

Appendix M.: CDO Policies and Procedures

The following standards maintained by the Career Development Office apply to students participating in all GW Law School interviewing programs. Failure to adhere to these policies and guidelines may result in one or more of the following:

- loss of access to the CDO and its resources
- a letter of reprimand from the Dean; and/or
- sanctions under the Law School's Policy on Academic Integrity in appropriate cases.

Students subjected to any of the above sanctions may be obliged to report the matter to the appropriate officials when seeking bar membership.

National Association for Law Placement: Principles and Standards for Law Placement and Recruitment Activities

The GW Law School actively participates in the National Association for Law Placement (NALP), an employer/law school membership organization. In support of NALP's mission of research and education, the association has developed a strong statement of ethical standards which projects the membership's interests as they relate to the legal recruitment and placement process.

The GW Law School fully subscribes to the principles set forth in the organization's Principles and Standards, which address candidates seeking employment. The Career Development Office expects all students to be familiar with and abide by these principles. A complete copy of the NALP Principles and Standards is provided at the end of this section.

Please be aware that employers who are not members of the NALP organization may not abide by nor subscribe to these procedures. With few exceptions, those employers conducting campus interviews at the GW Law School will be NALP members and will implement these procedures. If in doubt, ask at the time an employment offer is made.

Students will be held responsible for fully understanding and adhering to the provisions as set forth by NALP.

NALP's Principles and Standards do not condone rescinding offers. However, in recognition that rescission does occasionally occur, NALP provides guidelines for the employers, career offices, and students for ameliorating the situation.

The Career Development Office has established policies which provide for further implementation of the NALP Principles and Standards. These additional policies were developed to promote the best interests of the individual student, the general student body, and GW Law School. Non-compliance with either the NALP Principles and Standards or the Career Development Office Policies may result in the loss of the use of Career Development Office services.

Principles for Candidates

Candidates should prepare thoroughly for the employment search process.

Candidates should comply with the placement policies and procedures of law schools whose services they use.

Before beginning an employment search, candidates should engage in thorough self-assessment. Work skills, vocational aptitudes and interests, lifestyles and geographic preferences, academic performance, career expectations, and life experience should be carefully evaluated so that informed choices can be made. General instruction should be obtained on employment search skills, particularly those relating to the interview process.

Prior to making employment inquiries, candidates should learn as much as possible about target employers. Candidates should interview only with employers in which they have a genuine interest.

Throughout the employment search process candidates should represent their qualifications and interests fully and accurately.

Candidates should be prepared to provide, at employers' request, copies of all academic transcripts.

Under no circumstances should academic or biographical data be falsified, misrepresented, or distorted either in writing or orally. Candidates who engage in such contact may be subject to elimination from consideration for employment by the employer, suspension or other academic discipline by the law school, and disqualification from admission to practice by bar admission authorities.

Candidates should be prepared to advise prospective employers of the nature and extent of their training in legal writing. Writing samples submitted as evidence of a candidate's legal skills should be wholly original work. Where the writing was done with others, the candidate's contribution should be clearly identified. Writing samples from law-related employment must be masked adequately to preserve client confidentiality and used only with the permission of the supervising attorney.

Throughout the employment search process, students should conduct themselves in a professional manner.

Candidates who participate in the on-campus interview process should adhere to all scheduling commitments. Cancellations should occur only for good cause and should be promptly communicated to the Career Development Office and the employer.

Invitations for in-office interviews should be acknowledged promptly and accepted only if the candidate has a genuine interest in the employer.

Candidates invited to interview at employer offices should request reimbursement only for ordinary and necessary expenses which are directly related to the interview and incurred in good faith. Failure to observe this policy, or falsification or misrepresentation of travel expenses, may result in elimination from consideration for employment or the revocation of offers by employers. Candidates expecting reimbursement for travel expenses should reach an understanding with the employer prior to the trip. Expenses for trips during which candidates interview with more than one employer should be prorated in accordance with those employers' policies.

