SINCERE INTEREST REQUIREMENT

1. When you apply to an employer, either through Symplicity or on your own, you are indicating a sincere interest in interviewing with and accepting a possible offer from that employer.

PROFESSIONAL CONDUCT

2. You are expected to conduct yourself in a professional manner in all dealings with employers, alumni and W&L faculty and staff. Professional behavior includes responding within 24 hours to emails, telephone calls, employer requests for information or interviews, and all other written correspondence. Likewise, you should acknowledge all offers of employment within 24 hours of notice. All outgoing messages on your primary telephone should be professional and, at a minimum, confirm that the caller has reached the correct number.

INTERVIEW PROGRAMS

On-Campus and Virginia-Based W&L Interview Programs

3. A. On-Campus and Virginia-Based W&L Interview Programs include, but are not limited to,:  
   1) All On-campus interviews  
   2) All interviews conducted at the OCI satellite location in Charlottesville, VA  
   3) W&L Law’s Spring Commonwealth Law School Consortium Job Fair in Williamsburg, VA  
   4) W&L Law’s Public Interest and Government Job Fair in Richmond, VA.

B. You may not decline interviews granted for On-campus or Virginia-based W&L Interview Programs.

C. An interview granted for an On-Campus Interview or Virginia-based W&L Interview Program may only be cancelled or rescheduled with express approval from the Director or Assistant Director of Career Planning. Before you cancel or attempt to reschedule an interview you must first contact the Director or Assistant Director of Career Planning. Approval to cancel or reschedule an interview for an On-Campus Interview or Virginia-based W&L Interview
Program is granted only in cases where a student has either 1) accepted an offer of employment or, 2) experienced an emergency.

D. If you withdraw from an on-campus or a Virginia-based W&L Interview Program interview because you have accepted an offer of employment you must withdraw completely from all other scheduled interviews and subsequent interview programs or job fairs for the remainder of the recruiting season.

W&L Law Regional Interview Programs

4. A. W&L Regional Interview Programs include programs currently offered in Boston, Dallas, Los Angeles and New York, as well as any future locations for Regional Interview Programs.

B. If you receive one or more interviews for a W&L Law Regional Interview Program you are obliged to attend the interview(s).

C. Permission to withdraw from a W&L Law Regional Interview Program may only be granted by the Director or Assistant Director of Career Planning. Permission to withdraw from a W&L Law Regional Interview Program is given only in cases where a student has either 1) accepted an offer of employment or, 2) experienced an emergency.

D. If you withdraw from a W&L Law Regional Interview Program interview because you have accepted an offer of employment you must withdraw completely from all other scheduled interviews and subsequent interview programs or job fairs for the remainder of the recruiting season.

Non-W&L Law Interview Programs and Job Fairs

5. A. You may only decline interview offers obtained through Non-W&L Law interview programs and job fairs (hereinafter “programs”) if doing so is consistent with the stated attendance policy of that program. You are responsible for reviewing and following all policies of Non-W&L Law programs. Prior to declining an interview offer obtained through a Non-W&L Law program you are required to contact the coordinating staff member in Career Planning to inform them of your intended withdrawal and to provide them with a copy of the Non-W&L Law program’s attendance policy.

B. If you withdraw from a Non-W&L Law program because you have accepted an offer of employment you must withdraw completely from all other scheduled interviews and subsequent programs, including W&L Law programs, for the remainder of the recruiting season.

Illness Related Absences
6. If you are too ill to attend an interview, you must notify Career Planning before your interview time or as soon as possible thereafter. Within three days of missing an interview due to illness, you must deliver to Career Planning a signed letter of apology addressed to the employer.

Missed Interviews

7. If you miss a scheduled interview for any reason besides illness you are to notify Career Planning as soon as possible thereafter. Within 24 hours of missing an interview, you must deliver to Career Planning a signed letter of apology addressed to the employer. The letter of apology will be reviewed by the Director or Assistant Director of Career Planning and is subject to mandatory revisions. A second draft of the letter with mandatory revisions, if requested, is due back to Career Planning within 24 hours of notice. Missing a scheduled interview will subject you to sanctions. See the “Non-Compliance” section, below, for information concerning sanctions.

