

Career Development Office Recruiting Principles

Maryland Carey Law's Career Development Office (CDO) follows the recruiting principles set forth by NALP, which establishes and guides best practices for the fair and ethical recruiting of law students by legal employers. https://www.nalp.org/fair_ethical_recruitment

General Principles

- University of Maryland, Baltimore Non-Discrimination Policy

The University of Maryland, Baltimore campus does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, sexual orientation, gender identity or expression, physical or mental disability, marital status, protected veteran's status, or age in its programs and activities. Specifically, Title IX prohibits discrimination on the basis of sex in UMB's programs and activities. UMB will take steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.

We encourage diversity, ethics in the recruitment process, the need for first-year students to learn and absorb the first-year curriculum, and to begin their legal education and careers on a level playing field. We encourage the self-assessment phase of the employment process and discourage outreach from employers that contradicts these principles.

Principles for Employers

- 1L Student Recruitment

Maryland Carey Law believes that first-year law students (1L or 1D/2E students) must acclimate to the law school setting and focus on learning the core curriculum. **We discourage employers from initiating formal one-on-one recruiting contact with first-year students, including applications, interviews, or extending offers prior to November 1.** Should a government employer require extensive background checks on specific candidates, the government employer may receive and review applications prior to November 1.

- Timing of Offers and Decisions

Maryland Carey Law encourages employers participating in recruitment programs to abide by best practices in the recruitment process and, as such, recommends that offers of employment shall remain open for fourteen days. The fourteen-day time period starts upon receipt of a written offer letter.

Principles for Students

Only students who are currently enrolled at Maryland Carey Law, and who intend to be enrolled for the year following the start of the recruitment program or season, may participate in the recruitment programs sponsored by the CDO.

Students must maintain professionalism and responsiveness in the recruitment process. In addition to the policies set forth here, students must abide by all University academic policies. Regarding application materials, students must abide by CDO Policies and Maryland Carey Law's School Honor Code.

Students must adhere to scheduling commitments made during the recruitment programs, and must not cancel scheduled interviews except with good cause. Students must give adequate notice to the CDO when cancellation is necessary.

If a student is unable to attend an initial screening interview scheduled through the CDO recruitment programs, the student must contact the CDO directly, **and not the employer**, so that the CDO team can determine whether the employer is amenable to rescheduling the interview.

Students must respond promptly to communications regarding the following: requests for interviews, offer acceptance, declines, or deferrals.

We encourage students to respond immediately to an offer extension by acknowledging receipt of the offer, either in writing or by phone, and to clarify the deadline by which a decision is required.

Should a student need additional time in order to make a decision on an offer, the student must communicate with the employer and request a reasonable extension of time to make a final decision.

Students should hold no more than four (4) offers open at any given time.

Student Recruiting/Employment Grievance Procedure

The CDO and University of Maryland, Baltimore expect all employers recruiting our law students to maintain a high degree of professionalism in the recruitment and employment process. Should a student believe that the student has been the recipient of offensive, insensitive, or discriminatory behavior by an employer representative in the recruiting or employment process, the student should contact the CDO immediately. The CDO will handle the complaint in accordance with the policies set forth by the Office and by the University of Maryland, Baltimore as applicable to the specific student situation. [Title IX related policies](#).