Columbia **Law School**

Employment Policies and Provisions
Revised October 2025

This document sets forth our employment policies and provisions for students and employers. If you have questions about these or other matters at any time, please contact the Dean of the applicable career advising office: the Office of Private Sector Careers (regarding private sector positions), the Office of Public Interest/Public Service Law and Careers (regarding public sector and public interest positions), or the Office of Judicial Careers (regarding judicial clerkships and summer judicial internships).

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I. General Provisions & Standards

1. Students and employers must comply with these provisions and standards. In addition to the provisions and standards listed herein, additional standards governing specific programs may be provided with program information. Failure to comply with these general provisions and standards may result in sanctions appropriate to the offense, as to be determined by the Dean of the relevant Career Advising Office.
2. The National Association for Law Placement (NALP) has developed principles to guide the conduct of legal employers, law students, and law schools in the recruitment process. Members of NALP (including Columbia Law School, other law schools, and many employers) have agreed to adhere to these principles. Every student, staff or affiliate of Columbia Law School is expected to comply with the **NALP Principles for a Fair and Ethical Recruitment Process.**
3. Students are responsible for fulfilling their course commitments and communicating with their instructors if and when employment-related conflicts arise. Regular attendance is expected of every student for all their courses. Interviews should not be scheduled during the study or exam periods.

4. To position first-year law students to be as successful as possible, their efforts during the early weeks of the fall semester of law school should focus on their studies rather than on job search activities. Nonetheless, opportunities to learn about professionalism, professional development, and the legal profession are appropriate early in law school, and Columbia Law School welcomes employer participation in student programs focused on professional development and not recruiting.
5. Columbia Law School does not calculate a GPA and it does not calculate or publish class rank. Information about the Law School's academic honors, which are published on transcripts, can be found on the Columbia Law School **website**.
6. We expect all employers who recruit Columbia Law School students to respect and follow these policies. We understand, however, that sometimes an employer may decide to disregard Columbia Law School policies. Should this occur, the employer may no longer expect that Columbia Law School will hold students accountable for failing to follow these policies.

A. Professionalism

Students are expected to:

1. conduct themselves in a professional manner throughout the employment search process.
2. work with the Career Advising Offices, read and respond to outreach and emails, and avail themselves of the resources and programs provided by the Career Advising Offices.
3. treat Columbia Law staff, alumni, employer representatives, other students, and others participating in programs with courtesy, professionalism and respect.
4. attend all events, practice interviews, and advising appointments they sign up for. In the event a student is unable to attend, they should notify the respective contact as soon as possible.

B. Non-Discrimination and Anti-Harassment Policies

1. Columbia Law School adheres to the non-discrimination statement set forth by the Association of American Law Schools.
2. As a condition of obtaining any form of recruiting assistance from Columbia Law School, employers are required to confirm their willingness to observe our equal opportunity commitment:
    - *Columbia University does not discriminate on the basis of age, alienage or citizenship status, color, creed, disability, ethnicity, familial status, gender (sex), gender identity or expression, marital status, national origin, pregnancy, race, religion, sexual orientation, veteran or active military status, or any other protected characteristic as established by law, in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other university administered programs.*

- *Columbia Law School communicates to each employer to whom it furnishes assistance, facilities or virtual platforms for interviewing and other recruitment functions the school's expectation that the employer will observe these principles of equal opportunity.*

3. Columbia Law School is committed to fostering an environment that is free from gender-based discrimination and harassment, including sexual assault, not recognizing a person's preferred pronouns, and all other forms of gender-based misconduct. Recruitment activities that are arranged through Columbia Law School, including interview programs and recruitment events, are covered by Columbia University **policies**, including the obligation to report any alleged misconduct to the university's Office of Equal Opportunity and Affirmative Action (EOAA).
4. Columbia Law School recognizes that discrimination and harassment on the basis of national origin may also arise as a consequence of international conflicts that may affect candidates who are from/hold citizenship in those regions. Interviewers are advised to engage in conversations about such conflicts only when candidates invite such discussions.
5. Interviewers are also advised to use caution in ascribing weight to or drawing inferences about a candidate's political views or suitability based on unregulated, subjective online information.

