

CHICAGO-KENT COLLEGE OF LAW
FALL 2009 ON-CAMPUS INTERVIEW (OCI) PROGRAM

ETHICAL PRACTICES AGREEMENT

LAST NAME: _____ FIRST NAME: _____ M.I.: _____
KENTLAW E-MAIL ADDRESS: _____
Other Email Address: _____
Student ID#: _____
Sex: M F (please circle)
Graduation Date: Month: _____ (Dec. or May) Year: _____ DIVISION: Day Eve (circle)

As future members of a profession that is governed by a code of legal ethics and professional responsibility, law students are obligated to be individually responsible for a level of conduct equal to the high standards of the legal profession. During the hiring process for this profession, students are expected to conduct themselves professionally and to adhere to ethical recruiting practices. Students whom do not may incur future consequences in their professional careers. Infractions of these standards reflect badly on the individual and the law school and may harm the future opportunities of other law students.

As a candidate for employment, participating in Chicago-Kent's Fall OCI Program, I agree:

- to abide by all of the Fall OCI Program rules and that my failure to attend assigned interviews will lead to my suspension from the Fall OCI Program;
- to provide responses to employers (by phone or in writing) regarding invitations for in-office or callback interviews as soon as possible or **within 48 hours** of receiving invitations;
- to check off all Class Schedules/Conflicts in Symplicity, including all classes for which I am registered in the Fall 2009 semester, Mondays-Fridays, from 9 a.m. to 6 p.m. I understand that my failure to include every class may lead to my exclusion from the OCI program.
- **that all information stated on my resume is true and accurate.** My grade point average and class rank are accurate and in accordance with Chicago-Kent College of Law records **through the Spring 2009 semester**. I have not modified my GPA or class rank by recalculating to include summer 2009 grades. I understand that my failure to include only true and accurate information on my resume may lead to my exclusion from the OCI program. (For rules on reporting GPA, class rank and honors on the resume, see <http://www.kentlaw.edu/depts/cso/students/foci/FOCIregistration.html#Grades>.)
- to abide by the National Association for Legal Career Professionals (NALP) Principles and Standards for Law Placement and Recruitment Activities; including **Part V: General Standards for the Timing of Offers and Decisions**.
- to accept no more than one (1) offer of employment;
- to consider the acceptance of an offer of employment as a binding obligation and to withdraw immediately from consideration with all other employers;
- to inform the Career Services Office of all second interviews, offers and acceptances that result from the Fall OCI Program as well as the final status of my participation in the Fall OCI Program, whether or not it results in summer or permanent employment.

SIGNATURE: _____ DATE: _____

RESUME RELEASE FORM

I hereby give the Chicago-Kent Career Services Office permission to release my resume to participating employers in which I have indicated an interest either through bidding for an interview with them or by submitting a resume with the firm name on the back of resume.

SIGNATURE: _____ DATE: _____

Frequently, employers will contact the Career Services Office and ask us to send them resumes of students who have the credentials they are seeking. In order to release your resume, our office must have a resume release form from you. I hereby give the Chicago-Kent Career Services Office permission to release my resume to any prospective employer in accordance with the job interests specified on my student registration form.

SIGNATURE: _____ DATE: _____

PART V: GENERAL STANDARDS FOR THE TIMING OF OFFERS AND DECISIONS

To promote fair and ethical practices for the interviewing and decision-making process, NALP offers the following standards for the timing of offers and decisions:

A. General Provisions

1. All offers to law student candidates (“candidates”) should remain open for at least two weeks after the date of the offer letter unless the offers are made pursuant to Paragraphs B and C below, in which case the later response date should apply.
2. Candidates are expected to accept or release offers or request an extension by the applicable deadline. Offers that are not accepted by the offer deadline expire.
3. A student should not hold open more than five offers of employment at any one time. For each offer received that places a student over the offer limit, the student should, within one week of receipt of the excess offer, release an offer.
4. Employers offering part-time or temporary positions for the school term are exempted from the requirements of Paragraphs B and C below.
5. Practices inconsistent with these guidelines should be reported to the student’s career services office.

B. Full-Time Employment Provisions (for offers of employment to 3Ls for full-time positions)

1. Employers offering full-time positions to commence following graduation to candidates not previously employed by them should leave those offers open for at least 45 days following the date of the offer letter or until December 30, whichever comes first. Offers made after December 15 for full-time positions to commence following graduation should remain open for at least two weeks after the date of the offer letter.
2. Students may request that an employer extend the deadline to accept the employer’s offer until as late as April 1 if the student is actively pursuing positions with public interest or government organizations. Students may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.
3. Employers offering full-time positions to commence following graduation to candidates previously employed by them should leave those offers open until at least November 15 of the candidate’s final year of law school.
4. Employers offering candidates full-time positions to commence following graduation and having a total of 40 attorneys or fewer in all offices are exempted from the provisions of this section. Offers made on or before December 15 should remain open for a minimum of three weeks. Offers made after December 15 should remain open for at least two weeks.

C. Summer Employment Provisions for 2Ls and 3Ls (for offers of summer employment)

1. Employers offering positions for the following summer to candidates not previously employed by them should leave those offers open for at least 45 days following the date of the offer letter or until December 30, whichever comes first. Offers made after December 15 for the following summer should remain open for at least two weeks after the date of the offer letter.
2. Students may request that an employer extend the deadline to accept the employer’s offer until as late as April 1 if the student is actively pursuing positions with public interest or government organizations. Students may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.
3. Employers offering positions for the following summer to candidates previously employed by them should leave those offers open until at least November 15.
4. Employers offering candidates positions for the following summer and having a total of 40 attorneys or fewer in all offices are exempted from the provisions of this section. Offers made on or before December 15 should remain open for a minimum of three weeks. Offers made after December 15 should remain open for at least two weeks.