



Recruiting Guidelines

The University of Washington School of Law (UW Law) values its relationships with employers and encourages communication about the recruiting process. These Guidelines exist to promote a professional and fair recruiting experience for UW Law students and prospective employers. Consistent with both the [NALP Principles for a Fair and Ethical Recruitment Process](#) and [UW Law's Policy on Equality of Opportunity in Recruiting and Employment Practices](#), **a fundamental principle of these Guidelines is that, throughout the recruiting process, employers treat UW Law students as favorably as students from any other law school from which the employer recruits.** Employers are responsible for ensuring their recruiting practices align with this fundamental principle.

I. Timing of Student Recruiting

- A. UW Law operates on a quarter system, with its academic year starting in late September and ending in late May (2L/3L) or mid-June (1L). Accordingly, UW Law students may be available for employment later than students from law schools operating on the semester system. To the fullest extent possible, employers should consider UW Law's [academic calendar](#) when determining students' availability for recruiting activities, interviews, and employment.
- B. When establishing 1L recruiting timelines, in addition to consideration of UW Law's academic calendar, employers should prioritize the need for newly matriculated 1L students to acclimate to law school and focus on studies.
- C. Employers participating in OCI are expected to notify Student & Career Services (uwlawrec@uw.edu) if they intend to interview any UW Law student before the employer's scheduled on-campus interview date.

II. Offers

- A. Offers should be made in writing and remain open for a reasonable amount of time, generally at least 14 days. When possible, employers should honor reasonable student requests for extensions of time to respond to an offer.
- B. Students may not hold open more than 3 offers at a time. Within 48 hours after receipt of each offer over this limit, students must decline an offer to stay in compliance with this limit.
- C. Both employers and students benefit from informed employment decisions. Student & Career Services encourages employers to leave pre-OCI offers open for at least 14 days after the last day of UW Law OCI Early Interview Week.