

CAREER DEVELOPMENT OFFICE EMPLOYMENT PRINCIPLES

In addition to abiding by the below Principles, all parties will comply with all applicable laws, accreditation standards and Pepperdine University School of Law (“Pepperdine”) policies. Pepperdine may deny use of its Career Development Office to students and employers who fail to do so. If unusual circumstances or particular organizational constraints require Pepperdine, a student, or an employer to not comply, every effort should be made to find an alternative acceptable to all parties concerned.

I. EMPLOYMENT PRINCIPLES FOR PEPPERDINE SCHOOL OF LAW CAREER DEVELOPMENT OFFICE

A. Pepperdine should develop and maintain productive working relationships with a broad range of employers.

1. The law school should work actively to develop and maintain employment opportunities for students and graduates. All employment opportunity notices should be publicized to all students and graduates.
2. To enhance student learning and increase career development opportunities, the Career Development Office should maintain good working relationships with students, faculty, alumnae/i, and other members of the legal community.
3. In support of the goal to provide a broad range of employers and employment opportunities to all students and graduates, the Law School maintains a job board. Job postings on the job board are to be found in a multitude of ways, including direct outreach to a broad range of employers. Job postings found via third party sites have not been verified and are not subject to the guidelines found herein.

II. EMPLOYMENT PRINCIPLES FOR CANDIDATES

B. Candidates should prepare thoroughly for the employment search process.

1. Before beginning an employment search, candidates should engage in thorough self-examination. Work skills, vocational aptitudes and interests, lifestyle and geographic preferences, academic performance, career expectations and life experiences should be carefully evaluated so that informed choices can be made. If necessary, information or training should be obtained on employment search skills, particularly those relating to the interview process.

2. Prior to making employment inquiries, candidates should learn as much as possible about target employers and the nature of their positions. Candidates should interview only with employers that they have a genuine interest.
3. Candidates should comply with the policies of Pepperdine and any other law school from which they obtain services.
4. When participating in a Pepperdine Interviewing Program, candidates will abide by the policies and procedures set forth in the law school's Interviewing Program Participation Agreement.

C. Throughout the employment search process candidates should represent their qualifications and interests fully and accurately.

1. Candidates should report all GPA and class rank information accurately. If listed, a GPA must be as exactly computed by the Records Office and may not be approximated or rounded. A specific GPA for one semester or for an individual year may be listed only if that limitation is clearly noted and the overall GPA is also provided. The only class rank information that may be listed is the one provided by the Records Office.
2. Candidates should be prepared to provide, at the employers' request, copies of all academic transcripts. Under no circumstances should academic data be falsified, misrepresented, or distorted either in writing or orally. Candidates who engage in such conduct may be subject to elimination from consideration for employment by the employer, suspension or other academic discipline by the law school, and disqualification from admission to practice by bar admission authorities.
3. Candidates should be prepared to advise prospective employers of the nature and extent of their training in legal writing. Writing samples submitted as evidence of a candidate's legal skills should be wholly original work. Where the writing was done with others, the candidate's contribution should be clearly identified. Writing samples from law-related employment must be redacted adequately to preserve client confidentiality and used only with the permission of the supervising attorney.

D. Throughout the employment search process candidates should conduct themselves in a professional manner.

1. Candidates who participate in the on-campus interview process should adhere to all scheduling commitments. Cancellations should occur only for good cause in accordance with the Recruiting Program Participation Agreement and should be promptly communicated to the Career Development Office and the employer.

2. Candidates should respond promptly to invitations for in-office interviews and accept such invitations only if the candidate has a genuine interest in the employer. With respect to all other requests for information or invitations from employers, candidates should respond promptly.

3. Candidates should reach an understanding with the employer regarding its reimbursement policies prior to the trip. Expenses for trips during which interviews with more than one employer occur should be prorated in accordance with those employers' reimbursement policies.

4. Candidates invited to interview at employer offices, where an employer indicates reimbursement is available, should request reimbursement for reasonable expenses that are directly related to the interview and incurred in good faith. Failure to observe this policy, or falsification or misrepresentation of travel expenses, may result in non-reimbursement and elimination from consideration for employment or the revocation of offers by an employer.

5. Candidates should handle in a timely manner any changes or cancellations to an in-office interview, including cancellation of any travel arrangements.

E. Candidates should notify employers and the Career Development Office of their acceptance or rejection of employment offers by the earliest possible time, and no later than the time established by rule, custom, or agreement.

