

Employer Policies

The University of Connecticut School of Law (UCONN Law) values its relationships with employers and encourages transparent, good-faith communications between all parties at all stages of the hiring process. UCONN Law subscribes to the [NALP Principles for a Fair and Ethical Recruitment Process \(NALP Principles\)](#), and encourages students and employers with whom we work to be guided by these principles as well. The Recruitment Policies set forth below are intended to provide clarity on our expectations.

Employers may participate in UCONN Law Career Fairs, interviewing programs, and other events, and may post employment opportunities in compliance with these policies.

Employer and Organizational Participation Principles

1. All employer representatives of an organization shall conduct themselves in a professional manner at all times at Law School events. Employer representatives shall be knowledgeable of and guided by the National Association of Legal Professionals (NALP) principles when participating in UCONN Law-sanctioned events on and off-campus, and at employer-sponsored events on and off campus. Information regarding the NALP principles may be found at: https://www.nalp.org/fair_ethical_recruitment#employers
2. Employer representatives shall be professional in their demeanor with students and Law School representatives at all times. Inappropriate conduct may result in the revocation of an employer's access to participation in any on or off-campus Center for Career Development (CCD) events, programs, or job-posting services.
3. Opportunities must be open to all eligible students and/or graduates. Employers must comply with our non-discrimination policy, available at: <http://www.law.uconn.edu/student-life-resources/career-planning/employers> and provided at the bottom of this document. Additional information about the University's policies may be found at: <http://www.ode.uconn.edu/>.
4. Employers shall engage in reputable business practices. Should there be a question regarding an employer's business practices, the CCD will provide the Employer in question an opportunity to provide documentation of good standing. The CCD reserves the right to evaluate both the applicant and employer documentation and make a determination of future work relationships.
5. Any concerns an employer may have regarding the CCD's policies, programs or any UCONN Law student should be provided in writing to the CCD Director and the Executive Director of Student Affairs and Assistant Dean of Students.
6. The CCD reserves the right to sever relationships or limit access to programs, events, and job posting resources if:
 - An employer fails to adhere to CCD's policies and/or any of UConn's rules and regulations, or local, state, or federal laws.
 - A student complaint or concern is brought to our attention and validated.
 - An employer engages in misrepresentation by dishonest information or absence of information.

Employers Should:

- Schedule recruitment activities to minimize interference with student academic responsibilities and commitments.
- Provide accurate and timely information about their organization and the nature of the work that is to be done if hired.
- Provide clear information about any reimbursement policies and procedures pertinent to in-office interviews.
- Make offers of employment in writing, in addition to any other form of offer, with all terms clearly expressed.
- Provide reasonable deadlines (No less than 14 days) for candidates to respond to offers of employment.
- Provide consideration of reasonable requests for extensions to reply to an offer of employment.

Opportunity Guidelines

Employers must comply with the following guidelines when posting employment opportunities:

Student Opportunities

1. The opportunity must be law-related and use elements from the student's law school education. Work must be performed under the supervision of a licensed, practicing attorney.
2. The student will perform professional tasks and will be given opportunities to learn skills that are requisite in the legal profession. The opportunity shall not be more than 25% administrative and/or clerical in nature.
3. The assigned tasks and activities will be developmentally appropriate and meaningful for the professional development of a student considering that legal field or occupation.
4. The work environment will be conducive to learning; the attorney supervision will include mentoring and constructive feedback, allowing the student to develop as a new professional.
5. Opportunities must be open to all eligible students and employers must comply with our non-discrimination policy available at: <http://www.law.uconn.edu/student-life-resources/career-planning/employers> and provided below.
6. Students may receive monetary compensation or academic credit for work performed, but not both. Opportunities will be clearly designated as paid or unpaid in the CCD's online job-posting system.

Graduate Opportunities

1. The opportunity must be career related (JD required or preferred).
2. Opportunities must be open to all graduates and employers must comply with our non-discrimination policy, available at: <http://www.law.uconn.edu/student-life-resources/career-planning/employers>.

Restricted Job Postings Policy

The CCD does not allow blind postings or postings from third party agencies. The Center maintains a list of agency contact information for students and graduates. To be added to this list, please send contact information to law.careers@uconn.edu.

Non-Discrimination Policy

It is the policy of the University of Connecticut to prohibit discrimination in education, employment, and in the provision of services on the basis of legally protected class characteristics (unless there is a bona fide occupational qualification related to employment), or any other unlawful factor. UConn complies with all applicable federal and state laws regarding non-discrimination, equal opportunity and affirmative action, including the provision of reasonable accommodations for persons with disabilities. UConn does not discriminate on the basis of race, color, ethnicity, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disability, veteran status, prior conviction of a crime, workplace hazards to reproductive systems, gender identity or expression, or political beliefs in its programs and activities. In Connecticut, protected class characteristics include race, color, ethnicity, religion, age, workplace hazards to reproductive systems, sex (gender, sexual harassment), marital status, sexual orientation, genetic information, pregnancy, national origin, physical/mental/learning disability, and any other group protected by civil rights laws. The University's policy also prohibits discrimination in employment on the basis of a criminal record that is not related to the position being sought and supports all state and federal civil rights statutes whether or not specifically cited within this document.

Employers using the services of the UCONN Law's CCD agree to act in accordance with all applicable federal and state laws and regulations that prohibit employment discrimination as well as the above University of Connecticut policy. UCONN Law assumes that employers utilizing the services of the CCD acknowledge the principle of equal opportunity for all students and graduates and that employers' policies comply with the letter and the spirit of the law affording equal employment opportunity.

In addition to the above, all University of Connecticut policies apply, including the Policies for Eligibility and Participation in the Center for Career Development Programs and Events, full text available at: https://d3irk3g7luh32r.cloudfront.net/wp-content/uploads/sites/7/2016/11/EmployerPolicies_4.30.15.pdf.

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