

RECRUITING POLICIES

Cleveland-Marshall College of Law, Cleveland State University

Office of Career Strategy & Employment | career@law.csuohio.edu | 216-687-6871

PREAMBLE

Cleveland-Marshall College of Law and its Office of Career Strategy & Employment strive to make the recruitment process as simple as possible for all involved. We know that the competition for top legal talent is high, and we strive to help our employers and students connect with each other in the ways that best suit each other's needs. These Recruiting Policies are intended to address the most common questions and the basic expectations of professionalism and communication for both our employers and our candidates. Candidates are reminded also to familiarize themselves with the applicable policies issued by individual employers. We welcome questions and feedback and look forward to being of service to you.

Cleveland-Marshall College of Law is committed to providing equal opportunity to all of our students and graduates who utilize our career services. The College of Law is also committed to ensure that all recruiting activities involving our students and graduates are conducted ethically and fairly, in accordance with the [NALP Principles for a Fair and Ethical Recruitment Process](#). We expect that all employers and candidates will conduct themselves professionally, ethically, and fairly in all recruiting activities.

FOR EMPLOYERS

Job Postings

Organizations may advertise employment opportunities on our jobs board year-round and at no cost. We prefer that employers submit their available opportunities either directly through our [CareerConnect system](#) or by completing our online [job posting form](#). Please feel free to contact us at 216-687-6871 or career@law.csuohio.edu with any questions about how best to promote your opportunity and reach our students.

The Office of Career Strategy & Employment will post each job opportunity for 30 days unless a different deadline date is provided in the posting request.

On-Campus Interviewing

To accommodate the varied recruiting needs of our employers, the Office of Career Strategy & Employment offers three formal on-campus interview programs each year. The Fall Recruitment

Program and Spring Recruitment Program are held here at the College of Law. The New Graduate Recruitment Program is held in partnership with other area law schools at a central location in downtown Cleveland.

All of our recruitment programs are 100% employer pre-select, and offer resume collect services as well as on-campus interviews. All of our recruitment programs are offered at no cost to employers. We will coordinate the scheduling of all interviews, as well as provide parking for interviewers and lunches for employers holding all-day interview schedules.

Registration for the Fall Recruitment Program opens in March of each year. Registration for the Spring Recruitment Program opens in December of each year. Employers may register via [CareerConnect](#) or by completing the [online registration form](#). Please contact us at 216-687-6871 or career@law.csuohio.edu with any questions about our on-campus interviewing programs.

Registration for the New Graduate Recruitment Program opens in August of each year. Please contact the Office of Career Strategy & Employment for registration information.

While we encourage employers to interview on campus as part of one of our formal programs, we also will coordinate on-campus interviews upon request at other times in the year. Please contact our office if you would like to interview on campus outside of the time frame of one of our formal interview programs.

The Office of Career Strategy & Employment works diligently with our candidates on the importance of professional communication throughout the recruitment process. We encourage our employers to partner with us in these efforts by modeling professional communication habits. Specifically, we strongly encourage all our employers to communicate to our candidates, within a reasonable time after the on-campus interview, the student's status as a candidate, including whether the student is no longer being considered.

Offer Timelines

The Office of Career Strategy & Employment recognizes the need to balance the business needs of our employers with the educational and professional development needs of our students. We also want to ensure that employment relationships that develop from our programs and services result in good matches and productive professional relationships. Affording students a reasonable period of time for reviewing, considering, and responding to offers is an important part of promoting successful recruiting.

Unless a shorter timeframe is communicated clearly to students early in the recruitment process, the Office of Career Strategy & Employment expects employers to afford students at least two weeks to consider and respond to an offer of employment. This timeline expectation applies regardless of whether the student has been previously employed by the employer.

Compensation Policy

We expect all employers to abide by applicable local, state, and federal laws and regulations regarding employment and wages. It is expected that private for-profit organizations will offer student employees a fair and reasonable hourly or weekly wage. For-profit employers wishing to advertise unpaid positions must familiarize themselves with U.S. Department of Labor Fact Sheet #71 (see <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>) addressing student internship programs and ensure that any postings submitted comply with the Fair Labor Standards Act.

Our academic policies do not permit our students to earn academic credit for work performed at private law firms. Under our experiential learning program, externships for academic credit are only approved for placements in non-profits, corporate counsel offices, or government organizations. To discuss becoming a pre-approved externship site, please contact the Office of Career Strategy & Employment at 216-687-6871 or career@law.csuohio.edu.

