

**FAQS ABOUT YLS RECRUITING POLICIES FOR JUNE VIP
2024**

<https://law.yale.edu/student-life/career-development/employers/recruiting-policies>

SECTION VI. 2L HIRING TIMELINE FOR LAW FIRM OFFICES AND STUDENTS PARTICIPATING IN YALE'S JUNE VIRTUAL INTERVIEW PROGRAM ("JUNE VIP")

- a. To ensure an efficient, fair, and open hiring process, law firm offices and rising 2Ls participating in June VIP shall not conduct initial or callback interviews with each other prior to June VIP.*
- b. A law firm office participating in June VIP that offers a fellowship/scholarship program which provides a benefit or compensation separate from, or in addition to, an offer of 2L summer employment may receive applications from rising 2Ls participating in June VIP prior to the firm's assigned June VIP interview date. However, the firm shall not conduct initial or callback interviews for the fellowship/scholarship program prior to their assigned June VIP interview date. As a best practice, we urge law firms with fellowship/scholarship programs to hire for those programs contemporaneously with the June VIP process.*
- c. Callback interviews cannot be scheduled during June VIP.*

FAQs about Section VI

Why does YLS have this policy?

June VIP offers students many advantages. Without the program, students would have to apply directly to individual firms, subject to each firm's often opaque hiring timelines, processes, and offer response deadlines. This policy ensures that firms and students engage through an organized and transparent program, to the benefit of all students.

Which law firms are subject to this policy?

When firms sign up for June VIP, they indicate for which specific offices of their firm they are interviewing. The policy applies only to those offices. If the firm has an office of interest to you, and that office is not interviewing at June VIP, you can and must apply to that office directly whenever that office seeks applications. CDO will post a list of participating June VIP firm offices in the [VIP section](#) of the CDO website in late March. Starting in May, students can log onto CMS to view participating firm office information.

May I interview with June VIP law firms prior to June VIP and also participate in the June VIP bidding process?

No. You must choose between participating in the June VIP bidding process or interviewing with June VIP law firms prior to June VIP. If you choose to interview with June VIP law firms prior to June VIP, you may NOT participate in the June VIP bidding process. After bidding concludes and the lottery is run, you may sign up for interviews with any law firms that, post-lottery, have open interview slots.

A law firm office that is attending June VIP is also offering a fellowship/scholarship program that provides a benefit or compensation separate from, or in addition to, an offer of second-

summer employment. The application window for the fellowship/scholarship opens prior to June VIP. Can I apply to the fellowship/scholarship and also participate in the June VIP bidding process? Can I interview for the fellowship/scholarship program prior to June VIP and also participate in the June VIP bidding process?

If a June VIP firm offers a fellowship/scholarship program with an application window prior to June VIP, you may submit an application prior to June VIP and also participate in June VIP bidding. However, the firm must interview you for the fellowship/scholarship program at June VIP or after, but not before. As a reminder, information about law firm fellowship/scholarship programs is available in the [Law Firm Section](#) of the CDO website.

A law firm office that is participating in June VIP has also posted a job announcement [in CMS] [on the firm's website] [in email outreach]. May I apply to the firm through the job posting before June VIP and also participate in the June VIP bidding process?

No, unless the posting is part of a fellowship/scholarship program that provides a benefit or compensation separate from, or in addition to, an offer of second-summer employment (in which case, see the preceding FAQ). If the job posting is not for a fellowship/scholarship program, you should only apply to the firm through the VIP bidding process and should not submit a direct application to the firm through CMS or otherwise.

I have a pre-existing relationship with a June VIP law firm because I [worked for the firm prior to law school] [worked for the firm during my 1L summer] [applied to the firm for a 1L summer position] [attended a reception hosted by the firm] [attended a diversity retreat] [was connected to the firm by a mutual contact]. May I interview with the June VIP law firm prior to June VIP and also participate in the bidding process?

No. Even if you have a pre-existing relationship with a June VIP law firm, if the law firm wishes to interview you, that interview must take place on or after the firm's assigned June VIP interview date. The law firm is welcome to have you skip the June VIP interview process and invite you directly to a callback interview, as long as that callback takes place AFTER the firm's assigned June VIP interview date. The law firm is also welcome to skip the interview process entirely and make you an offer for the 2L summer at any time.

I have decided not to participate in the June VIP bidding process and instead apply directly to firms. How does that work?

Please speak with a CDO counselor who will help you with the direct application process, including reviewing your application materials, discussing the timing of applying, and navigating the interview and offer process. When you submit direct applications to June VIP law firms prior to June VIP, you should clearly state in your cover letter that you are not participating in June VIP so that they understand that they are able to interview you prior to June VIP and remain in compliance with our policies. Sample language:

I am a rising second-year student at Yale Law School and am seeking a 20XX summer associate position with [Name of Firm]'s [city] office. I am reaching out to you directly because I am not participating in Yale's June Virtual Interview Program.

May I engage with law firm offices attending June VIP before June VIP by [attending law firm receptions], [having informational interviews with alumni or other attorneys from the firms]?

Yes! Engaging with June VIP firms before June VIP to learn about their work, culture, practice areas, hiring practices and the like in order to gauge whether the firm is a good fit for you is a

crucial component of the June VIP process. As a reminder, CDO posts info about these events in our [Yale Connect portal](#) under the Events tab. Click [here](#) for networking advice including advice on [navigating law firm recruiting events](#).

