Private Sector Employer Guidelines in Recruiting
Second and Third Year Law Students

All employers wishing to interview Vanderbilt Law School students must adhere to our hiring policy: “The established policy of the Vanderbilt Law School is to promote employment of its students and graduates with no discrimination based on race, color, sex, religion, national origin, age, military service, sexual orientation, gender identity, or disability.”

To promote a fair and ethical recruitment of its students, Vanderbilt Law School has adopted the following standards for the timing of employment offers and decisions:

**Summer Employment**

Applicable to private sector employers:

- An offer of employment for the following summer made after the first day of Vanderbilt’s On-Campus Interview (“OCI”) program, July 30, 2019, but prior to December 15, should remain open for 21 calendar days from the date of the offer letter or until December 30, whichever comes first. Employers may request, in the offer letter, that students reaffirm their interest within 14 calendar days from the date of said letter. Employers may retract offers that are not reaffirmed.

- An offer of employment for the following summer made prior to the first day of Vanderbilt’s On-Campus Interview (“OCI”) program should remain open for 21 calendar days from the first day of OCI. Employers may request, in the offer letter, that students reaffirm their interest within 14 calendar days from the date of said letter. Employers may retract offers that are not reaffirmed.

- An offer of employment for the following summer made after December 15 should remain open for at least 14 calendar days from the date of the offer letter.

**Full-time Employment**

Applicable to private sector employers:

- Offers of full-time, post-graduation employment, regardless of whether students have worked previously for the employer or not, should remain open for 21 calendar days from the first day of OCI. Employers may request, in the offer letter, that students reaffirm their interest within 14 calendar days from the date of said letter. Employers may retract offers that are not reaffirmed.

Vanderbilt Law School encourages all employers to follow our guidelines, but acknowledges each employer’s right to shorten or extend the period of time students are allowed to accept or decline an offer, as long as the policy is communicated to the students in writing.