

University of Pittsburgh School of Law: Employer Recruiting Policies

The Law School has established the following policies and guidelines in order to ensure the interests of both the students and employers are protected. All employers using the services of the Professional Development Office (PDO) agree to abide by these policies. **In all cases, the PDO reserves the right to deny to any prospective employer the use of any or all of our services and facilities if we believe, in our discretion, that any component of an employer's request, does not meet the standards outlined in our policies.**

I. General Principles

The PDO is guided by the Principles for a Fair and Ethical Recruitment Process

[https://www.nalp.org/fair_ethical_recruitment#:~:text=Principles%20for%20a%20Fair%20and%20Ethical%20Recruitment%20Process&text=These%20Principles%20for%20a%20Fair,on%20decades%20of%20collective%20experience.], as stated by the National Association for Law Placement (NALP) and requires employers to follow the same principles and guidelines provided by NALP and our office. The PDO reserves the right to decline the use of our services and deny recruiting activities if any component of an employer's account request, including job posting, is questionable.

Employers must comply with all applicable government, professional and university guidelines.

- Employers may not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. [<http://cfo.pitt.edu/policies/documents/policy07-01-03.web.pdf>]
- Employers will comply with all applicable University policies including the University's prohibition of sexual misconduct and discrimination. [<https://www.diversity.pitt.edu/civil-rights-title-ix-compliance/policies-procedures-and-practices>]
- Employers that post positions and/or recruit on campus must comply with employment guidelines provided by the US Department of Labor; Americans with Disabilities Act; EEOC guidelines; University of Pittsburgh, local, state, and federal laws.

The PDO will provide services for employers and promote opportunities that meet the following criteria:

- The employer accurately describes the position's requirements in appropriate detail.
- The employer outlines a well-defined application process for students.
- Employer must specify whether the position is paid or unpaid. Paid positions may be stipend, salary or hourly. If hourly, positions must pay at least minimum wage (in accordance with the position's governing state).

The PDO will not provide services if:

- The position does not provide substantive legal experience for current JD or LLM students or specifically seek a post-graduate candidate with a JD, LLM OR SJD degree.
- The organization requires payment or an investment fee. This includes fees or investments for orientation, training sessions, starter kits, sales kits, samples, or presentation supplies.
- The organization fails to provide essential information concerning the nature of the position or compensation. This includes, but is not limited to commission only, job responsibilities, salary, and interview requirements.
- The website provided is inactive or does not have fully functioning links.

- The position or employer does not meet the standards set forth under any provision of the PDO's recruiting policies.

II. Offer Consideration Policy

On-Campus Interviews ("OCI"): As NALP no longer provides guidance on the timing of offers, Pitt Law has adopted the following policy for all employers who participate in the OCI program, whether in-person or virtually:

- For offers made to a first, second or third year law student for summer or permanent employment, employers shall provide a period for consideration of those offers that is no less favorable than the period provided to students from any other law school.
- Offers of employment resulting from interviews during an OCI period shall remain open for at least five (5) business days from the date of the offer.
- Employers shall generously grant student requests for extensions of time to consider an offer.
- Employers shall avoid conduct that puts undue pressure on students when making employment decisions resulting from OCI.
- **Pre-OCI and Early Offers:** Employers who are registered for an upcoming OCI with Pitt Law who elect to engage in pre-OCI recruitment of students who would otherwise be eligible to participate in the OCI for which the employer registered, and who make an offer to such student prior to the scheduled OCI, must follow these offer guidelines:
 - Offers of employment resulting from pre-OCI interviews shall remain open for at least 14 business days from the date of the scheduled OCI.

Job Postings: Pitt Law has adopted the following policy for employers who post jobs on *PittLawWorks*:

- For offers made to a first, second or third year law student for summer or permanent employment, employers shall provide a period for consideration of those offers that is no less favorable than the period provided to students from any other law school, but in no case shall students have less than 3 business days to make a decision on the offer.
- Employers shall generously grant student requests for extensions of time to consider an offer.
- Employers shall avoid conduct that puts undue pressure on students when making employment decisions resulting from a job posting on *PittLawWorks*.

III. Reimbursement of Expenses

Prior to interviews, employers shall inform students of their reimbursement policy as it pertains to interview travel expenses. Employers agree to reimburse students promptly for reasonable travel expenses submitted in accordance with their policies.

