

## NALP OCI RECRUITING GUIDELINES\* (Fall 2018)

RULE	ADDITIONAL GUIDANCE
<p><b>Offer Acceptance Period:</b> Have <b>28 days</b> or until 12/30 (whichever is first) to respond to <i>written</i> offers. Offers made after 12/15 remain open at least 2 weeks.</p> <p><i>[Firms with &lt;40 attorneys have different rules. See Section 5(C)(5).]</i></p> <p><i>[Different rules apply for candidates previously employed by firm. See Sections 5 (B)(3) and 5(C)(3)]</i></p>	<p><b>Calculating 28 days:</b> “Day 1” is counted as the day after date on offer letter. Respond by COB on Day 28. If Day 28 falls on weekend/holiday, Day 28 is the next business day.</p> <p><b>Verbal Offers:</b> All offers should be confirmed in writing, with all terms clearly expressed.</p> <p><b>Early Offers:</b> Pre-OCI offers shouldn’t expire until at least 28 days after first day of OCI. (First day of OCI is 7/30, so 08/27)</p> <p><b>No “Exploding” Offers:</b> Offers can’t be open only until a target number of acceptances reached; must allow prescribed period to accept. (No undue pressure/inducements to accept early allowed.)</p>
<p><b>Reaffirmation:</b> Firms <i>may</i> use 14 day reaffirmation provision, but not required. Firms can retract offers not reaffirmed.</p>	<p><b>How to Reaffirm:</b> If used, reaffirmation provision must be clearly stated in offer letter (including mechanics of reaffirming) and students should follow those instructions.</p>
<p><b>Callbacks:</b> General standards of professionalism apply: act in good faith, be timely, communicate with employer, and keep expenses reasonable.</p>	<ul style="list-style-type: none"> <li>• Respond to callback interview invitation “promptly” and interview only if a “genuine interest.”</li> <li>• Handle changes or cancellations in a “timely” manner.</li> <li>• Expenses should be “reasonable;” coordinate reimbursements with employer(s)</li> </ul>
<p><b>5 Offer Limit:</b> Students can only hold open 5 offers at a time.</p>	<p><b>Over 5 Offers:</b> For each offer in excess of 5, candidate must release an offer within a week of receipt of excess offer(s).</p> <p><b>Multiple Markets:</b> Can temporarily exceed 5 offers, but not hold more than a “reasonable number” of offers in any one market. (“Reasonable number” not defined; consult Career Center.)</p>
<p><b>Extensions of Offer Deadlines:</b> Students can ask for extension beyond 28 days to respond to an offer.</p>	<p><b>General:</b> Candidates may request extensions. Employers don’t ever <i>have</i> to agree, but should “consider seriously” such requests and be “reasonable.” Candidates should also be “reasonable.”</p> <p><b>Public Sector:</b> Candidates may request an extension until <b>April 1</b> if actively pursuing public sector position. Can only hold one offer open. Employers “encouraged to grant such requests.”</p> <p><b>Family/SO:</b> Ok to request extension while awaiting decision of spouse, family member, or SO who is considering options in multiple cities. Candidates should narrow choices to one per city, be candid with employers, and make individual arrangements.</p>
<p><b>Responding to Offers:</b> Either accept or release offer, or negotiate extension, by applicable deadline.</p>	<p><b>Professionalism:</b> Candidates should affirmatively contact employers to release offers. Should act in good faith promptly to decline offers not being seriously considered.</p>

\* These Guidelines apply to both summer and full-time employment offers.