Employer Recruiting Guidelines and Information

Effective June 2019

These Guidelines are designed to promote academic success while ensuring that the highest standards of professionalism, fairness, transparency, and non-discrimination are maintained during the legal recruiting process. By recruiting Michigan Law students, employers are expected to abide by both the spirit and letter of these standards; however, we recognize the need for exceptions may arise. As encouraged by the best practices set forth in the revised NALP Principles for a Fair and Ethical Recruitment Process, employers should always be guided by an overarching standard of reasonableness and good faith and take efforts to minimize interference with students’ academic work.

Michigan Law will continue to evaluate and potentially revise these guidelines based on a number of factors, including employer feedback. Please do not hesitate to reach out with questions, concerns, or suggestions regarding these guidelines. In particular, if these guidelines would preclude your organization from recruiting on-campus, please contact the Office of Career Planning prior to finalizing that decision.

I. Non-Discrimination and Harassment

The University of Michigan Law School is a diverse community and the Law School seeks to create and sustain an environment of inclusivity for all of its students that is free from discrimination and harassment.

As an equal opportunity/affirmative action employer, the University of Michigan complies with all applicable federal and state laws regarding nondiscrimination and affirmation action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions.1 All employers who use the Office of Career Planning’s facilities or services must comply with this nondiscrimination policy.

1 The United States Armed Forces policies continue to discriminate on the basis of gender identity and gender expression. Current federal law, however, effectively prevents the Law School from applying its anti-discrimination policy to military recruiters, including those for the Judge Advocate General Corps. The fact that military offices recruit on-campus in no way reflects an endorsement by the Law School of their discriminatory employment practices or by any particular individual with past, current, or future military service. The Law School is committed to creating an inclusive environment for all students.
Complaints that prospective employers have violated this non-discrimination policy, or have otherwise engaged in illegal, inappropriate, or unethical conduct during the recruiting process, will be investigated and, where appropriate, sanctions up to and including exclusion from recruiting activities may be imposed.

II. Class Rank and Grading Scale

The Law School does not rank students until after graduation. First-year courses are curved and graded on a 4.0 scale (i.e., A (4.0); A- (3.7); B+ (3.3), etc.). In exceptional circumstances a student may receive an A+ (4.3), but that is typically awarded to only a single student per class, if at all.

III. Recruiting First-Year Law Students

a. **EMPLOYER EVENTS.** In order to avoid duplicative programming and minimize conflicts with other Law School events, employers are encouraged to involve the Office of Career Planning when organizing any employer event, including those in cooperation with student organizations.

   i. **Timing.** In order to allow students to acclimate to their first year of law school, employers are prohibited from initiating, organizing, or participating in events involving first-year law students before October 1, unless invited by faculty or staff of the Law School.

   ii. **Registration.** Prior to hosting a recruiting event in Ann Arbor, employers are requested to register all individuals engaged in on-campus recruiting activities, including those who may only be attending or staffing receptions, dinners, etc. For these purposes, "on campus" includes all restaurants and other venues in Ann Arbor regardless of whether they are University property.

   iii. **Transcript Requests.** Michigan Law maintains a grades-blind on-campus interviewing program. In order to preserve that process, employers should not ask for transcripts from students as a condition of attending employer receptions in advance of interviews. Recognizing that employers have automated processes requesting transcript information, students are advised to politely decline requests for transcripts, other than when being interviewed.

b. **INITIAL APPLICATIONS.** Except for government employers requiring additional time for security clearance reviews, employers should not solicit applications from first-year students prior to November 1.
Employers are further encouraged to be mindful that students’ focus will appropriately be dedicated to exams following the Thanksgiving break through the start of the winter recess. Organizations soliciting applications during this period but who do not intend to make final offer decisions until grades are released in January are encouraged to give transparent guidance to students about when hiring decisions will be made so that students may accurately assess the necessity of spending time applying for positions during the exam period.

c. **INTERVIEWS.** Employers must make all reasonable efforts to avoid class conflicts when scheduling interviews.

