

# Policies and Procedures

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In an effort to have the Office of Law Career Services operate at maximum efficiency and to meet the needs of students, it is expected that students will follow certain policies and procedures set forth by the office.

1. Each **student must register** in the Office of Law Career Services at the L-1 orientation. If any student should miss this process, a registration form may be picked up from and submitted to the office. No student will be granted an individual appointment until this is on file in the office.
2. Materials may be **checked out** from the Career Resource Center **overnight** and on **Friday**, the materials can be checked out over the **weekend but must be returned by Monday**. Stop by the secretarial desk in our office to check out any books or materials.
3. Each student will be expected to take on the responsibility of **meeting deadlines**. The deadlines are set by employers. - If an employer sets a deadline, it means that it **must be in their office** by the deadline date.
4. All **resumes** submitted to an employer through the Office must be **completely accurate and professional**. Any untruths will result in the student being denied the use of the Office, and may call for disciplinary proceedings through the Law School Honor Code. Resumes submitted directly to employers must also be scrupulously accurate. Consequences may include dismissal from employment and/or law school and denial or revocation of bar admission.
5. Students are **expected to act professionally** as they seek career opportunities through the use of the Office of Law Career Services.
6. Under **no circumstances** is a student permitted to **miss an interview** arranged through the Office of Law Career Services (including off-campus recruiting conference interviews). Should a student be late for or miss an interview, that student will be expected to write a letter of apology to both the firm's interviewer and the Director of Law Career Services explaining the circumstances of the situation.
7. Students should consider the acceptance of an **offer a binding obligation**. A student who goes back on his/her word of acceptance in order to take a better job not only hurts his or her own reputation, but may also hurt the school's reputation as well, with serious consequences to other students in the future.
8. To participate in **on-campus interviews**, students should abide by the following specific procedures:
  - a) **Resumes** may be submitted to the Office of Law Career Services as soon as the schedule is posted, but must be **submitted no later than 4:00p.m.** on the day of the listed deadline. One resume should be submitted for each employer.
  - b) **All criteria** set by the employer **must be met**. The requirements will be strictly enforced.
  - c) If the **employer wishes to prescreen, the student will be notified of selection**. Otherwise, students will be signed up on a first come, first served basis. If all slots are filled, students may leave their name on a waiting list in case there are cancellations.
  - d) Any available literature that the Office of Law Career Services has on the firm will be made available. Students are encouraged to **research the firm** on their own, as well.
  - e) Students may **not exchange interview slots independently**. Adjustments should be made through the Office of Law Career Services only.
  - f) On the day of the interview the student should **bring extra resumes, several copies of a writing sample, and a transcript**.
  - g) **Report to the Office 10 minutes early**. This will allow for slight deviations, and will also permit the student to collect his/her thoughts before the interview.
  - h) After the interview, check with the Career Services secretary for the name and address of the interviewer so the **thank you letter** can be prepared immediately.
  - i) If **any problems or concerns** have been experienced with the interviewer, notify the Director of Law Career Services as soon as possible.