI, 48109  
Email: rkaul@umich.edu  
Phone: 734.764.0546

---

<sup>3</sup> In order to allow students to consider opportunities in the private, public, and non-profit sectors, private-sector employers are encouraged to grant longer extensions to second and third-year candidates who are actively pursuing public interest or government organizations. These requests may be for a considerable duration as public interest or government organization may not engage in the hiring process until the spring. Candidates may hold open only one offer in such circumstances.