In order to promote student academic success, regardless of class conflicts, employers should not conduct interviews between December 1 and the end of exam period unless an alternative time outside of that period is offered to the student and the student elects to interview in December. The Academic Calendar is published here for reference.

### IV. Employment Offers

a. **OFFER CONSIDERATION PERIOD.** Any offer for summer or permanent employment should be made in writing and provide a reasonable time period for the student to meaningfully consider the offer and arrive at an informed, voluntary decision. At minimum, the consideration period should be no less favorable than the consideration period provided to any student at any other law school receiving an offer at the same point in the hiring cycle.

   i. A consideration period of less than 14 days is generally unlikely to allow students sufficient time to arrive at an informed, voluntary decision. We recognize this may not always be feasible and, particularly as to summer positions, shorter windows may be reasonable the later it is during the winter academic calendar.

   ii. Offers made by law firms to rising second-year students prior to Early Interview Week (EIW) must provide an offer consideration period that allows students to participate in EIW.

b. **EXTENSIONS.** Employers are encouraged to grant reasonable requests to extend the offer consideration period, particularly for offers made to rising 2L students prior to EIW.

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2 In order to allow students to consider opportunities in the private, public, and non-profit sectors, private-sector employers are encouraged to grant longer extensions to second and third-year candidates who are
c. **STUDENT OFFER LIMIT.** Pursuant to our student recruiting guidelines, students are encouraged to hold open no more than three offers at a time and are prohibited from holding open more than five offers.

V. **Private-Sector 2L Interviews Prior to Early Interview Week**

The Law School does not currently prohibit law firms from interviewing rising second-year law students prior to Early Interview Week. We do have serious concerns, however, that the proliferation of the practice may effectively restrict the array of options students may meaningfully consider for their 1L summer, compromise the quality of the students’ 1L summer experience, and create an inequitable process where access to information and/or financial means generate unfair advantages for some students.

In order to mitigate these risks and to ensure that summer interviewing remains as fair and equitable a process as possible for both students and employers, firms are strongly encouraged to adhere to the following practices:

a. **ENSURE CONSISTENT DISTRIBUTION OF INFORMATION REGARDING SUMMER INTERVIEWING OPPORTUNITIES.** As part of the EIW registration process, firms should provide the Office of Career Planning with a written description of their summer interviewing practices that may be published to students without edit. These descriptions should include, for example, which office(s) are accepting applications for summer interviews; prerequisite qualifications (if any) to be considered for interviews; and specific instructions on how to apply for summer interviews. This information should be updated as necessary.

b. **OFFER ALTERNATIVE INTERVIEW TIMES AND FORMATS.** To accommodate students who may be outside of the market during the 1L summer and to avoid disruption to the 1L summer employment experience, firms are encouraged to explore and affirmatively offer interview times that do not conflict with regular business hours and utilize technologies like video conferencing to ease travel burdens.

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actively pursuing public interest or government organizations. These requests may be for a considerable duration as public interest or government organization may not engage in the hiring process until the spring. Candidates may hold open only one offer in such circumstances.

3 Firms are requested to complete this form regarding summer 2019 interviews.
c. **Reimburse Travel Expenses.** If students are outside of the market during the 1L summer and in-office interviews are necessary, firms are encouraged to reimburse for reasonable interview-related travel expenses.

d. **Provide Clear Guidance to Students on the Status of Their Candidacy in Advance of August On-Campus Recruiting.** Students participating in summer interviewing have expressed confusion and uncertainty regarding the status of their candidacy, particularly as it relates to their eligibility to interview during EIW. Firms should affirmatively provide information to students on where to direct questions regarding their candidacy or provide express guidance during the process.

Thank you for your commitment to the University of Michigan Law School and interest in recruiting our students. If you have questions or concerns, please contact the Assistant Dean for Career Planning.

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