

## **Iowa Law Employment Guidelines and NALP Principles**

The University of Iowa College of Law values our relationships with employers. As such, we value regular, open, and honest communication for the purpose of clarifying and resolving ambiguity and concerns. As a NALP member school, we follow the National Association for Law Placement's [Principles for a Fair and Ethical Recruiting Process](#). In addition, The University of Iowa College of Law has set forth the following guidelines for employers recruiting our students:

### General Provisions.

- 1) Offers should be confirmed in writing;
- 2) Reaffirmation is required if requested in the initial offer;
- 3) Candidates should accept/decline offers or request an extension prior to the deadline;
- 4) Any offer not accepted by the deadline may expire;
- 5) Students may not hold more than five open offers of employment at any one time. If a student receives a sixth offer, they have one week to decline an offer to return to the five-offer limit; and
- 6) Networking events hosted by employers should be open to all students, or to all students in a particular class.

### Summer Employment Provisions for First-year Students.

Initial Employer Contact: Employers may contact students for professional development purposes at any point during the fall semester. Employers may begin recruiting first-year students on November 1, 2020; however, they may begin recruiting at the beginning of the academic year if they intend to extend offers prior to final grade availability in late December.

Initial Career Services Contact: First-year students may work with the Career Services Office (CSO) for the purpose of preparing application materials beginning October 1. When first-year students are interviewing for early recruiting positions as noted above, the CSO waives the limitation.

Timing of Offers and Acceptance: All offers to first-year students should be open for a minimum of 21 days from the date of the offer letter.

### Summer Employment Provisions for Second- and Third-year Students.

Timing of Offers and Acceptance: All offers to students not previously employed by an employer should be open for a minimum of 21 days from the date of the offer letter.

### Full-time Employment Provisions.

All offers for full-time post-graduate employment should be open for a minimum of 21 days after the date of the offer letter or the first day of OCI, whichever is later.

### Early Recruiting Guidelines.

Any offer made prior to the beginning of On-Campus Interviews should be held open for a minimum of 21 days *after* the first day of OCI.

To ensure fairness and transparency, any employer participating in OCI should not interview students in advance of their assigned OCI date. This prohibition is waived 1) when students request informational interviews with employers; and 2) when students notify employers that they are unable to participate in OCI.