1. Candidates should expect offers to be confirmed in writing. Candidates should abide by the standards for candidate responses set forth in Part IV and should in any event notify the employer as soon as their decision is made, even if that decision is made in advance of the prevailing deadline date.

2. In fairness to both employers and peers, candidates should act in good faith to promptly decline offers for interviews and employment that are no longer being seriously considered. In order for Pepperdine to comply with federal and institutional reporting requirements, candidates should promptly notify the Career Development Office upon acceptance of an employment offer, whether or not the employment was obtained through the office.

3. Candidates seeking or preparing to accept fellowships, judicial clerkships, or other limited term professional employment should apprise prospective employers of their intentions and obtain a clear understanding of their offer deferral policies.

F. Candidates should honor their employment commitments.

1. Candidates should, upon acceptance of an offer of employment, notify the Career Development Office and notify all employers who consider them to be active candidates that they have accepted a position.

2. If, because of extraordinary and unforeseen circumstances, it becomes necessary for a candidate to modify or be released from his or her acceptance, both the employer and the Career Development Office should be notified promptly in writing.

G. Students should promptly report to the Career Development Office any misrepresentation, discrimination, harassment, including sexual harassment, or other inappropriate conduct by employers in the employment search process.

H. Students who engage in law-related employment should adhere to the same standards of conduct as lawyers.

1. In matters arising out of law-related employment, students should be guided by the standards for professional conduct that are applicable in the employer's state. When acting on behalf of employers in a recruitment capacity, students should be guided by the employer principles in Part IV.

2. Students should exercise care to provide accurate information when advising peers about former employers.

III. EMPLOYMENT PRINCIPLES FOR EMPLOYERS

A. Employers should maintain productive working relationships with Pepperdine.

1. Employers should inform the Career Development Office in advance of any recruiting activities involving their students, whether conducted on- or off-campus, and should, at the conclusion of those activities, inform the Career Development Office of the results.

2. Employers without formal recruiting programs or whose hiring activities are sporadic in nature should notify the law school's Career Development Office as far in advance as possible of planned recruiting activities in order that appropriate assistance might be arranged.

3. Employers who conduct on-campus interviews should refrain from making unnecessary schedule change requests.

B. Employers should comply with all applicable laws and Pepperdine policies and should request only services or information that are consistent therewith.

1. Employers should not expect or request preferential services from the law school.

2. Employers should not solicit information received by the law school in confidence from candidates or other employers.
3. Appointments with candidates for in-house interviews should be established for a mutually convenient time so as not to unduly disrupt candidates' studies.
4. Employers should promptly report to the Career Development Office any misrepresentation or other abuse by candidates of the employment search process.

C. Employers should provide full and accurate information about the organization and the positions for which recruitment is being conducted.

1. Employers should provide to Pepperdine complete position descriptions, which should include information about the qualifications sought in candidates, the hiring timetable, nature of the work, the number of available positions, and, if known at the time, the starting salary to be offered.
2. Invitations for in-office interviews should include a clear explanation of all expense reimbursement policies and procedures.

D. Employer organizations are responsible for the conduct of their recruiters and for any representations made by them.

1. Employers should designate recruiters who are both skilled and knowledgeable about the employing organization.
2. Employers should provide anti-discrimination and harassment, including sexual harassment, training to anyone involved in the recruitment process.
3. Employers should instruct recruiters not to make any unauthorized commitments.
4. Candidates' personal privacy should be safeguarded. Information about candidates that is protected by the law should not be disclosed by an employer to any third party without specific permission.
5. Employers should strive to provide interviewing and recruitment environments that minimize the risk of discrimination and harassment, including sexual harassment.

E. Employers should use reliable, valid, and lawful job related criteria when evaluating candidates.

1. Hiring decisions must be based solely on bona fide occupational qualifications.
2. Employers should not use criteria during the interview and selection process that unlawfully discriminates against a candidate.
3. Factors in candidates' backgrounds that have no predictive value with respect to employment performance, such as scores on examinations required for admission to academic institutions, should not be relied upon by employers in the hiring process.
4. There has been a long-standing tradition that the first year summer be used to engage in public service work or to take time away from the law altogether, and, while the practice of having first year students work in private law firms provides additional employment opportunities to some students, such experiences should not be valued or emphasized inordinately.

F. Employers should refrain from any activity that may adversely affect the ability of candidates to make an independent and considered decision.

