



Career Development Office Interview and Offer Policies

CANCELLATION/NO-SHOW POLICY

The University of Richmond School of Law requires all students participating in Career Development Office (CDO) recruiting programs to attend all scheduled interviews (unless you have *accepted* an offer of employment, in which case you must notify the CDO immediately). Failure to attend a scheduled interview reflects poorly on you individually, on your student colleagues, on the CDO, and may impact the School of Law's relationship with employers.

If you fail to attend a scheduled interview (a no show), or cancel a scheduled interview (cancellation) you will be required to schedule a telephone or in-person appointment with the Associate Dean for Career and send a letter of apology to the employer, a copy of which shall be provided to the CDO. Both processes must be completed within 48 hours of the missed interview; failure to do so and/or multiple no shows or late cancellations may result in the loss of all OCI and job fair privileges.

This Cancellation/No-Show Policy applies to all OCI and job fair programs. It also applies to your failure to attend or appropriately cancel any callback interviews resulting from your participation in OCI and job fair programs.

If an emergency arises that will impact your ability to attend a scheduled interview, you must call the CDO as soon as possible at 804.289.8638.

ACCEPTED OFFER POLICY

By accepting an offer of employment, you are committing yourself to that employer. Reneging on an accepted offer can negatively impact your reputation and that of the School of Law. In addition, it can skew employers' perceptions of other students and graduates of the School of Law, resulting in decreased recruiting opportunities at Richmond Law.

Because of the School of Law's strong interest in maintaining employer relationships and maximizing opportunities for all students and alumni, reneging on an accepted offer of employment may result in the loss of all recruitment program privileges. This policy applies whether or not the accepted offer was secured via a Richmond Law sponsored interview program or job fair.

Do not accept an offer of employment if you plan to continue interviewing for other positions for the same time period. If you are considering reneging on an accepted offer of employment, please consult your career advisor or the Associate Dean for Career Development prior to making a final decision.