

Florida State University College of Law Recruiting Guidelines For Employers and Students

FSU College of Law values its relationship with employers and welcomes open communication throughout the recruiting process. The FSU College of Law Career Services and Professional Development Office created Guidelines to provide participants the recruiting process information about our expectations of conduct, fairness, and professionalism. The National Association for Law Placement (NALP) also has stated principles to guide employers, students, and law schools in the recruitment process. **We encourage all employers and students to review our Guidelines, which can be found here: <https://law.fsu.edu/careers/employer-info/recruiting-policies> , and the NALP Principles which can be found here: [NALP's Principles for a Fair and Ethical Recruitment Process](#).** Please abide by these Guidelines and Principles to the extent possible.

For purposes of these Guidelines, the term “candidate” means a student seeking employment.

Issue	Guideline
Summer Employment for the Following Summer and Employment for the fall or spring semester(s)	<p>Timing: Employers shall give candidates at least 14 days from the date of a written offer to accept or decline the offer.</p> <p>Writing: Employers shall confirm all verbal offers in writing. The employer should specify the expiration date of the offer in the offer letter.</p> <p>Reaffirmation: Candidates shall reaffirm their interest in an offer in writing if required by the employer (see reaffirmation details below).</p> <p>Offer expiration: Candidates shall accept or release offers <u>or</u> request an extension (see details below) by the applicable deadline. Offers that are not accepted by the offer deadline may expire.</p> <p>Pre-OCI Offers: Any offers made prior to August 1 shall remain open for at least 21 days after the first day of FSU College of Law Fall OCI.</p>
Full-Time Post-Graduate Employment When the Candidate Was Not Previously Employed by the Employer	Timing: The above guidelines shall apply to candidates offered post-graduate positions where the employer did <u>not</u> previously employ the candidate. Early offers (made before August 1) shall remain open for at least 21 days after the first day of Fall OCI of the candidate’s final year of law school.
Full-Time Post-Graduate Employment When the Candidate Was Previously Employed by that Employer	Timing: Offers made prior to or on Sept 1 should remain open until at least October 1 of the candidate's final year of law school. Offers made

	<p>after Sept 1 of the candidate's final year of law school should remain open for at least 14 days from the date of the written offer letter.</p>
Reaffirmation of Interest in Employer	<p>Employer: If an employer requires a reaffirmation during the open offer period, that requirement should be stated clearly in the offer letter and include the details of the employer's policy (instructions for when and how to reaffirm).</p> <p>Candidates: A candidate is required to reaffirm the offer in accordance with the employer's policy (timing and form), or the employer may retract the offer. Reaffirmation should be close to the reaffirmation deadline set by the employer, but not immediately or too soon after receiving the offer. The purpose of reaffirmation is for the employer to know whether a candidate remains interested in the firm after some time has passed.</p>
Open Offer Limit for Candidates	<p>Candidates should not have more than 4 offers open at a time. For each offer over the suggested limit of 4, candidates should release an offer within 7 days of receiving a new offer.</p>
Extensions of Deadlines	<p>Requesting Extensions: At any time before the expiration date of an offer, a candidate may ask an employer for an extension beyond the offer deadline. Employers are not obligated to grant an extension of an offer, however, employers should be reasonable when deciding whether to grant such requests. If a student requests an extension, it should be for a reasonable amount of time.</p> <p>Public Interest Search: Students may request a longer extension if they are actively pursuing positions with public interest or government organizations. Public interest and government organizations often do not make hiring decisions until well into spring. Again, employers are encouraged to grant reasonable requests for such extensions.</p>
Miscellaneous Provisions	<p>"Exploding" offers defined as offers that are open for an unreasonably short period; or that are offered to more candidates than openings on the</p>

	<p>condition that whoever responds first gets the position or positions, deprive students of meaningful choice, and are unlikely to produce satisfactory matches for the employer or the candidate. Consequently, exploding offers are not permitted.</p> <p>Employers are strongly encouraged to inform the Career Service Office of the names of candidates who have accepted offers.</p> <p>Students are expected to make offer decisions in a timely manner and to notify employers promptly once they have decided to accept or decline an offer. Students are strongly encouraged to inform the Career Services Office when they have accepted an offer, identifying the employer they will be working for over the summer or after graduation.</p> <p>Once a student has accepted a position, the student will immediately notify all employers with whom they have an outstanding offer that they have accepted a position and will cease all job search efforts, including scheduled interviews or callbacks.</p> <p>Employers and students who experience behavior contrary to these guidelines should notify the FSU College of Law Career Services Office.</p> <p>The timeframes set forth in these Guidelines are intended to serve as minimums, not maximums.</p>
Professionalism	<p>Students/Employers should abide by NALP's Principles for a Fair and Ethical Recruitment Process.</p>

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