

University of Richmond School of Law

Career Services Office

Student Professionalism Contract

As a student at the University of Richmond School of Law (“UR Law”), I am preparing to enter a profession in which I will be held to high ethical standards as well as a strict code of professional conduct and responsibility. These standards and expectations actually arose when I entered UR Law and govern my behavior in many aspects of law school life, including the recruiting and job search process.

The Career Services Office (“CSO”) is committed to helping me develop the professional skills necessary to succeed in law school, the job search process, and the practice of law. To that end, the following policies and principles have been established to ensure my professionalism during the recruiting and job search process. I understand I am expected to adhere to these principles and standards in all of my interactions with the CSO, employers and their representatives, recruiters, and any other student, faculty or staff member of UR Law and the legal community in general.

Principles and Standards of Professionalism

I. Interaction with the CSO.

I will accept responsibility for my job search, career and professional development. I understand that UR Law is committed to helping me in these endeavors through services of the CSO. Therefore:

- a. I will read and stay informed about new developments, employment opportunities, and events offered by the CSO by monitoring Symplicity announcements, job postings and schedules; reviewing the CSO’s website; and reading all emails and other communications from the CSO.
- b. I will calendar and keep my appointments with the CSO or, if conflicts arise, I will promptly notify the CSO in advance of the scheduled meeting time.
- c. I will keep the CSO apprised of my employment status and will provide the CSO with information requested in surveys or otherwise so the CSO may comply with its reporting requirements to UR Law, the American Bar Association, NALP, and other agencies and organizations, as well as compile useful information for the students at UR Law.

II. Symplicity Profile.

I understand my resume and other credentials are available on Symplicity to individuals working in the CSO. I will keep my profile and resume on Symplicity updated, uploaded and accurate. By signing this contract, I authorize the CSO, from time to time, to make this information available to administrators and faculty members of UR Law for various purposes (for example, consideration for scholarships or awards) and to prospective employers at the request of the employer or at my direction.

III. Honesty and Integrity.

I understand that honesty and integrity throughout the recruiting process reflect on my character and fitness to practice law, and failure to uphold these standards could negatively impact my ability to become licensed to practice law. Therefore, I will provide accurate information in all resumes, cover letters, transcripts, and other materials produced for the purpose of securing employment and during all interviews and communications. If I am unsure of how to characterize an item in any document or how to handle a matter in an interview, I will consult with the CSO prior to submitting the item in question or making the statement in discussions with an employer.

IV. Professional Conduct.

I will act in a professional manner and will be courteous and respectful in my dealings with employers, alumni, networking contacts, CSO and other UR Law personnel, and my classmates, whether such interactions are in person, in writing, by phone, or by email. Specifically, I will:

- a. Record and use professional voice mail or answering machine messages for my job search and employment purposes.
- b. Familiarize myself with business writing standards and use them in my written job search and employment correspondence.
- c. Monitor on-line content about me (both text and picture), including content on personal blogs and social networking sites, and make reasonable efforts to remove materials employers or bar licensing officials may deem inappropriate or unprofessional.
- d. Apply only for positions in which I have a genuine interest and then will be prepared for any on-campus, job fair, in-office and call back interviews and other meetings.
- e. Acknowledge calls and invitations and respond to requests for information from employers in a timely manner.

V. NALP Guidelines.

I will familiarize myself with and abide by the principles and standards required of UR Law and its students as a member of NALP as outlined and discussed on various pages of NALP's website found at www.nalp.org . In particular, I will:

- a. Attend all interviews I obtain through the efforts of UR Law, the CSO, or Symplicity, including all on-campus interviews, job fair interviews, and invitations accepted as a result of job postings, resume collects or resume directs. If an unavoidable and unforeseen emergency prevents me from attending an interview, I will notify the CSO immediately by phone. I will speak with someone personally or leave a voice message. I will not send an email. If, for any reason, I miss an interview and I have not notified the CSO prior to the "no show" or missed interview or appointment, I understand that my name will be removed from any pending interview schedules already assigned, I will be blocked from Symplicity access, and I

will not receive any additional interviews until after I have done the following:

- i. Written a letter to the employer stating the reason for the missed appointment and apologizing for any inconvenience this may have caused; and
 - ii. Provided a copy of the letter to the employer to the CSO.
- b. Promptly notify employers of my decision to accept or reject an offer as soon as I have made my decision and no later than an agreed upon deadline.
 - c. Not renege once I have accepted an offer of employment and will withdraw all pending applications, decline other offers and cease seeking employment, once I have accepted an offer from an employer.

I have read, and by my signature below, I agree to adhere to the policies, principles and standards outlined in this Student Professionalism Contract. I understand that a copy is included in the Student Handbook I received today as well as on the CSO website and that I should periodically review it to make sure I understand my professional obligations during the job search process. I also understand that I must return a signed copy of this Contract to the CSO before I can gain access to Symplicity.

Signature

Printed Name

Date