



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 November 15.
- 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

A. OCS Summer Recruiting Programs: Pre-Season Employment Program ("PEP") and Virtual Employer Interview Week ("EIW")

1. PEP: Employer Pre-Screening

- a. Participation is available to employers who have registered to interview for 2L summer positions through EIW. 2L EIW employers are not required to participate in PEP but are encouraged to do so. Students who are planning to participate in EIW may participate in PEP but are not required to do so.
- b. Logistics and Additional Considerations
- i. Participating students:
 - May submit a resume and unofficial law school transcript to a maximum of five (5) 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.
 - ii. 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*):

PEP 2024: IMPORTANT DATES AND DEADLINES (<i>subject to change; all times EST</i>)	
Employer Registration Period via Symplicity	Wednesday, February 14 at 12:00 p.m.- Wednesday, February 28, at 11:59 p.m.
Student Application Period	Monday, June 3-Friday, June 7
Employers Receive PEP Applicant Packets via Symplicity	Friday, June 7, 2024 at 2:00 p.m.
Deadline for Employers to Invite Students for PEP Interviews	Friday, June 28, 2024 at 11:59 p.m.
PEP Interview and Offer Decision Period	Friday, June 7-Tuesday, July 9
Last Day to Extend an Offer through PEP	Tuesday, July 9

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 8:00 a.m. on their assigned interview date.

- c. EIW Calendar (*note: additional details will be sent directly to registered employers*):

EIW 2024: IMPORTANT DATES AND DEADLINES (<i>subject to change; all times EST</i>)	
Employer Registration Period via Symplicity	Wednesday, February 14 at 12:00 p.m.- Wednesday, February 28, at 11:59 p.m.
Student Bidding Period	Monday, June 10-Friday, July 12
Preliminary Schedule and Resume Packets Available to Employers	Friday, July 19, at 4:00 p.m.
Interviews via Flo Recruit	Tuesday-Thursday, July 23-25

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

1. **All offers for 2L summer employment** remain open for at least 14 calendar days following: a) the date of the offer letter, or b) the last day of EIW (i.e., August 8, 2024), whichever comes later.
2. **Extensions**
 - a. Employers whose 2L summer offer response period is shorter than as prescribed in section (B)(1) above are encouraged to grant an extension until August 8, 2024 for 2L students who request one in writing.
 - b. **Public Interest Search:** employers are encouraged to grant an extension until April 1, 2025 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.

C. Additional Policies Regarding Summer Employment for 2L Students (applicable to all law firm employers)

1. **Limits on the Number of 2L Summer Offers A Student May Hold**
 - a. Through the end of EIW (Thursday, July 25, 2024), students may hold a maximum of two early 2L summer offers.
 - b. After EIW/beginning on Friday, July 26, 2024, students may hold a maximum of three 2L summer offers.
2. **Pre-EIW Interviewing Restrictions**
 - a. Employer offices who are confirmed to participate in EIW may not request transcripts, grades, or interview NYU Law students for 2L summer positions prior to EIW, unless one of the exceptions in section (c) below is met.
 - b. With respect to employer offices confirmed to participate in EIW, students may not apply for 2L summer positions, provide transcripts or grades, or

interview for 2L summer positions prior to EIW, unless one of below exceptions in section (c) is met.

- c. Exceptions to pre-EIW interviews and student sharing of law school grades or transcripts:
 - i. PEP
 - ii. Organized job fairs
 - iii. 2L diversity fellowship or scholarship application
 - iv. 2L student was employed by the employer prior to law school

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. If the offer is made after September 13, it remains open for at least 14 calendar days.

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, 2025 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.