



UNIVERSITY OF MINNESOTA LAW SCHOOL CAREER CENTER

JOB POSTING POLICY FOR EMPLOYERS UNIVERSITY OF MINNESOTA LAW SCHOOL CAREER CENTER

The University of Minnesota Law School Career Center is happy to assist you in finding high-quality, talented candidates for your hiring needs. Employers are encouraged to post jobs for current students or alumni through the [University of Minnesota Law School Symplicity](#) site. The Career Center reserves the right to screen and refuse postings that do not comply with Minnesota Law School's policies or are otherwise inappropriate for our students and/or alumni.

Job postings should include:

- A brief description of the position, including experience required. "Entry level" positions are considered to require 0 years of experience (i.e. appropriate for a current student/recent graduate).
- Any applicant requirements, including bar admission/licensure, language skills, or other professional background/skills.
- Materials to be included in the application (e.g. resume, cover letter, writing sample, transcript)
- Contact information and desired method of application. Employer accounts and recipients of applications must have business-related email domains.

Employers are also encouraged to include a description of their organization, anticipated responsibilities, and salary range. Postings with greater detail tend to generate the most interest.

Job postings will automatically expire after 30 day. An email notification will be sent several days before the posting's expiration providing instructions to request a deadline extension if necessary.

Job postings will not be permitted that:

- Encourage the unauthorized practice of law. Law students may perform legal work only under the supervision of an attorney licensed in the relevant jurisdiction.
- Do not identify the name of the employer. Third-party recruiters may post positions, but must identify the actual employer and position.



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- Are not in compliance with the [Fair Labor Standards Act](#), which prohibits unpaid internships with pro-profit entities when course credit is not available.
- Violate the Law School's non-discrimination policies, including the University of Minnesota Board of Regent's [Policy of Equity, Diversity, Equal Opportunity, and Affirmative Action](#) and [Policy on Sexual Harrassment, Sexual Assault, Stalking, and Relationship Violence](#). By posting a position, employers agree to strictly comply with these policies.
- Are unrelated to student/alumni legal interest and background. Non-legal postings should be directed to the general University of Minnesota posting board, [GoldPASS](#).

NALP Principles and Minnesota Law Recruiting Guidelines:

Minnesota Law is a member of NALP and follows the [NALP Principles for a Fair and Ethical Recruiting Process](#). We encourage open communication over the course of the recruiting process. In addition to the outlined guidelines below, students should keep employers informed, in a timely manner, about the status of their consideration of their offers, and employers should keep students informed in a timely manner as to the status of their candidacies.

Questions regarding these policies or Symplicity should be directed to Sr. Recruiting and Diversity Coordinator Simona Suen at suen@umn.edu.