First semester first-year students shall not initiate contact with prospective employers before December 1.

Candidates should notify employers and the Career Development Office of their acceptance or rejection of employment offers by the earliest possible time, and no later than the time established by rule, custom or agreement.

Candidates should expect and request offers to be confirmed in writing. Candidates should abide by the standards for student responses set out in Part V (of the principles) and should always respond in writing to offers as soon as their decision is made, even if that decision is made in advance of the prevailing deadline date.

In fairness to both employers and peers, students should act in good faith to decline promptly offers for interviews and employment which are no longer being seriously considered. In order for law schools to comply with federal and institutional reporting requirements, students should notify the Career Development Office of acceptance of an employment offer, whether or not the employment was obtained through the office.

Candidates seeking or preparing to accept fellowships, judicial clerkships, or other limited term professional employment should appraise prospective employers of their intentions and obtain a clear understanding of the employer's offer deferral policies.

Candidates should consider the acceptance of an offer a binding obligation.

Candidates should, upon acceptance of an offer of employment, immediately withdraw from consideration with all other employers. If, because of unforeseen circumstances, it becomes necessary for a candidate to request release from or modification of his or her acceptance, both the employer and the Career Development Office should be notified promptly.

Students who engage in law-related employment should adhere to the same standards of conduct as lawyers.

In matters arising out of law-related employment, students should be guided by the standards of professional conduct which are applicable in the employer's state. When acting on behalf of employers in a recruitment capacity, students should be guided by the employer principles in Part IV of the principles.

Students should exercise care to provide full and fair information when advising peers about their former employers.

Candidates should promptly report to the CDO any misrepresentation, discrimination or other abuse by employers in the employment process.

GENERAL CDO OFFICE POLICIES

The following policies govern student participation in Career Development Office services and programs. They are designed to maintain a standard of equality and professionalism.

CDO Appointment Policy

If a student signs up for an appointment with a Career Development Office staff member or registers to attend a workshop or any other CDO-sponsored event, s/he is expected to give the CDO appropriate notice if s/he is unable to keep the appointment or attend the event. Failure to give appropriate notice (especially if repeated) may result in suspension from further use of the Career Development Office.

Interview Appointment Policy

Through CDO-organized interview programs, students are given the opportunity to select employers with whom they would like to interview. In turn, employers devote a significant amount of time and resources

to reviewing student resumes and arranging interviews. It is expected and required that students will interview with all employers that select them for interviews. Students who fail to honor their commitments compromise themselves, fellow classmates and the Law School.

The Career Development Office will excuse students from scheduling and attending an interview under the following circumstances: 1) the student has accepted a job offer; or 2) there is a conflict of interest with the interviewer or firm (deemed legitimate by CDO).

Students attempting to cancel an interview must contact the CDO prior to contacting the employer.

Students must notify the Career Development Office, via email or letter, at least three days prior to the actual interview if one of the above criteria applies to them. It is also recommended that students who cancel a scheduled interview with an employer write a letter of regret as soon as possible. If a student fails to contact the CDO at least three days prior to the actual interview, he/she will not be excused from the interview under any circumstances except for a serious illness.

Under advisement from the Dean, the Career Development Office reserves the right to suspend services and programs to a student who disregards this policy.

Call-Back Interview Policy

Invitations for in-office interviews should be acknowledged as soon as possible, but no later than one week from receipt of the invitation and accepted only if the candidate has a genuine interest in the employer.

After a student has accepted an offer of employment, s/he may not accept call-back interviews from another organization (except in the case of the intent to split summer employment between more than a single employer).

Employment Offer Response Policy

Students must respond to all offers in writing within the time frames set forth in the National Association for Law Placement Principles and Standards (Part V).

Offer Acceptance Policy

At no time should a student accept conflicting or mutually exclusive offers of employment. Students should consider the acceptance of an employment offer a binding obligation. Students who renege on an offer potentially will lose access to the CDO and its resources and be reported to the Dean's Office.