



# ALBANY LAW SCHOOL

## CAREER & PROFESSIONAL DEVELOPMENT CENTER

### Recruiting Policies for Employers

The Career and Professional Development Center (CPDC) welcomes recruiting engagement with Albany Law School students. If you have specific questions regarding any of our programs, please contact us at: [careers@albanylaw.edu](mailto:careers@albanylaw.edu).

Albany Law School endorses the “[Principles for a Fair and Ethical Recruitment Process](#)” set forth by the National Association for Law Placement (NALP), and expects both employers and students to adhere to these principles. Additionally, Albany Law School sets forth the following Recruiting Policies, in combination with all relevant laws, to promote fair and ethical recruiting:

#### ***General Policies:***

1. Unless addressed elsewhere in these policies, all summer employment and post-graduate employment should remain open for not less than **two weeks** after the date of the written offer.
2. All offers should be provided in writing by an employer and the date of the written offer will serve as the offer date for all deadlines.
3. Employers should grant reasonable requests to extend offers and should communicate clearly to candidates their requested timing for answers.
4. Students should become familiar with employer recruiting policies.

#### ***Offers of Summer Employment to Second Year (2L) Law Students by On- and Off-campus Interview Programs (OCI), and NALP Member Employers:***

1. Offers made to rising 2Ls prior to the first day of Albany Law School’s OCI program should remain open until at least 28 days after the first day of the OCI program with the possibility of extensions beyond that time to be agreed upon between the student and employer.
2. Offers made on or after the first day of Albany Law School’s OCI program should remain open for 28 days from the date of the written offer.
3. Employers may request that students who receive an offer confirm their interest in maintaining the offer within 14 days of receipt of the written offer.
4. Students should not hold more than five offers open contemporaneously. Once a student has five open offers, within one week of receiving any additional offers, the student should decline sufficient offers to bring the number of open offers back to five.
5. Students are required to report offers and their status with offers to the CPDC.

#### ***Full-Time Post-Graduate Employment:***

1. *Candidates Previously Employed by the Employer:* Offers for permanent post-graduate employment made by employers to students previously employed by the employer should

remain open until October 1<sup>st</sup> of the student's final year, or for 28 days from the date of the written offer, whichever is later.

- 2. Candidates Not Previously Employed by the Employer:* Offers for permanent post-graduate employment made by employers prior to December 15<sup>th</sup> should remain open for 28 days from the date of the written offer; offers made after December 15<sup>th</sup> should remain open for at least two weeks.

### ***First Year (1L) Law Students***

The CPDC encourages employers wishing to connect with 1L students, whether individually or collectively, to consult with the CPDC on how best to do so while respecting the students' primary focus on academic pursuits.

All offers to first year law students for summer employment should remain open for at least two weeks following the date of the offer letter.

### ***Non-discrimination Policy***

Albany Law School affords the use of its facilities and services, including the posting of job opportunities through [AlbanyLaw Link](#), only to employers who review and affirm its Non-discrimination Policy.

Albany Law School does not discriminate on the basis of gender, gender identity or expression, race, creed, color, national origin, ethnicity, religion, disability, sexual orientation, marital status, familial status, pregnancy, domestic violence victim status, military or veteran status, genetic predisposition status, criminal conviction or age in its programs and activities.