



NYU School of Law Timing Guidelines and Policies for Employers

as of 2.6.2023

A. Provisions Regarding NYU Law 2Ls for 2L Summer Associate Positions

1. The following guidelines apply to law firm offices with ten or more 2L summer associates:

Offer Type	Offer Deadline
Summer Offer to 2L NOT previously employed by the firm made (1) through NYU Law's 2023 Employer Interview Week program ("EIW," July 26-28) or (2) on July 26 (the first day of EIW) or later	Remains open for at least 21 calendar days following: a) date of the offer letter or b) the last day of EIW, whichever comes later. Students should reaffirm interest in such offers at the 14th day following receipt of offer, provided the student has not accepted/declined the offer before that time.
Summer Offer made to 2L employed by the firm as a 1L summer associate	Remains open for at least 14 calendar days from the last day of EIW (August 11, 2023).
Summer Offer made to 2L prior to EIW, including, but not limited to, through NYU Law's optional Pre-Season Employment Program ("PEP")	Remains open for at least 14 calendar days from the last day of EIW (August 11, 2023).

2. The following guidelines apply to law firm offices with fewer than ten 2L summer associates:

Offer Type	Offer Deadline
Summer Offer to 2L NOT previously employed by the firm made (1) through EIW or (2) on July 26 (the first day of EIW) or later	Remains open for at least 14 calendar days following: a) date of the offer letter or b) the last day of EIW, whichever comes later.
Summer Offer made to 2L employed by the firm as a 1L summer associate	Remains open for at least 14 calendar days from the last day of EIW (August 11, 2023).
Summer Offer made to 2L prior to EIW, including, but not limited to, through PEP	Remains open for at least 14 calendar days from the last day of EIW (August 11, 2023).

3. Additional Policies Regarding NYU Law 2Ls (applicable to all law firm employers):

- a. Prior to EIW, a law firm employer may only request transcripts, inquire about law school grades, or conduct a screening or callback interview through PEP, or if a 2L participated in an organized job fair with that law firm, applied for a 2L diversity fellowship or scholarship sponsored by that law firm, or was employed by the law firm prior to law school.
- b. 2Ls should not hold open more than three offers of employment in any one state at one time.

4. 2023 PEP Policies, Considerations, and Calendar
 - a. In order to participate in PEP, employers must be registered to participate in EIW.
 - b. Prior to EIW, with respect to confirmed EIW employers, NYU Law 2Ls are limited to applying to/interviewing with a maximum of five (5) PEP firms for 2024 2L summer associate positions.
 - c. Students who are not selected to interview with firms through PEP may bid on these firms for EIW.
 - d. PEP firms should contact PEP applicants for the purposes of extending an interview invitation, offer, etc. It is not necessary for PEP firms to communicate with PEP applicants who will not be invited to meet with the firm prior to EIW.
 - e. PEP firms 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 prior to June 30, 2023.
 - f. Students are not bound to accept a PEP offer; this is not an “Early Decision”-type program.

PEP 2023: IMPORTANT DATES and DEADLINES	
Employer Registration Deadline	Wednesday, March 1
Student Application Period	Monday, June 5 – Monday, June 12
Employers Receive PEP Applicant Packets	Wednesday, June 14
Employer Review/Interview Decision/ Student Notification Period	Wednesday, June 14 – Friday, June 30. Employers may contact PEP applicants and schedule interviews during this time.
Deadline for Employers to Notify Students of their Intent to Interview Them in Advance of EIW	Friday, June 30 at 11:59 p.m.
Last Day to Extend an Offer through PEP	Wednesday, July 12. Offers for 2024 2L summer associate positions extended through July 12 must remain open until Friday, August 11, two weeks after the last day of EIW.
EIW	Wednesday-Friday, July 26-28
Deadline for Students to Accept Offers Extended Through July 12	Friday, August 11

B. Provisions Regarding NYU Law 3Ls for Entry-Level Associate Positions

Offer Type	Offer Deadline
Full-Time Offer made to 3L 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 15, it remains open for at least 14 calendar days.
Full-Time Offer made to 3L NOT previously employed by the firm	Remains open for at least 14 calendar days following date of the offer letter.

C. Provisions Regarding NYU 2L, 3L Private & Public Interest Search (applicable to all law firm employers)

Employers are encouraged to grant an extension until April 1 for 2L and 3L students who are actively pursuing positions with public interest or government organizations. In such circumstances, 2L and 3L students may hold open only one offer and affirm in writing that the employer's offer is the only private sector offer that the student is holding.

D. Provisions Regarding NYU 1Ls

Employers and first-year law students should not initiate contact with one another and employers should not initiate formal one-on-one recruiting contact with students, including applications, interviews, or offers to first year students, before November 15.

Offer Type	Offer Deadline
Summer Offer made to 1L	Remains open for at least 14 calendar days after the date of the offer letter.

E. Provisions Regarding NYU Law LLM Students

Offer Type	Offer Deadline
Full-Time Offer made to LLM student not previously employed by the firm	Remains open for at least 14 calendar days after the date of the offer letter.