C. Job Search Materials

1. Students should be prepared to provide resumes to employers. Every item on a student's resume must be accurate.
2. Under no circumstances should academic or professional information be falsified, misrepresented, or distorted either orally or in writing. Any student who misrepresents their credentials or qualifications to any employer will be subject to disciplinary proceedings overseen by the Associate Dean for Professional Affairs Administration.
3. Students participating in any of the lottery-based interview programs arranged by Columbia Law School should only provide transcripts through the program arranged by the Law School and not prior to the program.
4. Students should be prepared to provide writing samples to employers upon request. Writing samples should be original work; some employers (e.g., judges) may require sole authorship and/or work product that has been minimally edited. Your writing sample should be responsive to the employer's specific requirements. Where the writing was drafted with others, the student's contribution should be clearly identified. Writing samples from law-related employment must be edited or redacted to preserve client confidentiality and used only with the permission of the employer.
5. The Career Advising Offices will not release written information regarding individual students to employers, other than resumes, transcripts, writing

samples, or other materials that students agree to share with, or directly provide, to the Career Advising Offices for this purpose.

D. Interview Protocol for Students

1. No-Show Policy: Students must attend all scheduled interviews. A student who fails to cancel an interview in accordance with the deadlines and procedures for a particular program will be considered a "no-show." If a student is a "no-show," that student must promptly write an email apology to the employer with a copy furnished to privatesectorcareers@law.columbia.edu for private sector employers; judicialcareers@law.columbia.edu for judicial employers; and to pips@law.columbia.edu for public sector employers. A subsequent no-show or neglecting to send the apology email may result in sanctions, ranging from the loss of access to Symplicity for a period of time to the forfeiture of future interview opportunities.
2. Students should not cancel or ask to reschedule interviews that are part of a CLS organized interview program to attend callback interviews.
3. Students should only interview with employers in which they have a genuine interest.
4. Students should reach an understanding with each employer regarding its reimbursement policies prior to incurring any interview-related travel expenses. If reimbursement is to be made, students should only request reimbursement for reasonable expenses that are directly related to the interview and incurred in good faith.
5. Students should notify employers of their acceptance or rejection of invitations to interview and offers of employment at the earliest possible time. In fairness to both employers and peers, students should act in good faith to promptly decline interviews and offers of employment that are no longer being seriously considered. Standards for the Timing of Applications, Offers, and Decisions are outlined below.
6. Students should promptly report to the applicable Career Advising Office any concerns about possible misrepresentation, discrimination, or other misconduct by employers. The policy applicable to employers is set forth in Section I.B. above.

E. CLS Organized Interview Programs & Callback Interviews

1. J.D. Interview Programs:
    a. Only current Columbia Law School J.D. students are allowed to participate in our Interview Programs. Employers may not ask students from any other law school to present themselves for meetings at any venue, whether in person or virtual, where our interview programs are underway. Employers who violate this policy jeopardize their

organization's ability to participate in future Columbia Law School interview programs.

b. Nonprofit public interest, government, non-governmental or intergovernmental employers, and public interest firms who participate in the Fall OCI are permitted to "prescreen" J.D. students. Employers who opt to prescreen will be allowed to review applicants' resumes and cover letters in order to select students to interview. This prescreening option is not open to private sector law firms or for-profit companies. It is optional for military employers.

c. Employers can request that students provide other materials, such as a writing sample, at the time of the interview.

d. Additional information about interview programs will be provided to employers who register to participate.

e. Please review the current Private Sector Recruiting Policies **here**.

2. LL.M. Interview Program:

a. Only current LL.M. students at one of the seven partner schools hosting the LL.M. Interview Program may participate. Employers may not ask students from unassociated law schools or alumni to present themselves for meetings at the venue, whether in person or virtual, where the LL.M. Interview Program is under way. Employers who violate this policy jeopardize their organization's ability to participate in future Columbia Law School interview programs. Read **more** about LL.M. Interview Program policies.

b. Eligible students have the opportunity to participate in the L.L.M. Interview Program only once.

c. Offers made to an LL.M. student should remain open for at least 14 calendar days following the date of the offer letter.

3. Employers should offer interview times that work with the student's schedule to reduce student absenteeism. We encourage you to reference Columbia Law School's **academic calendar**.

4. Employers should not schedule callback interviews for CLS students on days of CLS interview programs during the school year. Employers participating in CLS interview programs should not ask students to cancel or reschedule CLS scheduled interviews to attend callback interviews.

II. Standards for the Timing of Applications, Offers, and Decisions

To promote fair and ethical practices for the interviewing and decision-making process, Columbia Law School has adopted the following standards for the timing of applications, offers, and decisions. Practices inconsistent with these standards should be reported to the applicable Career Advising Office.