1. Employers should give candidates a reasonable period of time to consider offers of employment and should avoid conduct that subjects candidates to undue pressure to accept.
2. Harassment of any kind, including sexual harassment, in connection with offers of employment will not be tolerated.
3. Response deadlines should be established when the offer of employment is made. Employers who extend offers to law student candidates should abide by the timetable for candidate response set out in Part IV.
4. Employers should not offer special inducements to persuade candidates to accept offers of employment earlier than is customary or prescribed under the circumstances.

G. An employer should honor all commitments made on its behalf.

1. Offers of employment should be made in writing, with all terms clearly expressed.
2. If, because of extraordinary and unforeseen circumstances, it becomes necessary for an employer to rescind or modify an offer of employment, both the candidate and the Career Development Office should be notified promptly. Employers may retract any offer that is not reaffirmed by the candidate in accordance with Part IV, Paragraphs B3 and C3 below.

IV. GENERAL STANDARDS FOR THE TIMING OF OFFERS AND DECISIONS

As a member of NALP, Pepperdine Law expects all employers to abide by NALP's Principles for a Fair and Ethical Recruiting Process. In order to further promote fair and ethical practices for the interviewing and decision-making process, Pepperdine Law recommends the following standards for the timing of offers and decisions:

A. General Provisions

1. All offers to law student candidates ("candidates") should remain open for at least two weeks after the date of the offer letter unless the offers are made pursuant to Sections B and C below, in which case the later response date should apply.
2. Candidates 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.
3. A candidate should not hold open more than five offers of employment at any one time. For each offer received that places a candidate over the offer limit, the candidate should, within one week of receipt of the excess offer, release an offer.
4. Employers offering part-time or temporary positions for the school term are exempted from the requirements of Paragraphs B and C below.
5. Practices inconsistent with these guidelines should be reported to the Career Development Office.

B. Full-Time Employment Provisions

1. Employers offering full-time positions to commence following graduation to candidates 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 1, whichever comes first. Candidates should reaffirm these offers within 14 days from the date of the offer letter, if an employer requests such reaffirmation in its offer letter. Employers that have requested this reaffirmation may retract any offer that is not reaffirmed within the 14-day period. 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. Candidates may request that an employer extend the deadline to accept the employer's offer for a reasonable period of time if the candidate is actively pursuing positions with public interest or government organizations. Candidates may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.

3. Employers offering full-time positions to commence following graduation to candidates previously employed by them should leave those offers open until at least October 1 of the candidate's final year of law school, provided that such offers are made prior to or on September 9. Candidates should reaffirm these offers within thirty days from the date of the offer letter, if an employer requests such reaffirmation in its offer letter. Employers that have requested this reaffirmation may retract any offer that is not reaffirmed within the 21-day period. After September 9 of a candidate's final year of law school, employers offering full-time positions to commence following graduation to candidates previously employed by them should leave those offers open for at least 21 days following the date of the offer letter.

4. If an employer makes an offer to a law student candidate not previously employed by that employer before the beginning of the law school's on-campus interview program, that offer should not expire until at least 21 days following the first day of the law school's on-campus interview program. See Part III F above.

5. Employers offering candidates full-time positions to commence following graduation and having a total of 40 attorneys or fewer in all offices are exempted from Paragraphs 1-4 of this Section. Instead, Pepperdine Law recommends that offers remain open for at least two weeks.

C. Summer Employment Provisions for Second and Third Year Students

1. Employers who offer positions for the following summer to candidates not previously employed by them should leave those offers open for at least 21 days following the first day of the law school's on-campus interview program. Candidates should reaffirm these offers within 14 days from the date of the offer letter, if an employer requests such affirmation in its offer letter. Employers that have requested this reaffirmation may retract any offer that is not reaffirmed within the 14-day period.

2. Candidates may request that an employer extend the deadline to accept the employer's offer for a reasonable period if the candidate is actively pursuing positions with public interest or government organizations. Candidates may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.

3. Employers offering positions for the following summer to candidates previously employed by them should leave those offers open until at least 14 days following the last day of the law school's on-campus interview program.
4. If an employer makes an offer to a law student candidate not previously employed by that employer before the beginning of the law school's on-campus interview program, that offer should not expire until at least 21 days following the first day of the law school's on-campus interview program. See Part III F above.
5. Employers offering candidates positions for the following summer and having a total of 40 attorneys or fewer in all offices are exempted from Paragraphs 1-4 of this Section. Instead, offers should remain open for at least two weeks.