



**THE CATHOLIC UNIVERSITY OF AMERICA**  
**Columbus School of Law**  
*Office of Career and Professional Development*  
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## **2021 - 2022 Recruiting Policies**

The Catholic University of American, Columbus School of Law (“CUA Law”) and the law school’s Office of Career and Professional Development (OCPD) values its relationships with employers. As we work through the challenges of holding a recruiting cycle during a pandemic, OCPD encourages an open exchanged of information.

The following is intended to clarify CUA Law’s recruitment policies. If you have questions about these or any other matters, please contact Tonya Gaskins, the Assistant Dean for the Office of Career and Professional Development at [jobs@law.edu](mailto:jobs@law.edu).

### **Nondiscrimination Policy**

The Catholic University of America is committed to equal opportunity for all its students and alumni. The law school requires all participating employers to comply with this policy; with applicable federal, state, and local laws and regulations, and with relevant standards of the American Bar Association, as well as the Association of American Law Schools. CUA Law also follows the principles presented in the [NALP Principles for a Fair and Ethical Recruitment Process](#) and the [NALP Principles for Employers](#).

### **Posting Opportunities**

Organizations may post opportunities at no cost. CUA Law asks that employers submit available opportunities by submitting through the law school’s employer portal in [Symlicity](#), completing the law school’s opportunity [posting form](#), or emailing the posting to [jobs@law.edu](mailto:jobs@law.edu). Please be sure to specify the posting start and end dates. For questions regarding postings in Symlicity, please email [jobs@law.edu](mailto:jobs@law.edu).

### **Summer Associate Recruiting Programs**

The law school will offer three formal recruiting programs for the 2021-2022 academic year: Fall OCI, Spring OCI, and the Public Service Recruitment Fair (PSRF). Fall OCI will be hosted virtually by the law school this year. Spring OCI is scheduled to also be hosted virtually by the law school in 2022. PSRF is an event held in partnership with other area law schools. At this point, it is still to be determined whether PSRF will be held virtually during the Spring 2022 semester.

Employers may participate in Fall OCI and Spring OCI in various ways at no cost to the employer.

OCPD works with recruiters and students to schedule interviews and manage program logistics, unless an employer requests to manage the logistics.

Interviews for Fall OCI begin on August 2, 2021. Employers may not prescreen students, nor may they request transcripts or other information from students prior to the on-campus interview. CUA Law asks that employers

register for OCI either through the law school's employer portal in [Symlicity](#) or by completing the law school's [registration form](#). For questions regarding the On-Campus Interview program, please email [jobs@law.edu](mailto:jobs@law.edu).

### **Timing of Offers**

Any offer received by a CUA law student should remain open for 21 days unless a shorter period was expressly communicated to the student at the time of the offer. Early offers should remain open for 21 days from the first day of Spring On-Campus Interviews. Students are only permitted to keep open 3 offers. If a student receives a 4th offer, they must release one of the offers within 3 business days. OCPD requires students to keep employers informed regarding the students' consideration of offers. OCPD encourages employers to grant reasonable requests for extensions. OCPD's goal is to promote appropriate matches between employers and students that result in productive professional relationships.

### **Compensation, Volunteer Requirements, and Academic Credit**

OCPD expects all employers to abide by industry standards as well as local, state, and federal laws and regulations regarding employment and wages. For-profit employers who hire for volunteer positions must familiarize themselves with the [U.S. Department of Labor's Fact Sheet #71](#).

The Law School's policies do not permit students to earn academic credit for paid work. For [FAQs](#) and information on the [Extern Supervisor Agreement](#), as well as other resources for employers, please [click here](#). For employers who have questions regarding participating in the externship program, please email [jobs@law.edu](mailto:jobs@law.edu).

### **Rights to Post**

OCPD reserves the right to refuse to post positions. Job postings requesting performance in violation of the Rules of Professional Conduct will not be posted. OCPD will also decline to post positions for employers who have been the subject of serious or repeat complaints from students and/or alumni, or both, regarding unfair, unethical, or illegal practices.