

# **VANDERBILT LAW SCHOOL RECRUITING GUIDELINES**

## **Foundational Principles**

As a member of the National Association for Law Placement (NALP), Vanderbilt Law School abides by the [NALP Principles for a Fair and Ethical Recruitment Process](#) and expects all employers recruiting Vanderbilt Law students to abide similarly.

Furthermore, regardless of the specific guidelines set forth below, Vanderbilt Law School expects its students will be treated no less favorable by employers than students from any other law school.

## **The Primacy of Academics**

So that Vanderbilt Law School students can fully commit themselves to their academic endeavors, all employers should work to ensure that interviews do not conflict with a student's class schedule.

Employers may not schedule an interview from when classes end until the culmination of that semester's exam period. A copy of the Vanderbilt Law School Academic Calendar can be found [here](#).

## **Offer Timing**

### **Summer Employment**

- 1Ls
  - Private sector employers should leave offers of summer employment open for at least 14 calendar days from when the offer is made.
  - Students may request, and employers shall grant, an extension of at least seven days, so long as said request is made prior to the expiration of the offer.
  - Employers may request that a student reaffirm their interest after seven days of an offer being made. Any reaffirmation requirement must be spelled out in the offer letter.
  - Where possible, government, non-profit, and public interest organizations should similarly hold open offers for at least 14 days from when the offer is made.
  
- 2Ls
  - Private sector employers should leave offers of summer open for at least 14 calendar days from when the offer is made OR 14 calendar days from the last day of Vanderbilt Law's Summer Virtual Interview Program (VIP), whichever is later.
  - Students may request, and employers shall grant, an extension of at least seven days, so long as said request is made prior to the expiration of the offer.
  - Employers may request that a student reaffirm their interest after seven days of an offer being made. Any reaffirmation requirement must be spelled out in the offer letter.

- Where possible, government, non-profit, and public interest organizations should hold open offers for at least 14 days from when the offer is made.
- Vanderbilt Law students may request that one employer, from whom they have an offer of summer employment, extend the deadline to accept that offer until as April 1, if the student is actively pursuing positions with public interest or government organizations. Employers should grant said request.

### Post-Graduation Employment

- For students who have previously been employed by an offering private sector employer, offers of post-graduation employment should be held open for at least 14 days from the date of the offer letter OR October 1 of a student's final year of Vanderbilt Law, whichever is later.
- For students not previously employed by an offering private sector employer, offers of post-graduation employment should be held open for at least 14 days from the date of the offer letter.
- Vanderbilt Law students may request that one employer, from whom they have an offer of post-graduation employment, extend the deadline to accept that offer until as April 1, if the student is actively pursuing positions with public interest or government organizations. Employers should grant said request.

## **Student Offer Guidelines**

### Offer Limits

Vanderbilt Law students may hold no more than five offers of summer employment open at any one time, with no more than three offers in a particular geographic market. Once an offer is received above the limits set forth above, an offer must be dropped within three calendar days.

### Adherence to Deadlines

Any offer that is not accepted by the deadline or for which a request has been made to extend the deadline may be rescinded at the employer's discretion.

## **Prohibition on Exploding Offers and Other Coercive Means**

Vanderbilt Law School strives to ensure that its students can make the most informed employment decisions possible. To that end, exploding offers, i.e., offers of employment which the student is informed will be rescinded within a short period (e.g., an hour) are prohibited. Furthermore, any other coercive means designed to force a student into making an employment decision are similarly prohibited.

## **Non-Discrimination Policy**

The established policy of the Vanderbilt Law School is to promote employment of its students and graduates with no discrimination based on race, color, sex, religion, national origin, age, military service, sexual orientation, gender identity or gender expression, or disability. Our career services facilities are available only to those employers whose practices are consistent with the policy as well as all applicable laws and regulations governing employment discrimination. An employer's use of our services constitutes an agreement to observe the principles of equal opportunity stated in the [Association of American Law Schools Bylaw 6-3\(b\)](#).

The motivation for discrimination is irrelevant; a hiring decision, for example, based on perceived prejudices of an employer's clients is nonetheless discriminatory. In its placement practices, the Vanderbilt Law School complies with AALS Bylaw 6-3(b):

A member school shall pursue a policy of providing its students and graduates with equal opportunity to obtain employment, without discrimination or segregation on the grounds of race, color, religion, national origin, sex, age, sexual orientation, gender identity, gender preference, or disability. A member school shall communicate to each employer to whom it furnishes assistance and facilities for interviewing and other placement functions the school's firm expectation that the employer will observe the principle of equal opportunity.

(American Bar Association accreditation standards require similarly non-discriminatory practices.)

Under the Solomon Amendment, Vanderbilt Law School is required to permit access to the military for recruiting purposes or risk the loss of federal funding. Vanderbilt Law School recognizes that the military's recruitment policies have previously been, and may in the future be, inconsistent with the nondiscrimination policy, and the faculty remains committed to eradicating discrimination.

All employers participating in on-campus interview programs thereby confirm that their hiring policies are consistent with the nondiscrimination policy of this law school and with AALS Bylaw 6-3(b).

Beyond this statement of policy, we wish to bring to the attention of interviewers some concerns expressed by students about the interviewing process. During the interviewing process, employers should refrain from soliciting information from students that, if made the basis for denial of employment, would contravene the above stated policy. Also, we urge interviewers to avoid questions or comments that, perhaps unintentionally, suggest discriminatory attitudes. Interviewers are entirely justified in seeking to assess the likely commitment of any student to the practice of law, a type of practice, a geographic location, or the particular employer. We firmly believe, however, that no category of students, particularly women, should be singled out for lines of questioning suggesting that the interviewer doubts any such commitment.