

CALIFORNIA WESTERN SCHOOL OF LAW, CAREER & PROFESSIONAL DEVELOPMENT OFFICE

EMPLOYER AND CANDIDATE GUIDELINES FOR THE TIMING OF OFFERS AND DECISIONS

Disclaimer: *California Western School of Law (“CWSL”) supports legal employers actively competing for law student clerks or associates in the legal talent marketplace. CWSL encourages equitable competition for law student candidates and strongly suggests adopting holistic evaluation methods that consider a broader range of qualities, experiences, and perspectives beyond academic performance. The suggested guidelines below are designed to allow reasonable time for law students to navigate law school, legal career pathway options, and to make informed employment decisions that can impact life-long career paths. CWSL asks employers to consider that recruiting based largely on high GPAs can discourage fair and equitable competition for available legal talent by hampering recruitment of diverse, 1st generation and nontraditional candidates.*

A. General Provisions

1. Offers to California Western School of Law (“CWSL”) law student candidates (“candidates”) for summer, semester, or post-graduate positions should remain open for at least two weeks after the date of the offer, subject to additional language in sections C and D below.
2. Candidates are expected to accept or decline offers or request an extension by the applicable deadline. Offers that are not accepted by the offer deadline may expire.
3. A candidate should not hold open more than four offers of employment at any one time. For each offer received that places a candidate over the offer limit, the candidate should, within one week of receipt of the excess offer, release an offer.
4. Employers offering part-time or temporary positions are exempt from these guidelines.
5. in accordance with California Law, employers with “15 or more employees” must include “the pay scale for a position in any job posting.”*

B. Summer Employment Provisions for First Year Students

1. To position CWSL law students to be as successful as possible, their efforts during the first semester of law school should focus on their studies rather than on job search activities. Nonetheless, opportunities to learn about professionalism, professional development and the legal profession in a group setting are appropriate early in law school. Recognizing that law schools will differ in philosophy as to first-year career development activities, CWSL will not begin providing one-on-one career counseling or application document reviews to first-year students before September 15.
2. Prospective employers and first year CWSL students should not initiate contact with each another and employers should not initiate formal one-on-one recruiting contact, including applications, interviews, or offers to first year students, before December 1. Appointments with candidates for interviews should be established for a mutually convenient time so as not to interfere with candidates’ academic course schedule or unduly disrupt candidates’ studies.
 - A) Exceptions are permissible for first year students applying to Equal Justice Works Career Fair opportunities due in early fall, and for employers recruiting first year CWSL students for the following summer when the application deadline for the opportunity occurs before December 1.
3. As a best practice, CWSL encourages employers to refrain from hiring first-year law students until after the first semester of law school is completed. Later application deadlines provide students with more time to acclimate to the law school environment; to develop meaningful relationships with faculty who will be

better equipped to serve as references, and to assess their career goals and research employment opportunities with the support of the Career & Professional Development Office. Early hiring disadvantages students who arrive at law school with less background on the legal employment landscape and fewer relationships in the legal community, and thus disproportionately reduces competition for such candidates, impacting CWSL's first-generation and diverse law students.

4. All offers to first year CWSL students for summer or fall/spring employment should remain open for at least two weeks after the date of the offer.

D. Employment Provisions for Second Year Students

1. Employers offering positions for the following summer or a future spring/fall semester to candidates not previously employed by them should leave those offers open for at least two weeks following the date of the offer.

2. Employers offering positions for the following summer to candidates previously employed by them should leave those offers open until at least September 1 of the candidate's second to last year (most often, 2L year) of law school, provided such offers are made prior to or on August 1. Employers offering positions for future fall or spring semester positions to candidates previously employed by them should leave those offers open for at least 2 weeks.

3. After September 1, employers offering positions for the following summer to candidates previously employed by them should leave those offers open for at least two weeks following the date of the offer.

4. Between July 31 and August 31, employers offering positions for the following summer to candidates previously employed by them should leave those offers open for whichever is the longest duration of either two weeks following the date of the offer or until September 1.

5. All offers to 2nd year CWSL students for future fall/spring employment during their 3L year should remain open for at least two weeks after the date of the offer.

D. Full-Time Employment Provisions

1. Employers offering third year CWSL candidates full-time positions to commence following graduation to candidates not previously employed by them should leave those offers open for at least two weeks following the date of the offer.

2. Employers offering full-time positions to commence following graduation to candidates previously employed by them should leave those offers open until at least October 1 of the candidate's final year of law school, provided that such offers are made prior to or on September 1.

3. Candidates should reaffirm these offers within thirty days from the date of the offer, if an employer requests such reaffirmation in its offer. Employers that have requested this reaffirmation may retract any offer that is not reaffirmed within the 30-day period.

4. After September 1 of a candidate's final year of law school, employers offering full-time positions to commence following graduation to candidates previously employed by them should leave those offers open for two weeks following the date of the offer.

* Section 12999 of the California Government Code, as amended by Section 178 of Chapter 615 of the Statutes of 2021.

Updated 7/31/23