



Duquesne University School of Law
Career Services Office
Non-discrimination Policy and Employer Guidelines

The Career Services Office established these Employer Guidelines in an effort to ensure the highest standards of professionalism, fairness, transparency, and non-discrimination in law student recruitment and employment. Duquesne Law is member of NALP (National Association for Law Placement), and we are guided by NALP's [Principles for a Fair and Ethical Recruitment Process](#) for the benefit of the school, law students, and employers.

Professionalism

Upon matriculation to the School of Law, Duquesne Law students take an oath in which they affirm to accept responsibilities of membership in their academic community and profession, including that they will conduct their academic and professional life with honesty and integrity; perform all academic and professional obligations diligently, competently, and in good faith; exercise collegiality and engage in respectful discourse with their classmates; create an inclusive and equitable environment and continually seek to improve their cultural competency; embrace the professional and ethical obligation to render pro bono service to the poor; and honor the shared values of the legal profession.

The School of Law expects employers who engage with our law students to model these same ideals and actions during their interactions and work with them.

Non-discrimination Policy

Duquesne University School of Law is committed to a policy against discrimination in employment based on a person's race, color, gender, sex, sexual orientation, pregnancy, age, religion, national origin, marital status, genetic history, Veteran status, disability, and/or any other category or characteristic otherwise protected by state or federal law. All of these classes and any other forms of discrimination are totally antithetical to the policy of the University. The services of this office are available only to employers whose standards and practices conform to this policy. Duquesne University TAP No.30.

Military Policy on Discrimination

The Military discriminates on a basis not permitted by the non-discrimination policy of Duquesne University School of Law and the by-laws of the Association of American Law Schools. However, under the Solomon Amendments, the Law School would be subject to the loss of federal funds, including some financial aid for law students, if it refused access to Military recruiters.

Law Student Employment During the Academic Year

The Law School faculty strongly suggest that first-year Day Division students should not engage in any outside employment during their first year at the Law School, and they strongly suggest that second year and third year Day Division students should not engage in more than 20 hours per week of outside employment during the academic year.

Recruiting Guidelines – Employers and Students

Employers

E1. Duquesne Law suggests, in the absence of an internal policy, that employers provide students with offers that remain open for at least 14 days.

E2. Employers should confirm all offers in writing, including all relevant details, and the date of the letter will be the effective offer date for deadlines.

E3. Employers should avoid making “exploding offers” or other conduct that places unreasonable pressure on the student when considering the offer.

E4. Employers should consider reasonable requests for extensions that are made by students in a timely manner.

E5. With respect to 1L recruiting, we encourage first-year Day Division (1D) students to focus on classes, studying, and becoming acclimated to law school. For that reason, during the fall semester, we recommend that employers refrain from direct recruitment efforts with 1D students. With this in mind, the Career Services Office will not schedule individual counseling sessions with 1D students, review their application materials, or grant them access to job postings until after October 1 each year. However, these students may attend Career Services programs and networking events as their schedules permit during the entire fall semester.

Duquesne Law has an Evening Division, and first-year Evening Division (1E) students may be employed full-time during their first year of study. We similarly encourage 1E students to focus on classes, studying, and becoming acclimated to law school, but we recognize that they may need to seek employment during the fall semester of their first year. Employers interested in receiving application materials from 1E students during the fall semester should contact the Career Services Office, and 1E students who are engaged in a job search may seek assistance from the Career Services Office without limitation.

E6. To the extent possible, students and employers should avoid scheduling interviews and other recruiting activities during scheduled class times. We ask employers to be as flexible as possible in this regard, but we understand that conflicts may be unavoidable. In instances where a conflict between a class and interview or recruiting event exists, students should discuss the circumstances with the appropriate faculty member in a timely manner.

Students

S1. Students are encouraged to communicate with the Career Services Office regularly about the status of their applications, interviews, and offers.

S2. Students should communicate with employers in a professional and timely manner during the entire recruitment process, from the time they submit applications, schedule interviews, and consider offers. To this end, students should familiarize themselves with each employer's recruitment policies.

S3. Students are expected to accept or reject offers on or before the offer deadline. The Career Services Office requests that employers consider all reasonable requests for deadline extensions, but offers that are not accepted or extended by the offer deadline expire.

S4. Students may not hold more than five (5) offers open at the same time. Once a student has reached five (5) open offers, within one week of receiving any additional offers, the student should decline offers to bring the number of open offers back to five (5).

S5. With respect to 1L recruiting, we encourage first-year Day Division (1D) students to focus on classes, studying, and becoming acclimated to law school. For that reason, during the fall semester, we recommend that employers refrain from direct recruitment efforts with 1D students. With this in mind, the Career Services Office will not schedule individual counseling sessions with 1D students, review their application materials, or grant them access to job postings until after October 1 each year. However, these students may attend Career Services programs and networking events as their schedules permit during the entire fall semester.

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S7. The Career Services Office requires that students who have accepted offers of employment withdraw their applications from all others as soon as possible as a matter of professional

responsibility and professional courtesy. Students who have questions about this policy or who would like assistance with contacting employers should contact the Director of Career Services.