

## OFFICE INTERVIEW POLICIES AND RULES



The following policies will be in effect for on- and off-campus interviews sponsored by the Career Development Office:

- ⊗ All students selected for interviews must sign up at least two full business days in advance of the scheduled interview. If a slot is not filled by this time, an alternate will be chosen to fill the slot from an alternate list supplied by the prospective employer.
- ⊗ If you decide not to interview, you must notify the Career Development Office at least three days in advance of the scheduled interview.
- ⊗ Students are allowed to withdraw from only two on- or off-campus interviews per semester. By canceling interviews, you create gaps in the schedules that waste the interviewers' time and take interview opportunities away from other students. Therefore, please apply to employers in which you have a genuine interest and only those for which you would be willing and able to accept an interview. This is especially true for the off-campus interviews.
- ⊗ Any student who does not appear for a scheduled interview must write a letter of apology to the employer and give a copy to the Career Development Office. Any student who does not appear for an interview and does not explain his/her absence will be prohibited from participating in future interviews.

The following conduct will be considered in violation of the Law School Career Development Office policy. A determination that a student has engaged in such conduct may result in temporary or permanent suspension of the student's use of the office's services.

- ⊗ Continuing the interview process after the acceptance of employment.
- ⊗ Misrepresentation of data contained in a student's resume.
- ⊗ Failure to write a letter of apology after missing an on-campus or scheduled interview for the first time.
- ⊗ A second failure to attend an on-campus or scheduled interview without an adequate explanation.
- ⊗ Misrepresentation or over-charging a prospective employer with respect to reimbursement of expenses incurred on an office visit.

Also, please refer to your signed statement - "I understand that Rule 1-B of the Supreme Judicial Court of Massachusetts on admission to the Bar, and the rule of Suffolk University Law School, require a student enrolled in the full-time, three-year course to devote substantially all his/her working time to the study of law. In accordance with Standard 305 (a) (iii) of the American Bar Association Council on Legal Education, full-time students may not be employed more than 20 hour per week."

Students are expected to conduct themselves in a professional manner at all times. If you have any questions regarding an interview, office visit, or other job search procedure, contact the Career Development Office immediately.