

## Employment Policies and Provisions

Revised March 2023

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 [Career Services](#) (regarding private sector positions), the Office of [Social Justice Initiatives](#) (regarding public sector and public interest positions), or the [Office of Judicial Clerkships](#) (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. As noted in the [Student](#)

[Handbook](#), regular attendance is expected of every student at all the courses in which they are registered. Interviews should not be scheduled during the exam period.

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](#).

### **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 Law School pursues a policy of equal opportunity to obtain employment, without discrimination or harassment on the grounds of race, color, religion, national origin, sex, age, military service, disability, gender (including gender identity or expression), or sexual orientation. 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 Application 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 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. The only exceptions are the Overseas-Trained LL.M. Student Interview Program ("LL.M. Interview Program") and the guidelines presented in the Early Application Policy (set forth below).
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 [careerservices@law.columbia.edu](mailto:careerservices@law.columbia.edu) for private sector employers; [clerkships@law.columbia.edu](mailto:clerkships@law.columbia.edu) for judicial employers; and to [socialjustice@law.columbia.edu](mailto:socialjustice@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 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 including: Early Interview Program (“EIP”); Spring On-Campus Interview Program (“Spring OCI”); and Fall On-Campus Interview Program (“Fall OCI”). Employers may not ask students from any other law school to present themselves for meetings at any venue, whether in person or virtual, where EIP, Spring OCI, or Fall OCI are underway. Employers who violate this policy jeopardize their organizations’ 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.
  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 organizations’ 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.
3. Employers should offer interview times that work with the student’s schedule so 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 EIP or On-Campus recruiting programs during the school year. Employers participating in EIP and other On-Campus recruiting programs should not ask students to cancel or reschedule EIP or OCI interviews to attend callback interviews.

#### **F. Candidate Interviews Outside of CLS Organized Programs**

1. Employers participating in EIP or other CLS recruiting programs may not schedule or conduct initial or callback interviews of rising 2Ls prior to the EIP or other CLS organized programs, except as permitted under the *Early Application Period* (“EAP”) and the following limited exceptions:
  - Interviews conducted in accordance with organized job fairs;
  - Interviews for employer-sponsored fellowship/scholarship programs;
  - Interviews with students who are currently or were previously employed by the employer; and
  - Interviews by EIP employers for offices not participating in EIP.
2. Callbacks for 2L summer associate positions resulting from EAP and/or any of the above exceptions should be scheduled at a mutually agreeable time with limited conflict and disruption to students’ summer employment.

3. Callbacks may not be scheduled to conflict with CLS EIP dates.
4. Offers made to any student before the beginning of Columbia Law School's Summer Recruiting Program should not expire until at least 21 days following the first day of Columbia Law School's Early Interview Program pursuant to CLS Standards for the Timing of Applications, Offers, and Decisions. Columbia's EIP schedule can be found on the [Summer Recruiting Program website](#) or employers can contact the Office of Career Services at [careerservices@law.columbia.edu](mailto:careerservices@law.columbia.edu) to determine these dates.
5. Notwithstanding these provisions, offers made pursuant to EAP should be made consistent with the timing and deadline for this program.

## **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 31 (in the case of public interest or government sector internships) or November 15 (in the case of private sector), 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. 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 Sections B or D 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. 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. Students should cancel any interviews once an offer is accepted.
  7. A student should not hold open more than **two** Early Application Period offers at any time, and no more than **three** offers of employment in a single market or sector at any one time. For each offer received that places a student over the offer limit, the student should release an offer no later than three business days after the receipt of the excess offer. Employers offering part-time or temporary positions for the school term are exempted from the requirements of Paragraphs B and C below.
  8. With respect to judicial clerkships, a student should consult with an adviser in the Office of Judicial Clerkships 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: Summer Employment for EIP/EAP Participants**

Recognizing that the needs of smaller offices can vary greatly from the needs of larger offices that recruit our students, employers participating in EIP are expected to abide by the following offer timing guidelines:

1. For offices with 11 or more 2L summer associates the prior year, offers should stay open at least 21 calendar days from the date of the offer letter.
2. For offices with 10 or fewer 2L summer associates in the prior summer, offers should stay open for at least 14 calendar days from the date of the offer letter.
3. Offers made after September 15 for the following summer should remain open for at least 14 calendar days from the date of the offer letter.
4. Employers who have offices that fall into both class sizes above are encouraged to adopt a uniform 21-day policy firm-wide. Offices selecting the 14 calendar-day period must notify the Office of Career Services.
5. Early Application Period: Employers participating in EAP must abide by all timing guidelines set forth for this program [here](#).
6. If an employer makes an offer to any student before the beginning of Columbia Law School's Early Interview Program pursuant to the exceptions in section D above, that offer should not expire until at least 21 days following the first day of Columbia Law School's Early Interview Program. Columbia's EIP schedule can be found on the [Summer Recruiting Program website](#) or employers can contact

the Office of Career Services at [careerservices@law.columbia.edu](mailto:careerservices@law.columbia.edu) to determine these dates.

7. Offers previously given to 1L summer associates to return as 2L summer associates should remain open for at least 21 calendar days from the first day of our Early Interview Program.
8. Employers are asked to include the expiration date and any reaffirmation requirements of the offer clearly in the offer letter. Students should follow the reaffirmation terms of any offers which they receive.
9. Students can accept the offer at any time prior to the offer deadline and should strive to make offer decisions in a timely manner.

### **C. Private Sector Provisions: Full-Time Employment**

Employers offering full-time positions to commence following graduation to any student previously employed by them should leave those offers open until at least October 1 of the student's final year of law school, provided that such offers are made prior to or on September 2. After September 2 of a student's final year of law school, employers offering full-time positions to commence following graduation to students previously employed by them should leave those offers open for at least 21 days following the date of the offer letter.

1. Employers offering full-time positions to commence following graduation to any student not previously employed by them should leave those offers open for at least 21 days following the date of the offer letter or until December 30, whichever comes first. Offers made after December 15 for full-time positions to commence following graduation should remain open for at least two weeks after the date of the offer letter.
2. Employers are asked to include the expiration date and any reaffirmation requirements of an offer for full-time employment clearly in the offer letter. Students should follow the reaffirmation terms of any offers which they receive.
3. Students may accept the offer at any time prior to the offer deadline and should strive to make offer decisions in a timely manner.
4. Employers offering students full-time positions to commence following graduation and having a total of 40 attorneys or fewer in all offices are exempted from Paragraphs 1 and 2 of this Section. Instead, offers made on or before December 15 should remain open for at least two weeks following the date of the offer letter or until December 30, whichever comes first.

### **D. 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:
    - o sending a letter of reprimand to the offending employer;
    - o placing the offending employer or individual on probation for a specified period;
    - o barring the employer or individual from participating in recruiting activities for a specified period; or
    - o 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.