Government organizations and non-profits may also hire Cleveland-Marshall students for summer employment under the Federal Work Study program. To learn more about participating in this program, please contact the Director of the Office of Career Strategy & Employment at 216-687-2540 or career@law.csuohio.edu.

Reserved Rights

The Office of Career Strategy & Employment at Cleveland-Marshall College of Law reserves the right and discretion to screen and refuse to post positions. Job postings encouraging or seeming to expect the unauthorized practice of law will not be accepted. If a student is hired to perform legal work, it is expected that the student will be supervised by an attorney licensed in the relevant jurisdiction.

The Office of Career Strategy & Employment also reserves the right to refuse or to remove postings from employers who have been the subject of serious or repeated complaints from students or alumni regarding unfair, unethical, or illegal practices. Examples include, but are not limited to, abusive behavior or behaviors violating the CSU Non-Discrimination Policy, failure to pay, or supervising attorney discipline.

FOR CANDIDATES

General Provisions

All students and alumni utilizing Office of Career Strategy & Employment (OCSE) services and programs are expected to comply with OCSE policies and procedures. In addition to the policies provided in this document, additional policies may apply to specific programs. Failure to comply with OCSE policies and procedures may result in sanctions determined by the Director of the OCSE in consultation with the Associate Dean for Administration.

Student Engagement with the Office of Career Strategy & Employment

The Office of Career Strategy & Employment strives to partner individually with each student to provide tailored advice and assistance for your career and professional development. You are unique and so are your goals! This partnership is most successful when there is clear and regular communication between you and the OCSE. To help develop strong and productive partnerships with our students, the OCSE wants all students to be familiar with the following expectations.

We expect all students to engage consistently with the OCSE, to read and respond to OCSE outreach and emails, and to avail themselves of the resources and programs provided by the OCSE. We cannot assist you if we do not know who you are and what are your goals and aspirations. We encourage at least monthly communication with our office – be it in person, by phone, or via email – and at least one scheduled appointment per semester.

We expect all students to treat all OCSE staff; other students; and the recruiters, attorneys, and other professionals participating in OCSE programs with the highest levels of professional courtesy and respect.

We expect students always to represent themselves and their qualifications with complete accuracy. We also expect students to report their employment to the OCSE. More information about these expectations is provided below.

The Office of Career Strategy & Employment is open year-round and students may engage with our office regarding their job search, career strategy, academic advising, or other professional matters at any point in their law school careers.

A Note to 1L Students: The transition to law school is often challenging and is a very important time for laying a solid academic and professional foundation to your legal career. The vast majority of traditional legal employers do not begin considering 1L students for employment until the conclusion of the first semester of law school. Therefore, first-year students should not feel undue pressure to begin an active job search any earlier than the mid-point of the fall semester. Notable exceptions are students pursuing opportunities in the federal government or with some large non-profit organizations.

Expectations Regarding Professionalism & Accurate Representation

The Office of Career Strategy & Employment expects all parties to conduct themselves with the highest degree of professionalism throughout the job search process. The OCSE is always available to assist students in navigating the application, interview, and professional networking processes – please never hesitate to ask us any questions.

The OCSE expects all students to represent their qualifications accurately throughout the job search process, in both written application materials (e.g., resumes, transcripts, email communications) and in meetings and interviews. Under no circumstances should any information, professional or academic, be falsified or misrepresented in any way.

Students are reminded that C|M|LAW Academic Regulation 1 requires students to attend classes with substantial regularity. Students should make every possible effort to schedule interviews so as not to conflict with scheduled classes. When it is unavoidable for a student to miss a scheduled class due to an interview, the student must notify the professor as soon as possible and shall be expected to make up all coursework and be prepared fully for the next class meeting.

Students are expected to honor all commitments they make. Students must attend all scheduled meetings and interviews. Students should only interview with employers in whom they have a general interest. An offer of employment, once accepted, should be honored. After accepting an offer of employment, a student should withdraw from consideration for all other active employment applications for the same term of employment. Please contact the OCSE with any questions about any of these expectations.

Holding Multiple Offers of Employment

During high-volume recruiting seasons, some students may find themselves in the position of receiving offers of employment from multiple employers. In fairness to both the employers involved and to other students who are candidates for those positions, students should not hold more than three offers of

employment open at any given time. Students considering multiple offers are encouraged to engage with the OCSE to assist in determining which offer to accept.