IV. Events

Individual employer information sessions or networking receptions hosted or advertised through the PDO must be open and accessible to all Pitt Law students, but may be limited to a particular class year, a specific practice area(s), or a professional skill(s).

V. Privacy and Security

The PDO utilizes a third party vendor, 12Twenty, to manage its CSM (Career Services Manager), *PittLawWorks*. Data contained in *PittLawWorks* is username and password protected. 12Twenty's privacy policy can be found here: <https://www.12twenty.com/privacy-policy/>. All personally identifiable information collected by the PDO is stored in limited-access servers. The PDO has safeguards in place to protect against loss, misuse and alteration of the information under the PDO's control.

While using *PittLawWorks*, users may encounter hypertext links to other web pages not directly affiliated with the PDO or Pitt Law. The PDO does not control the content or information provided. We recommend that users review the privacy statements of these sites.

VI. Third Party/Contract/Staffing Recruiters

Third party/contract/staffing recruiters ("recruiters") may participate in selected programs and services sponsored by the PDO at Pitt Law and must agree to the following terms and conditions.

- The recruiters must identify their recruiting company in the posting.
- Students shall not be charged a fee for the recruiter's services at any time throughout the employment process for this or any other position for which the candidate uses the recruiter's services.
- The Recruiter shall not share candidate's resume with a client without first disclosing to the candidate the name of the client and then receiving candidate's express permission.
- Recruiters and the client organization they represent will follow all state and federal employment laws.

VII. Grievance Policy

While most employers and students strive to maintain a professional and sensitive postures when engaging during all stages of the recruitment and employment process, there may be instances of offensive or discriminatory behavior involving the parties. Students or employers who believe they have been subject to such behavior may file a complaint in the following manner:

- a. Anyone who believes that they have been the victim specifically of bias, sexual or gender-based harassment committed in connection with Law School recruitment and professional development activities is entitled to file either a formal or informal complaint under the University's Office of Diversity and Inclusion, which includes Title IX, Accessibility barriers, Non-Discrimination, Harassment, Retaliation, Bias Incidents.
- b. Procedures for complaints under Title IX, Non-Discrimination policy and Bias reporting under the University's Office of Diversity and Inclusion may be found here:
[\[https://www.diversity.pitt.edu/civil-rights-title-ix-compliance/make-report\]](https://www.diversity.pitt.edu/civil-rights-title-ix-compliance/make-report)
[\[https://www.diversity.pitt.edu/civil-rights-title-ix-compliance/make-report/report-form\]](https://www.diversity.pitt.edu/civil-rights-title-ix-compliance/make-report/report-form)
[\[https://www.diversity.pitt.edu/civil-rights-title-ix-compliance/policies-procedures-and-practices/notice-non-discrimination\]](https://www.diversity.pitt.edu/civil-rights-title-ix-compliance/policies-procedures-and-practices/notice-non-discrimination)
- c. The University has limited power to compel cooperation from or implement sanctions on non-University community members but welcomes the full cooperation of all parties.
- d. For complaints regarding behavior or an instance unbecoming of the standards of the profession, a report of the behavior or the instance, written or orally, may be reported to the Executive Director of the PDO. The employer or student may first request one of the following informal procedures:
 - i. Place the complaint in a confidential file with the Executive Director of the PDO so that the PDO may monitor for future complaints;
 - ii. Have the Executive Director of the PDO contact the student or employer by phone/video call to discuss the incident and request a response verbally or in writing; or

- iii. Have the Executive Director of the PDO write to notify the student or employer of a complaint and invite a written response.
- iv. The Executive Director of the PDO will work with the parties to come to a resolution.
- e. In a case where it is determined a complaint cannot be handled per the above, it may be advanced to the Dean's Office by the Executive Director of the PDO or the student may write a formal complaint directly to the Dean's Office.
 - i. Following a factual review, the Dean's Office in conjunction with PDO will decide whether or not there was a violation of our Policies and Guidelines. If the Dean's Office and PDO find there was a violation, they may take appropriate measures, including, but not limited to:
 1. Send a letter of reprimand to the student or employer;
 2. Publicize the complaint to the Law School community as appropriate;
 3. Place the student or employer on a specified period of probation;
 4. Bar the student or employer from using our platform and participating in on-campus interviews and events;
 5. Impose any other parameters they may deem appropriate