Recruitment Policies and Procedures
Revised November 2011

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. A. You are expected to conduct yourself in a professional manner in all dealings with employers, alumni, faculty and staff.

   B. Professional conduct includes, but is not limited to:
      i. responding within 24 hours to emails, telephone calls, employer requests for information or interviews, and all other written correspondence,
      ii. maintaining a professional outgoing voicemail message that, at a minimum, confirms that the caller has reached the correct number,
      iii. establishing a professional address for any non-WLU.edu email account used for applications or networking,
      iv. maintaining such security settings on social networking and other websites as are necessary to present a professional presence to employers and bar examiners, and
      v. exhibiting professionalism in debate and commentary, both in print and online.

INTERVIEW PROGRAMS

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

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) the Spring Commonwealth Law School Consortium Job Fair (CLSCJF), and
   4) the Public Interest and Government Job Fair (PIGJF).
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.

E. You must abide by each term and condition of the CLSCJF and PIGJF set out in the registration documents and memoranda circulated to participants.

**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.

E. You must abide by each term and condition of the Regional Interview Programs set out in the registration documents and memoranda circulated to participants.
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 by telephone (540.458.8535) 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 negotiating a rescheduled 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., Intend to participate in Davis Appellate Advocacy Competition).

10. A. You may, but are not required to, list cumulative grade and class rank information on your resume. You may list grade information without also providing grade information. If you elect to report your cumulative GPA, (i) you must report the GPA exactly as it is provided to you, i.e., to three digits beyond the decimal (ex. 3.114) (ii) you may also include ranking information and (iii) you may also list additional grading information, e.g. your GPA for a given semester or year, or your GPA for a group of related courses. You are personally responsible for the accuracy of any individual grade calculations (e.g., GPA for tax courses). If you elect to report your cumulative class rank, (i) you must report the percentile exactly as provided by the Law School (you may not interpolate between the provided percentiles) and (ii) you must also include your cumulative GPA and (iii) you may also include non-cumulative ranking information provided by the Law School, such as your rank for a semester.

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.

APPLICATION DEADLINES

11. 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.

12. 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

13. 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 visit the NALP website, nalp.org.

NON-COMPLIANCE WITH POLICIES AND PROCEDURES

14. 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 Symplicity and other OCP privileges, or other law school discipline, as determined by the Director of Career Planning and the Deans of the Law School.

15. 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.

DISCLOSURE POLICY

The Office of Career Planning and Professional Development (the “OCP”) respects the privacy of all students and complies with all legal requirements pertaining to student privacy.

From time to time, various university constituencies and outside organizations request that the Office provide them with information about currently-enrolled students. OCP thoroughly reviews the requests and only complies with them when, in OCP’s professional judgment, a response will benefit current or prospective students or the institution as a whole. Certain requests, such as those from the American Bar Association and the U.S. News & World Report, are received annually and our response is institutionally mandatory.
To ensure that OCP can carry out its obligations to such groups, the office requires students to submit certain information about their job searches and results. Students must promptly and completely respond to all OCP inquiries made for the purposes of compiling data on employment statistics. Failure to do so may result in sanctions.

Information that does not identify students by name will be statistically aggregated and provided to groups with legitimate interest in receiving such information. Information that identifies students by name will be shared with university constituencies, as dictated by obligations of OCP to enhance career opportunities for students and contribute to the mission of the law school and university.

On occasion, employers request information in order to provide promotional materials and/or invitations to certain events. OCP does not provide contact information to these employers. Instead, we offer to make the material available to students on their behalf.

In order to counsel students effectively and track employers’ recruiting behavior, OCP is privy to certain information regarding students’ grade point average and class rank. This information is strictly confidential, and will not be shared with any constituency in any format that identifies students by name or that reveals facts or characteristics that would reveal students’ identities.