

Recruiting Policies **(Updated Fall 2025)**

The Catholic University of America, Columbus School of Law (Catholic Law) and the Office of Career and Professional Development (OCPD) values our relationships with employers and have provided the following guidelines to create a recruiting environment that serves the needs of our students and employers alike. Our Recruiting Policies incorporate the [NALP Principles for a Fair and Ethical Recruitment Process](#) which help ensure the highest standards of professionalism, fairness, transparency, and non-discrimination in the hiring process.

Law School Recruiting Programs

The Office of Career and Professional Development offers a variety of networking events and interview programs to connect prospective employers with our talented law students. Employers may engage with our students through our interview programs, job postings and application collections, or by attending one of our networking events. Employers may participate in all of the recruiting programs at no cost. Please contact us at 202-319-6727 or jobs@cua.edu.

Timing of Offers and Decisions

Offers received by Catholic Law students as part of the recruiting programs should remain open for 14 days at minimum. OCPD encourages employers to grant reasonable requests to students for extensions. Students may keep 3 offers open at a time. If a student receives a subsequent offer, they must release an offer within 3 business days. Students who accept an offer are expected to email employers to withdraw from the interview program, and to call employers who have provided concurrent offers. OCPD's goal is to promote appropriate matches between employers and students that result in productive professional relationships.

Exploding offers, which can rob students of meaningful choice and are unlikely to produce good matches, are strongly discouraged. OCPD asks employers not to exert undue pressure to accept early offers. It is recognized that there may be extenuating circumstances. If this is the case, OCPD asks that employers use a reasonableness standard. Employers are encouraged to contact jobs@law.edu or call 202-319-5132, if guidance is needed regarding the recruiting program or the offer process.

Catholic Law does not restrict contact prior to the formal recruiting programs. If an employer extends an offer before the start of a recruiting program, OCPD requests employers provide the student time to participate in the formal program.

Catholic Law does not restrict contact with 1Ls in the first semester but we encourage employers to respect that 1Ls should be focused on their studies in the first semester of law school.

Nondiscrimination Policy

The Catholic University of America is committed to equal opportunity for all its students and alumni. The law school requires all participating employers to comply with this [policy](#); with applicable federal, state, and local laws and regulations, and with relevant standards of the American Bar Association, as well as the Association of American Law Schools.

Volunteer Requirements and Academic Credit

OCPD expects all employers to abide by industry standards as well as local, state, and federal laws and regulations regarding employment and wages. For-profit employers who hire for volunteer positions must familiarize themselves with the [U.S. Department of Labor's Fact Sheet #71](#).

See our Legal Externship [FAQs](#) and information on the [Extern Supervisor Agreement](#), as well as other resources for employers, please [click here](#). For employers who have questions regarding participating in the externship program, please email Chris Ross, Clinical Assistant Professor of Law, Managing Director, Columbus Community Legal Services at: rosscs@cua.edu.

Posting Opportunities

If an employer would like to receive applications from Catholic Law students before or outside of the recruiting programs, OCPD encourages employers to post a job listing in [12twenty](#) or email them to jobs@cua.edu. Employers can set their own deadlines, collect application materials on their own timelines, and contact students directly to coordinate interviews at their office. Employers may download this [template](#).

Rights to Post

OCPD reserves the right to refuse to post positions. Job postings requesting performance in violation of the Rules of Professional Conduct will not be posted. Job postings that are not legal or policy related may not be posted. OCPD will also decline to post positions for employers who have been the subject of serious or repeat complaints from students and/or alumni, or both, regarding unfair, unethical, or illegal practices.