



As you prepare to interview for semester, summer or permanent employment or internships, please remember that you are preparing to enter a profession. Law is a profession that prides itself on its civility, appropriateness, and respect for others. We advise you to take all of your commitments seriously in the recruitment process: prepare professional business cover letters, resumes, and e-mail communications; attend all scheduled interviews; and respond to employers' inquiries in a timely fashion. If you RSVP affirmatively for an employer-sponsored recruitment event, plan to attend. If an emergency arises you must contact the CDO as soon as possible.

Resume Submission and Interview Cancellation Policy

Students may bid for a maximum of thirty-five employers who interview on-campus. There is no limit to the number of bids students may make for employers who interview at regional locations, request resumes through a resume collection, or request resumes directly. In order to maintain a high number of employers to participate in the Fall and Regional Recruitment Programs, **students are required to attend all interviews (including interviews that take place in regional locations) for which they have been selected.**

The Career Development Office will excuse students from scheduling and attending an interview under the following circumstances: 1) the student has accepted a job offer or 2) there is a conflict of interest with the interviewer or firm (deemed legitimate by CDO). Students attempting to cancel an interview must contact the CDO directly. Students **should not** contact the employer directly unless advised to do so by the CDO.

Students should make their selections very carefully and bid only for those employers which they have researched and in which they have a sincere interest. Students should also consider the expense and time of traveling to a Regional Interview Program before they submit their resumes. A student will not be excused from attending an interview(s) for such reasons as the following: you have only been selected for one or two interviews; you no longer have an interest in the firm(s); or you have not made financial preparations to travel to a Regional location. If you have been selected for an interview at a Regional Interview Program and have applied directly to other employers in that region, you should take the opportunity to contact those employers and let them know you will be in town for other interviews and investigate whether they are interested in meeting you that day. This is a great way to maximize your time and minimize expenses of additional trips. It also makes you more marketable, as you can leverage the fact that you are in town for other interviews.

Students who must cancel a scheduled interview with an employer due to emergency circumstances are required to write a letter of regret addressed to the employer and deliver it to the CDO within 24 hours of the scheduled interview. If a student fails to contact the CDO, and fails to show up for an interview, he/she will be excluded from future CDO interview programs and events.

As authorized by the Dean, the Career Development Office reserves the right to suspend services and programs to any student who disregards this policy.

I have read and understand the above policy.

Signature _____

Please Print Name _____

Date _____