A. General Provisions

1. Recognizing the importance of the transition to law school, the Career Advising Offices will not begin offering one-on-one career counseling or application document reviews to first-year students before the Fall semester dates communicated by the Career Advising Offices. (An exception is granted for students applying for 1L summer positions with government employers who have early deadlines because of extensive security clearance processes.)
2. Before October 1, prospective employers and first-year law students should not initiate contact with one another and employers should not initiate formal one-on-one recruiting contact with students, including applications, interviews, or offers to first-year students. However, we encourage employers to be thoughtful about outreach and engagement in the fall semester while students are acclimating to law school and focused on their academics. An exception for earlier recruitment is granted to government employers with extensive security clearance processes.
3. All offers to Columbia Law School students are strongly encouraged to remain open for at least 14 calendar days after the date of the offer letter unless the offers are made pursuant to Section B below, in which case the later response date will apply, or offers of employment as judicial law clerks:
4. With respect to offers of employment as federal judicial law clerks, judges participating in the **Federal Law Clerk Hiring Plan** (Law Clerk Plan) may, but are not required to, provide students with up to 48 hours to consider an offer, during which time the students are free to interview with other judges. With respect to non-participating federal judges, or state court or other specialty courts to which the Law Clerk Plan is inapplicable, it is best practice to accept an offer of employment at the time of offer or by the offer deadline set by the judicial employer.
5. Students are expected to accept or release offers or request an extension by the applicable deadline. Offers that are not accepted by the offer deadline expire.
6. Once a student has accepted an employment position, that commitment must be honored. The student may not continue to apply or interview for opportunities for the same time period (unless the positions are part-time and both jobs can be held at the same time). After accepting an offer of employment, a student should withdraw from consideration from all other active employment applications.
7. Students are expected to notify the relevant Career Advising Office when they accept an offer of employment and to provide, upon request, additional information needed for Columbia Law School to comply with institutional reporting requirements and practices.
8. With respect to judicial clerkships, a student should consult with an adviser in the Office of Judicial Careers if they receive an offer with one judge while they continue to interview with other judges. Unless otherwise negotiated by the student, a judge will not hold an offer open beyond 2 business days. It is best practice to accept or decline an offer as soon as possible so as to allow the judge to interview other candidates.

B. Private Sector Provisions

Please refer to our **Private Sector Recruiting Policies** for the current information on this year's recruiting season.

C. Public Service Extensions for Second- and Third-Year Students with Private Sector Offers

Students may request that a private sector employer extend the deadline to accept the employer's offer for summer or post-graduation positions until as late as April 1 if the student is actively pursuing positions with public interest or government organizations (including judicial clerkships). Students may hold open only one law firm offer in such circumstances. Employers are encouraged to grant such requests.

III. Student Complaint Procedures

1. Columbia Law School understands that employers strive to maintain a professional demeanor during all of their interactions with students. If students encounter any behavior that violates any of these policies, they are instructed to contact the Dean of the relevant Career Advising Office, immediately.
2. When Columbia Law School receives a complaint from a student, the Dean of the relevant Career Advising Office shall take one or more of the following actions:
    - Promptly call the employer involved to discuss the incident(s) giving rise to the complaint and seek clarification regarding the conduct in question. To the extent that the Dean concludes that the employer, while fully intending to comply with Law School's Employment Policies & Provisions, acted improperly, the Dean will request that the improper conduct be modified and request an apology when appropriate. If the Dean determines that conciliation is possible and may be useful, he/she/they may work with the student and the employer to resolve the matter in a manner agreeable to both parties.
    - Columbia staff are required to report any gender-based discrimination or harassment and any employer response to the conduct to EOAA. Upon consultation with the EOAA, if there has been a violation of the Non-Discrimination and Anti-Harassment Policies, the Dean or Dean's designee may respond by:
        - sending a letter of reprimand to the offending employer;
        - placing the offending employer or individual on probation for a specified period;
        - barring the employer or individual from participating in recruiting activities for a specified period; or
        - imposing any other appropriate sanctions.
3. The Law School will periodically survey students and give them the opportunity to report any alleged discrimination they experienced in the hiring process or during summer employment Students will be encouraged to include their UNIs and other information so that the law school can take requisite action if it is determined that such action is necessary, but a desire of anonymity will be respected.