



COLLEGE of LAW

MICHIGAN STATE UNIVERSITY

GUIDELINES FOR EMPLOYERS REGARDING RECRUITING

Welcome Employers! The Michigan State University College of Law (“MSU College of Law”) Career Services Office looks forward to working with you and meeting your recruiting needs. If there is anything we can do to enhance your recruiting experience at MSU College of Law, please reach out to us.

We are pleased you are interested in hiring our students. MSU College of Law is committed to the highest standards in legal education and offers employers outstanding law students and graduates for summer and permanent employment. We have a highly competitive student body, distinguished faculty members, and premier academic and clinical programs. Additionally, we are committed to fostering a diverse and culturally competent student body. We strongly believe you will find the high-caliber candidates you seek to meet your recruiting needs. Our guidelines are below:

- 1. Agreement.** To maintain integrity and ensure the standards of Michigan State University College of Law, all employers shall adhere, at a minimum, to the standards as outlined below when engaged in recruitment activities with MSU College of Law. This Agreement will be reviewed for approval by the Assistant Dean for Career Services.
- 2. Notice of Non-Discrimination, Anti-Harassment and Non-Retaliation.** Michigan State University is committed to an inclusive atmosphere where students, faculty, staff, and guests may participate in university life without concerns of discrimination. Diversity is one of MSU’s principal strengths, and the university takes its responsibility under federal civil rights laws to prohibit discrimination very seriously. For information about applicable laws and university policy, please see the Michigan State University Notice of Non-Discrimination, Anti-Harassment and Non-Retaliation. <https://civilrights.msu.edu/policies/Notice-of-Non-Discrimination-Anti-Harassment-and-Non-Retaliation.html>
- 3. The Anti-Discrimination Policy (ADP).** Michigan State University is committed to fostering an environment free of discrimination and harassment. The University prohibits discrimination and harassment as a foundational expectation of behavior to facilitate safe and equitable participation in University programs and activities. The University and members of the University Community are prohibited from discriminating against or harassing any person on the basis of age, color, gender (including gender identity and gender expression), genetic

information, disability status, ethnicity, height, marital status, national origin, political persuasion, race, religion, sex (including pregnancy, sexual orientation), military or veteran status, or weight, or any other status protected by applicable federal or state law in any of its programs or activities. The University also prohibits retaliation against those who oppose or report discrimination or harassment, or who participate in the University's investigation and handling of such reports. The University complies with federal and state laws that prohibit discrimination and harassment, as described in this Policy.

4. **Relationship Violence and Sexual Misconduct and Title IX Policy.** MSU has established the Relationship Violence and Sexual Misconduct and Title IX Policy in keeping with the university's commitment to fostering a safe and inclusive campus community. The policy, administered by MSU's Office for Civil Rights (OCR), prohibits sexual harassment, including gender-based harassment, sexual assault/misconduct, relationship violence and stalking. For complete information, including definitions contained in the policy, read the Relationship Violence and Sexual Misconduct and Title IX Policy. civilrights.msu.edu/policies/relationship-violence-and-sexual-misconduct-and-title-ix-policy.html
5. **NALP Principles for Fair and Ethical Recruitment.** Successful recruitment of law students requires good judgment and good faith from law schools, job candidates, and employers. These Principles provide guidance for each group to consider. All participants are urged to act reasonably and in good faith. The following general principles for employers and law schools encourage each party to consider its own best interests while also ensuring that all involved in recruiting are treated fairly and that complete and transparent information about the process is available to all parties. nalp.org/fair_ethical_recruitment
6. **Internship Programs Under The Fair Labor Standards Act.** Employers will abide by the guidelines under the FLSA and other applicable state law with respect to internship programs, which will determine whether students are eligible for compensation. dol.gov/agencies/wbd/fact-sheets
7. **Communication.** Employers are encouraged to maintain productive working relationships with MSU College of Law by communicating about all on- and off- campus recruiting activities before they take place. MSU College of Law will strive to communicate with employers concerning logistics of on- and off-campus recruitment activities.
8. **Recruitment Timeline.** Employers will endeavor to schedule recruitment activities to minimize interference with students' academic work and exam periods. Particular sensitivity will be exercised involving first-year students.
9. **Recruitment Efforts.** Employers should share full and accurate information about their organization and the positions for which recruitment is being conducted by providing

information about their organization to help candidates make informed decisions, including the following:

- a. Establishing reasonable response deadlines and giving candidates a reasonable period of time to consider offers of employment when each offer is made;
- b. Providing consideration for reasonable requests for extensions;
- c. Abiding by the established response deadlines for candidate responses;
- d. Avoiding conduct that subjects candidates to undue pressure to accept or decline offers of employment; and
- e. Refraining from any activity that may adversely affect the ability of candidates to make independent and considered decisions.

10. Recruiters. Employers are responsible for the conduct of their recruiters and for any representation made by those individuals by:

- a. Designating recruiters who are knowledgeable about their organization;
- b. Ensuring that recruiters have training to avoid bias, discrimination, and harassment in the recruiting process;
- c. Striving to provide interviewing and recruitment environments that minimize the risk of discrimination and harassment, including sexual harassment; and
- d. Instructing recruiters not to make any unauthorized commitments; and safeguarding all candidates' personal privacy.

11. Misconduct. Employers will promptly report any misrepresentation or misconduct in recruitment activities to the Assistant Dean of Career Services. Employers will not expect or request preferential services from law schools and will avoid soliciting information received by law schools in confidence from candidates or other employers.

11. Commitments. Employers should honor all of their commitments, including:

- a. Making good faith offers for employment in writing, with all terms clearly expressed;
- b. Providing an updated offer, in writing, should modification occur; and,
- c. Notifying the candidate and relevant career services office promptly if it becomes necessary to rescind or modify an offer of employment, and then working with the candidate to mitigate the impact of that modification or rescission.