



Principles for a Fair and Ethical Recruitment Process

Employer Members: Second-Year Student Recruitment and OCI

*Five Things to Consider When Creating Your Institution's Policy**

1. REFLECTION

What worked well for your institution under the old Principles? What didn't? Are there any immediate changes you could make that would alleviate burdens from the former process? What is your ideal timeline for recruiting? What do you consider a professional and fair offer acceptance deadline?

2. DISCUSSION

What is your reputation on the campuses of your target schools? What is your pattern of engagement at those schools now? Is that approach working to meet your hiring needs? Have your target schools released policies of their own? Have you considered how you plan to approach schools with policies different from your own?

3. STRATEGY

Is your institution seeking to reach potential recruiting targets? How might your policies be adjusted to account for those? Have you previously engaged in "pre-cruiting"? Do you plan to continue? Will your approach to this practice be different under the new Principles? How early (or late) would you want to consider applications?

4. APPLICATION

How rigid do you want your policies to be? Will they apply at all the schools at which you recruit or will they vary by school or location? How rigid or flexible will you be when students request extensions?

5. DISSEMINATION

Once you've created a policy, what will you do with it? Will you share it with all the schools at which you recruit and will you invite questions from those schools? How will you reconcile differences between your policies and those of your partner schools? Will you vet the policies with a few trusted school colleagues before sharing widely? Once it's finalized, share it on NALP.org!

**These prompts are intended to be starting points for forming your individual institution's policies. Individual institutional needs will vary.*



Employer Members: First-Year Student Engagement

*Five Things to Consider When Creating Your Institution's Policy**

1. PURPOSE

Consider the purpose of your institution's 1L recruiting. Do you need to have 1L students in your summer program or are they not as vital to your program as 2Ls?

2. TIMING

In the early fall, are your attorneys burned out from 2L recruiting or excited to meet with and recruit the 1L class? What are your timing needs? When do you need to have your summer program numbers finalized? How quickly do you need to receive an offer response? Is there a date before which you do not want to receive applications or engage with students?

3. ACADEMICS

How important are grades in your institution's hiring process? Would you rather have grades as part of a 1L's application or is it acceptable to receive grades from otherwise qualified candidates later in the process?

4. DIVERSITY

Does your institution actively engage in the recruitment of diverse candidates? How might your process change under the new Principles? Are there innovative ways in which you might engage these students early on to promote a better match?

5. ENGAGEMENT WITH PARTNER SCHOOLS

Consider your institution's hiring needs. Are there particular needs that you're hoping to meet (e.g., diversity, active practice areas, new office location)? Are there student groups at your target schools with which you can partner to promote these needs?

**These prompts are intended to be starting points for forming your individual institution's policies. Individual institutional needs will vary.*