

Florida State University College of Law
Pre-OCI Recruiting of Rising 2Ls

Career Services and Professional Development Office
Policy

Employers: Pre-cruiting Guidelines

- 1. Beginning June 1, the Career Services Office (CSO) will post law firm job announcements for 2L summer law clerk positions occurring the following summer.** This will allow the CSO the opportunity to inform rising 2L's of "pre-cruiting" job posts and related policies and considerations.
- 2. We recommend that offers made to students as a result of "Pre-cruiting" Job Posts or Resume Collects will be held open by the potential employer no less than three weeks (21 days) after the first day of Fall OCI (usually occurs the first Monday in August.) Employers are asked to include the offer expiration date in their offer letters.** Employers may hold offers open longer if they so choose. Employers are encouraged to grant reasonable extensions if requested by a student.
- 3. A student who receives an offer due to a "Pre-cruiting" opportunity is advised to maintain regular contact with the employer (at least once every two weeks) to advise the employer of the student's continued interest in the position.** If at any time while the offer is pending the student decides to decline an offer, the student is directed to notify the employer immediately and not wait to communicate their decision until the end of the recommended 21 day time period and any extensions.
- 4. Firms engaging in Pre-cruiting with FSU Law students may request to use CSO interview rooms for on campus interviewing or video interviews on a "space available" basis.** Please contact our office manager at 850 644-4495 to inquire.

May 6, 2019