Sincere Interest Requirement

1. By submitting application materials through Symplicity, or sending applications directly to employers, students are indicating their *sincere interest* in interviewing with, and considering in good faith an offer of employment from, these employers.

Professional Conduct

2. Students are expected to conduct themselves in a professional manner in all dealings with employers, alumni and W&L faculty and staff. Such behavior includes responding promptly to email, phone calls and letters. In particular, students should contact, within 24 hours, employers who have asked for additional information or who have extended interview or employment offers. Students should record a professional greeting on any phone on which they may be receiving messages from employers.

On-Campus Interviews and Off-Campus Interview Programs

3. Students who are selected for *on-campus interviews* (including Charlottesville) may not cancel any interview unless they receive approval in advance from the Director or Associate Director of the Office, which approval shall be limited to cases in which the student has accepted an offer or has an emergency. Students may only decline interviews for which they have been selected in *off-campus programs* if doing so is consistent with the stated attendance policy of the program. Students who are too ill to attend an interview should notify the Office in advance of the interview time, if possible, or as soon as possible thereafter. Students who miss an interview for any reason must write a letter of apology to the employer and deliver it to OCP to mail within three days of the missed interview. Please see the “Compliance” section, below, for information concerning sanctions for violation of these policies.

4. Students may withdraw from the on-campus or off-campus interviewing process, but in doing so, must withdraw completely; i.e., decline all on-campus interviews and all interviews through off-campus programs for the remainder of the recruiting season. Students may not selectively withdraw, i.e., decline only some of their interviews, but elect to keep others.
Resumes

5. All facts contained on student resumes must be completely truthful and accurate. Students may list experiences on their resume for which they have been selected, but in which they have not yet participated, as long as this status is clearly stated (e.g., competitively selected for Black Lung Clinic, beginning Fall semester). Students may not list experiences for which they have not been selected and in which they have not yet participated (e.g., Intent to participate in Moot Court Competition in future).

6. Students are not required to list their grade point averages on their resumes. However, if students choose to list their GPAs on resumes or other documents, their GPA shall not be rounded and must be reported exactly as it is reported to them by the Law School Recorder, i.e., to three digits. Students may calculate and list their GPA for a given semester or group of courses, but are personally responsible for the accuracy of their calculations (e.g., GPA first year or GPA for tax courses).

7. Students may list their class standing (e.g., top 30%), but must do so in strict compliance with the standing lists generated each semester by the Recorder’s office. Students may not estimate their standing if it is in between two percentage cut offs. (e.g., if top 40% is a 3.327 and top 35% is a 3.381, and your GPA is 3.356, you may only represent your standing as top 40%. You may not represent your standing as top 37.5% or other self-calculated percentage.) Students may list their GPA on their resume without class standing, but may not list class standing alone without the GPA. The Office includes grade distribution sheets in every package of resumes sent to employers and this information is available on the Career Planning webpage for employers.

Application Deadlines

8. For OCI employers (employers coming on campus or Charlottesville to interview) and employers collecting resumes online, all application materials must be submitted through Symplicity no later than midnight on the deadline date indicated in the OCI schedule or Job Posting.

9. For employers who have requested that application materials be mailed directly to their offices, materials must be RECEIVED by the employers on or before the date indicated in their Job Posting.

NALP Guidelines

10. Washington and Lee University School of Law is a member of the National Association for Law Placement (NALP), which has promulgated guidelines concerning employment offers and acceptances. Students must adhere to NALP rules. To read the guidelines and their interpretations visit http://www.nalp.org/content/index.php?pid=16. Section V has been revised this year.
Compliance with Policies and Procedures

11. Failure to comply with the letter and spirit of these policies and procedures may result in sanctions, up to and including, exclusion from submission of resumes through Symplicity, exclusion from on-campus interviewing, exclusion from use of other Office privileges, or other law school discipline, as determined by the Director of the Office and the Deans of the Law School.

12. Students are expected to exercise professional and ethical judgment in all aspects of the recruitment process. Lack of specific prohibition against an activity which is unprofessional, unethical or damaging to the Law School or fellow students, does not permit such behavior.