

NYU Law Office of Career Services' ("OCS")

## INTERVIEW AND OFFER GUIDELINES AND POLICIES REGARDING PRIVATE SECTOR EMPLOYMENT

*\*as of 8.25.25 and subject to change\**

### I. Provisions Regarding 1L Summer Employment

- A. Recruiting Activities During the Fall Semester:** employers and first-year law students should not initiate contact with one another and employers should not initiate formal one-on-one contact with students, including applications, interviews, or offers to first year students, before October 1.
- B. Timing of Offers and Decisions for 1L Summer Employment:** remain open for at least 14 calendar days following the date of the offer letter.

### II. Provisions Regarding 2L Summer Employment (**\*OCS 8.25.25 note: Section II of these Guidelines pertains to the 2L Summer Employment for the JD class of 2027. Section II of these Guidelines will be updated for the JD class of 2028 at a later date.\***)

- A. OCS Summer Recruiting Programs: Pre-Season Employment Program ("PEP") and Virtual Employer Interview Week ("EIW").** NYU Law OCS advises students to participate fully in our structured interview programming and have set up these Guidelines in order to facilitate informed decision-making.
- 1. PEP: Employer Pre-Screening**
- Participation is available to employers who have registered to interview for 2L summer positions through EIW.
  - Logistics and Additional Considerations
    - Participating students:
      - May submit a resume and unofficial law school transcript to a maximum of ten (10) PEP firms for 2L summer positions during the Student Application Period (see below calendar).
      - Are not bound to accept an offer received through PEP.
      - Who are not selected to interview with firms through PEP may bid on these firms for EIW.
    - Participating employers:
      - Should contact PEP applicants for the purposes of extending an interview invitation, offer, etc., and coordinate interview scheduling directly with students.

- May not request removal of students from their EIW schedules unless they have scheduled and/or have held an interview with that student through PEP.
- c. PEP Calendar (*note additional details will be sent directly to registered employers*):

<b>PEP 2025: IMPORTANT DATES and DEADLINES (subject to change; all times EST)</b>	
Employer Registration Period via Symplicity	Friday, February 14 - Monday, March 3 at 12:00 p.m.
Student Application Period	Friday, April 18-Monday, April 28, 2025 (*note: we have set a deadline of April 28 so that students can focus on exams. Employers will receive their preliminary PEP packets on Monday, May 19, after the examination period.)
Employers Receive PEP Applicant Packets via Symplicity	<u>Monday, May 19</u> : employers receive applicants' resumes and Fall semester transcripts. <u>Thursday, May 29</u> : employers receive updated applicant packets containing students' Spring semester transcripts.
Deadline for Employers to Invite Students for PEP Interviews	Wednesday, June 4. Given the student EIW bidding deadline closes on Friday, June 6, we request for PEP employers to abide by the June 4 deadline.

## 2. EIW: Lottery

- a. Interviews are assigned through a computerized lottery based on students' ranked preferences (i.e., "bids").
- b. Employer Access to Student Materials
  - i. Prior to their assigned interview date, OCS will provide registered employers with the resumes of the students who are on their EIW schedule(s); students are not permitted to list their unofficial law school GPA or any law school grade information on their resume for EIW.
  - ii. Employers will be able to download additionally requested application materials, including unofficial transcripts (e.g., law school, undergraduate and/or graduate), writing samples and/or reference lists, beginning at 7:00 a.m. EST on their assigned interview date.
- c. EIW Calendar (*note: additional details will be sent directly to registered employers*):

<b>EIW 2025: IMPORTANT DATES and DEADLINES (subject to change; all times EST)</b>	
Employer Registration Period via Symplicity	Friday, February 14- Monday, March 3 at 12:00 p.m.
Student Bidding Period	Monday, May 19-Friday, June 6 at 8:00 a.m.
Preliminary Interview Schedule and Resume Packets Available to Employers via Symplicity	Wednesday, June 11 at 12:00 p.m.
Interviews via Flo Recruit	Monday-Wednesday, June 16-18

**B. Timing of Offers and Decisions for 2L Summer Employment (applicable to all law firm employers)**

1. **All offers for 2L summer employment** should remain open for at least 14 calendar days following: a) the date of the offer letter, or b) Friday, June 20, whichever comes later.
2. **Extensions**
  - a. Employers that have already extended 2L summer offers with a response deadline shorter than prescribed in B(1) above are asked to grant a student's written request for an extension until June 20, 2025.
  - b. **Public Interest Search:** employers are encouraged to grant an extension until April 1, 2026 for 2L students who are actively pursuing positions with public interest or government organizations. In such circumstances, 2Ls may hold open only one public interest or government offer and affirm in writing that the employer's offer is the only private sector offer that the student is holding.
3. **Written Affirmation:** students are asked to affirm in writing their continued interest in an offer by Friday, June 13, 2025 or seven calendar days in advance of the offer response deadline, whichever comes later.

**C. Limits on the Number of 2L Summer Offers A Student May Hold:** students may hold a maximum of three 2L summer offers at any given time.

**III. Provisions Regarding Post-Graduate/Entry Level Employment - 3L**

- A. Offer Made to 3L Student Previously Employed by the Firm:** remains open until at least October 1 of the candidate's final year of law school or 14 calendar days following the date of the offer letter, whichever comes later.

**B. Offer Made to 3L Student Not Previously Employed by the Firm:** remains open for at least 14 calendar days following the date of the offer letter.

**C. Extension for Public Interest Search:** employers are encouraged to grant an extension until April 1, 2026 for 3L students who are actively pursuing positions with public interest or government organizations. In such circumstances, 3Ls may hold open only one public interest or government offer and affirm in writing that the employer's offer is the only private sector offer that the student is holding.

**IV. Provisions Regarding Post-Graduate/Entry Level Employment - LLM:** offer made to an LLM student remains open for at least 14 calendar days following the date of the offer letter.