Schedule Conflicts

8. A) You are responsible for maintaining a calendar that reflects ALL of the program interviews to which you have applied.

B) Program interviews include On-Campus Interviews, Virginia-Based W&L Program Interviews, W&L Law Regional Programs Interviews, and Non-W&L Law Program and Job Fair interviews.

C) If after applying for a Program Interview you subsequently schedule a callback interview or other appointment that conflicts with the Program Interview you must reschedule the callback interview or other appointment in order to attend the Program Interview. You are to promptly speak with the Director or Assistant Director of Career Planning if you are unable to comply with this provision.

D) Failure to attend a Program Interview due to a schedule conflict will subject you to sanctions. See the “Non-Compliance” section, below, for information concerning sanctions. Within 24 hours of missing a Program Interview, you must deliver to Career Planning a signed letter or letters of apology addressed to each of the employers whose interview(s) you missed. The letter(s) of apology will be reviewed by the Director or Assistant Director of Career Planning and is subject to mandatory revisions. A second draft of the letter(s) with mandatory revisions, if requested, will be due back to Career Planning within 24 hours of notice.

E) You are responsible for renegotiating an interview with an employer. Career Planning Staff does not represent students in efforts to reschedule.

RESUMES
9. All facts contained on your resume must be true and accurate. You may list experiences for which you have been selected, but in which you have not yet participated. State your status clearly (e.g., competitively selected for Black Lung Clinic, beginning Fall semester). You may not list experiences for which you have not been selected and in which you have not yet participated (e.g., Intent to participate in Moot Court Competition in future).

10. A) You are not required to list your grade point average (GPA) on your resume. However, if your GPA is reported it must be listed exactly as it is reported to you by the Law School Recorder, i.e., to three digits (ex. 3.114). You may calculate and list your GPA for a given semester or group of courses, but you are personally responsible for the accuracy of your calculations (e.g., GPA first year or GPA for tax courses).

   B) Transfer students may list their GPA from their first year institution. This GPA must be reported exactly as it appears on the granting institution’s transcript and must clearly be attributed to the granting institution and not to Washington and Lee University School of Law. As transfer students do not receive a Washington and Lee University School of Law GPA until the conclusion of their second year of legal studies, a Washington and Lee University School of Law GPA may not be reported by a transfer student on a resume until after the conclusion of their second year of study. If the Washington and Lee University School of Law GPA is reported on a transfer student’s resume it must comply with Section 10(A) of these policies.

11. You may list your class standing (e.g., top 30%), but must do so in strict compliance with the standing lists generated each semester by the Recorder's office. You may not estimate your standing if it is in between two percentage cut offs. (e.g., if top 40% is a 3.327 and top 35% is a 3.381, and your GPA is 3.356, you may only represent your standing as top 40%. You may not represent your standing as top 37.5% or other self-calculated percentage.)

12. You may list your GPA on your resume without class standing, but may not list class standing without also providing your GPA. Career Planning includes grade distribution sheets in every package of resumes sent to employers.

APPLICATION DEADLINES

13. The deadline for all Symplicity applications is no later than 11:30 p.m. on the date indicated in the OCI schedule or Job Posting. Students are advised to submit their materials well in advance of posted deadlines to accommodate unplanned technological and logistical issues.

14. If you are mailing application materials directly to an employer, your materials must be RECEIVED on or before the date indicated in their Job Posting.

NALP GUIDELINES
15. Washington and Lee University School of Law is a member of the National Association for Law Placement (NALP), which has promulgated guidelines concerning employment offers and acceptances. Students must adhere to NALP rules. To read the guidelines and their interpretations click here.

NON-COMPLIANCE WITH POLICIES AND PROCEDURES

16. Failure to comply with the letter and spirit of these policies and procedures may result in sanctions, up to and including exclusion from submission of resumes through Symplicity, exclusion from on-campus interviewing, exclusion from use of other OCP privileges, or other law school discipline, as determined by the Director of Career Planning and the Deans of the Law School.

17. You are expected to exercise professional and ethical judgment in all aspects of the recruitment process. Lack of specific prohibition against an activity which is unprofessional, unethical or damaging to the Law School or fellow students, does not permit such behavior.