

**COLORADO LAW
CAREER DEVELOPMENT OFFICE
GENERAL STANDARDS FOR THE TIMING OF OFFERS AND DECISIONS**

A. General Provisions

1. Offers to law student candidates (“candidates”) for summer or post-graduate positions should remain open for at least two weeks after the date of the offer, subject to the 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 for the school term are exempted from these requirements.
5. Practices inconsistent with these guidelines should be reported to the Colorado Law Career Development Office.

B. Special Provisions During COVID-19

As the pandemic continues and health and safety guidelines mandate and/or encourage mask-wearing, social distancing, and recommend against gathering indoors with individuals outside of one’s household, the following provisions will remain in effect. These provisions are designed not only to safeguard employers, students, and graduates, but also to ensure fair, inclusive, and equitable interviewing and hiring practices.

1. Employers participating in “on-campus” interviewing should conduct interviews in a remote format, either via phone or a videoconferencing platform such as Zoom. The Career Development Office will host the videoconferencing platform during formal interview programs, such as Virtual Spring 2022 OCI. The CDO will host a videoconferencing platform for any interviews upon employer request.
2. In the interest of providing an equitable interview experience to all candidates, employers may consider conducting “callback” interviews remotely. If an in-person interview format is offered, it should be in accordance with state and local public health guidelines. Employers that offer an in-person interview option should also provide students with a remote option, making clear to students that they will not be penalized for selecting the remote option.

C. Full-Time Employment Provisions

1. Employers offering 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.

D. Summer Employment Provisions for Second Year Students

1. Employers offering positions for the following summer 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.
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 August 2 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.

E. Summer Employment Provisions for First Year Students

1. To position 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, Colorado Law will not begin providing one-on-one career counseling or application document reviews to first-year students before September 1.
2. Prospective employers and first year law students should not initiate contact with one another and employers should not initiate formal one-on-one recruiting contact with one another, 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 unduly disrupt candidates' studies.
3. As a best practice, we encourage 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 Development Office. Early hiring disadvantages students who arrive at law school with less knowledge of the legal landscape and fewer relationships in the legal community, and thus disproportionately impacts first-generation professional students and students of color.

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