

## RECRUITING AT BELMONT LAW

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Belmont University College of Law seeks to facilitate career exploration and student and graduate employment through the Career & Professional Development office. In order to ensure fairness and professionalism, the Office has set forth the following policies for employers and students. The Office will begin working with students in September of their first year of law school and will support students and alumni in their processes.

### **Nondiscrimination Policy**

Belmont University College of Law is committed to the principle of equal opportunity for all students using placement services without regard to race, color, military or veteran status, religion, ethnicity, political affiliation, sex, sexual orientation, gender identity or expression, age, or disability.

All employers utilizing the services of the Career & Professional Development Office (On Campus Interviews, online job postings, other recruiting programs sponsored by the school) will agree to observe these principles offered by the College of Law in regard to hiring, promotion, retention, and conditions of employment. Inquires or complaints concerning the application of these policies should be directed to the Associate Dean for Student Services, 2nd Floor Baskin Center, law@belmont.edu or 615-460-8400.

**Belmont University College of Law follows principles set forth in the advice given by the National Association for Law Placement, Inc. (NALP) in [NALP Principles for a Fair and Ethical Recruitment Process](#).**

### **Recruiting First Year Law Students**

- In order to provide the best academic foundation for students, we ask that prospective employers wait until at least December 1 to start recruitment efforts for students in their first year of law school.
- 1L On-Campus Interviews will be held early in the spring semester and employers are encouraged to participate. Our OCI program allows for 100% pre-selection of student interviews by the employer. Additionally, Job Posting and Resume Collection services are available through the Career & Professional Development office. All services are provided without fees.
- All offers of employment should remain open for at least 14 days.

### **Recruiting Upperclass Students**

- Belmont Law will host Fall On-Campus Interviews for 2L and 3L students. Employers will be able to register for a date in April of each year. Our OCI program allows for 100% pre-selection of student interviews by the employer.
- Alternately, employers may post jobs on our career management site and receive resumes for specific open positions. The office offers either resume collection or direct application.
- All offers of employment should remain open for at least 14 days.

### **Policies for Offers and Decisions**

- Offers of employment should be made in writing and all conditions of employment must be clearly expressed.
- All offers of employment should remain open for at least 14 days, but we encourage employers to accommodate students as much as possible with regard to timing.