



**Thomas R. Kline School of Law of Duquesne University**  
**Career Services Office**  
**Student Recruitment Guidelines**

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.

Duquesne Kline School of 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.

S6. 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.

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.