Expectations of Employers Regarding Offers

Students must recognize that the employment marketplace is a competitive one and that hiring is a business decision for every employer. Given the competitive landscape, employers will take different approaches to the hiring process in order to attract the talent they seek.

The Office of Career Strategy & Employment encourages students to review the section of these Policies that apply to employers and familiarize themselves with the expectations that Cleveland-Marshall College of Law has for employers who recruit our students. The OCSE encourages all employers to communicate openly with candidates and to provide a reasonable period of time, preferably at least two weeks, to consider and respond to an offer of employment.

The OCSE encourages all students to be in consistent contact with our office while engaged in an active job search so that we may assist with navigating the various timelines and communication needs that students will encounter.

Reporting Employment

Students are expected to notify the OCSE when they accept an offer of employment, regardless of whether the employment is during the school year, summer, or for post-graduate employment. Upon request of the OCSE, students are also expected to provide additional information needed for the College of Law to comply with institutional reporting requirements.

The C|M|LAW community loves to celebrate our student successes! Help us to do this by posting your employer name on the Career Wall, hosted outside the OCSE offices. The OCSE also encourages you to submit employer evaluations through CareerConnect.

Job Listing Policy

Cleveland-Marshall College of Law, Cleveland State University posts employment opportunities received from a variety of sources. Postings are based on the information provided by the employer or person offering the opportunity. Cleveland-Marshall College of Law, Cleveland State University does not endorse or recommend employers, and a posting does not constitute an endorsement or recommendation. The College and University make no representation or guarantees about positions listed in our CareerConnect system or the accuracy of the information provided by the employer. The College and University are not responsible for safety, wages, working conditions, or any other aspect of off-campus employment without limitation. It is the responsibility of each individual job seeker to research the integrity of the organization(s) to which he/she is applying and verify the specific information pertaining to the job posting. Job seekers should exercise due diligence and use common sense and caution when applying for or accepting any position.

Remember that employers often conduct interviews and extend offers on a rolling basis. Please submit your application materials in a timely manner for the best consideration. Be sure your documents adhere to the Resume, Cover Letter and Writing Sample Checklists before uploading to CareerConnect for review.

Unauthorized Practice of Law

State laws prohibit the unauthorized practice of law, which is generally described as the practice of law without a proper license. Accusations of unauthorized practice of law can lead to criminal and/or civil prosecution and may jeopardize your qualification to take the bar examination in Ohio or another jurisdiction. Please direct any questions about this to the Office of Career Strategy & Employment. Ohio's unauthorized practice of law statute may be found in Rule VII, Section 2 of the Supreme Court Rules for the Government of the Bar of Ohio. These are available online at <http://www.supremecourt.ohio.gov/LegalResources/Rules/govbar/govbar.pdf>.

FOR EMPLOYERS & CANDIDATES

Non-Discrimination Policy

It is the policy of Cleveland State University to provide equal opportunity to all qualified applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity and/or expression, national origin, age, protected veteran or disabled status, or genetic information. CSU's Equal Opportunity and Non-Discrimination Policy is available online at <https://www.csuohio.edu/sites/default/files/3344-2-02%20COR.pdf>.

The Office of Career Strategy & Employment at Cleveland-Marshall College of Law firmly expects that employers using its services and facilities will observe these principles of equal opportunity.

Questions about the policy may be directed to the Director of the Office of Career Strategy & Employment at (216) 687-2540. Any law student who feels he or she has been subject to discrimination prohibited by the above policy should contact the Director of the Office of Career Strategy & Employment at (216) 687-2540.

A Note on Sexual Misconduct

Cleveland-Marshall College of Law is committed to fostering a safe, productive environment in which to learn and grow professionally. Title IX and our school policy prohibits discrimination on the basis of sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our school, including in the recruiting context and regardless of whether the recruiting is taking place on campus or at a location off campus.

Our school encourages anyone experiencing sexual misconduct to talk to someone about what happened, so they can get the support they need and our school can respond appropriately.

If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator at OIE@csuohio.edu or 216-687-2223.

All employees at Cleveland-Marshall College of Law are legally obligated to report known or suspected incidents of sexual misconduct and thus cannot guarantee confidentiality. Cleveland State University is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.