

## University of Pittsburgh School of Law: Recruiting Policies and Procedures for Students

The following policies and guidelines have been established to protect the interests of both the students and employers. All students utilizing the Professional Development Office (PDO) services, including its online career service management platform, *PittLawWorks*, students agree to abide by these rules.

### I. Statement of Non – Discrimination

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will 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. The University also prohibits and will not engage in retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission.

### II. Eligibility

*All JD, LLM and SJD students*, including transfer and visiting students, are eligible to use the services of the PDO, including participation in any applicable recruitment programs as well as access to *PittLawWorks*.

### III. Resume Standards

The initial resume submitted for approval on *PittLawWorks* initially must conform to Pitt Law Resume Templates. At all times, resumes must conform to the standards regarding inaccurate, false, and misleading information. The PDO reserves the right to remove from consideration resumes that do not conform to these standards. Students will be provided notice prior to the removal of any materials, and time permitting, the opportunity to resubmit.

If a student deliberately provides inaccurate, false, or misleading information on a resume, including but not limited to rounding up a grade point average, the student is subject to referral to the appropriate Dean of the University of Pittsburgh School of Law, as such an instance may create character and fitness issues and subject the student to the Law School's [Academic Integrity Policy](#).

### IV. Applying for OCI

Students may apply to as many On-Campus Interviews (“OCI”) opportunities as they wish, but are strongly encouraged to thoroughly research employers in advance to make certain they are sufficiently interested and the opportunity appropriately aligns with their goals before applying.

**Students should not apply to a job that they would not accept.**

All application documents must be uploaded to *PittLawWorks* prior to the application deadline. It is the student's responsibility to confirm that all documents are correctly and fully uploaded prior to the deadline. Students experiencing a technical problem uploading or completing an application must immediately notify the PDO and must do so prior to the application deadline. The PDO does

not extend application deadlines due to a student's failure to allot sufficient time to prepare and submit all required application materials.

#### **V. Interview Selection and Sign-up Times**

For OCI, employers select the candidates they wish to interview. Students will receive notification from the PDO once interview invitations have been extended. Students may view their interview invitation status by logging into *PittLawWorks*. Once the PDO sends this notification, students have up to 24 hours to select an interview time slot. Times are available on a first come, first served basis. If a student does not select a time within the 24 hours, the PDO will place the student in an interview slot and the student will be expected to interview during that time period. If a student has a schedule conflict that prohibits them from interviewing during the designated OCI time, the PDO will contact the employer to attempt to arrange an interview at another date and time. The PDO cannot guarantee that an employer will be available outside of the stated OCI date and time.

Employers have the option to select alternate interview candidates. If a student is designated as an alternate, the student will be placed on a waiting list in the order provided by the employer. The student will receive notification in the event that an interview slot opens up.

#### **VI. Applying for Job Postings**

Students may apply to as many job postings as they wish, but are strongly encouraged to thoroughly research employers in advance to make certain they are sufficiently interested in the opportunity before applying. **Students should not apply to a job that they would not accept.**

Many job postings on *PittLawWorks* require students to submit applications directly to employers (via employer websites, email, fax and postal mail). The PDO is not responsible for any postings that require applicants to submit materials outside of the *PittLawWorks* platform.

#### **VII. Offer Consideration Period**

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.](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 and students to follow the same principles and guidelines provided by NALP and our office.

For offers received through OCI or a job posting, the PDO requires that employers provide a period of consideration for the offer that is no less favorable than the period provided to students from other law schools. For OCI offers, in no case should students have less than 5 business days to consider the offer. For Job Posting offers, in no case should students have less than 3 business days to consider the offer. Employers should generously grant requests for extensions of time. It is a student's responsibility to communicate with the employer if they need additional time to consider an offer. The PDO is available to discuss all offers students receive. For offers received during pre-OCI recruitment, from an employer registered for an upcoming OCI, offers must remain open for at least 14 days from the date of the scheduled OCI.

Students may not hold more than 5 offers received as a result of OCI at any one period.

### **VIII. Acceptance of Offers**

Once a student or employer notifies the PDO that the student has accepted the position, the student may not continue to apply to or interview for other opportunities on *PittLawWorks* that would require that student to rescind the acceptance. Students who accept an offer should honor that acceptance. Since a decision to rescinding an acceptance impacts not only the student, but also the institution, any concerns regarding rescinding an acceptance must be discussed with a member of the PDO prior to rescinding an acceptance. If a student fails to discuss rescinding an acceptance with a member of the PDO, the appropriate Dean of the School of Law may be notified.

### **IX. Attendance and Withdrawal**

The Attendance and Withdrawal policies apply to all OCI, Job Postings and the PDO events.

Students are required to appear promptly and be dressed appropriately in professional attire (business suit) on the date and at the time they are scheduled to interview or have committed to attend an event, whether virtual or in-person.

Students must immediately inform the PDO in the following instances:

- If a student is unable to interview for an OCI or attend a PDO event a result of a personal emergency, the student must contact the PDO immediately.
- If a student accepts a job offer and still has other outstanding job applications and/or scheduled interviews;
- If a student has any questions regarding accepting or declining an interview it is the student's responsibility to contact a PDO counselor immediately.

Declining an interview without notifying a PDO counselor in advance may be interpreted as a violation of the Attendance and Withdrawal provision of these Policies and Procedures.

When a student formally withdraws from an interview, the PDO will notify via email a student identified as an alternate (if the employer chooses to identify alternates). The student notified is then responsible for signing up for an available interview slot within a time frame that is no longer than 24 hours.

### **X. Employer Events**

Students are required to appear promptly and be dressed appropriately on the date and at the time they are scheduled to attend an employer event. If a student is no longer able to attend an event after they have registered, students must contact the employer directly to notify the employer that they cannot attend. This notification should be made prior to the event, giving the employer as much notice as possible.

### **XI. Student Appointments**

Students should slate an appointment with any member of the PDO to discuss applications, interviews and offers. If an appropriate and timely appointment time is not available on *PittLawWorks*, please email a PDO counselor and they will work to accommodate your schedule.

## **XII. Privacy and Security**

The PDO utilizes a third party vendor, 12Twenty, to manage *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.

## **XIII. Grievance Policy**

While most employers and students strive to maintain a professional and sensitive postures when engaging with students 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 by an employer 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, 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 employer;
  2. Publicize the complaint to the Law School community;
  3. Place the employer on a specified period of probation;
  4. Bar the employer from using the PDO facilities for a specified amount of time;
  5. Impose any other sanctions it may deem appropriate.

#### XIV. **Accommodation**

If a student requires an accommodation regarding any of PDO's Recruiting Policies and Procedures, the student should contact the Executive Director of PDO and the Assistant Dean of Students. The Assistant Dean of Students will oversee the implementation of accommodations in consultation with the [University's Disability Resources and Services](#) (DRS). Students may also opt to work directly with DRS and may find additional information on its website.