I am planning to participate in June VIP. How do I respond if a June VIP law firm invites me to interview or speak with attorneys before June VIP?

We encourage you as a first step to speak with a CDO counselor who can provide you with advice tailored to your particular situation. Given the Law School's goal of preserving June VIP for you and future students, it is helpful for CDO to be aware if a law firm is taking actions that do not comport with our policies. If you desire, CDO can speak with the firm directly to explain Yale's policies. Below are a few scenarios that may arise with sample responses.

A June VIP law firm invites you to do a Pre-VIP interview

Thank you so much for the invitation to interview with [firm name]'s [city] office. I appreciate your offer and am very excited to learn more about your firm and meet with your attorneys. That said, because I am planning to participate in Yale's June Virtual Interview Program ("June VIP") and your [city] office is interviewing at the program, YLS policy dictates that I interview with your firm on or after your assigned June VIP interview date. I plan to bid on [firm name] for a June VIP interview, and I am hopeful that I am assigned an interview through the lottery. If I am not, I will follow up with you to discuss the possibility of arranging a meeting with members of your firm at another mutually convenient time.

[Optional] Although I am not able to do a screening interview at this time, I would love the opportunity to meet with an attorney for an informational interview to learn more about the firm. Please let me know if that would be possible.

Thank you so much for your time and interest. I look forward to hearing from you.

Consistent with YLS policy, you have submitted an application to a June VIP law firm fellowship/scholarship program with an application deadline prior to June VIP. The firm invites you to do a pre-June VIP interview.

Thank you so much for the invitation to interview for [firm name]'s [fellowship/scholarship program name]. As I shared in my application, I am extremely interested in this opportunity. That said, because I am participating in Yale's June Virtual Interview Program ("June VIP") and your [city] office is interviewing the program, YLS policy dictates that I interview with your firm on or after your assigned June VIP interview date. Please let me know if you would prefer that I place a bid through June VIP to secure an interview or whether you would like to make other arrangements to interview me. I am very enthusiastic to interview with you and look forward to hearing from you soon.

An attorney at a firm reception or other event asks to meet again and/or offers to arrange a meeting with other attorneys at the firm. You are not clear if this is an interview or not.

It was a pleasure to meet you at XXXX. I really enjoyed our conversation about XXXX. Thank you so much for offering to meet with me again/connect me with other attorneys at [firm name]. I would enjoy the opportunity to learn more about [firm name]. [Please

let me know what dates and times work best for you. I am generally available XXXX. I have attached my resume for your reference.]

I also want to mention that I am planning to participate in Yale’s June Virtual Interview Program (“June VIP”). My Career Development Office recommends that we share this information whenever we are meeting with June VIP firms prior to the program so that we do not inadvertently breach Yale’s policies. While I am not able to interview for a position with your firm prior to June VIP, I would welcome the opportunity to connect [again] prior to June VIP, and to hear more about [firm name] and its [particular practice area if applicable] practice. Informational interviews are encouraged.

I look forward to [meeting] [speaking] with you/your colleagues again soon.

How do I make a request for an informational interview with an attorney from a June VIP firm? May I provide my resume?

Informational interviewing can be a very effective way to learn more about your interests and particular employers. If making a request for an informational interview with a representative from a June VIP law firm, you should be clear that you only want to meet with the attorney to learn more about the firm and that attorney’s practice. You are welcome to provide your resume as background. Sample language:

I am a rising second-year student at Yale Law School. I [came across your information in The Courtyard/LinkedIn/etc.] [spoke to X who suggested that I reach out to you] [attended a program in which you served as a panelist]. I am reaching out because I would appreciate the opportunity to learn more about your career path and your current practice. Please let me know if you might have some time to [speak by phone] [meet for coffee]. I am generally available XXXX.

I have attached my resume for your reference. I look forward to hearing from you.

Sample follow-up response once the attorney agrees to an informational interview:

Thank you so much for making the time to speak with me. XXXX date and time works well. I also want to mention that I am planning to participate in Yale’s June Virtual Interview Program (“VIP”). My Career Development Office recommends that we share this information when we are meeting with June VIP firms prior to the program so that we do not inadvertently breach Yale’s policies. Under Yale’s policies, I am obligated to interview with June VIP firms at or after the program. That said, we are encouraged to conduct informational interviews, and I am grateful for the chance to speak with you.

I look forward to [meeting] [speaking] with you soon.

SECTION VIII. POLICIES FOR OFFERS AND DECISIONS

a. General

- i. *Offers should be made in writing with all material terms and conditions of employment clearly expressed including the offer expiration date and any reaffirmation requirements.*

- ii. *Employers should refrain from any activity that may adversely affect the ability of students to make independent and considered decisions. In this regard, employers should not make exploding offers or offer special inducements to persuade students to accept offers of employment earlier than is prescribed.*
- iii. *It is in the best interest of students and employers for students to have the time they need to conduct due diligence and make informed job decisions. In this regard, beyond the specific offer policies set forth below, employers should be as generous as possible in setting offer deadlines and granting reasonable requests for extensions.*
- iv. *Students should expeditiously release offers they have no expectation of accepting and should **not hold open more than five offers** of employment at any one time. For each offer received that places a student over the offer limit, the student should, within one week of receipt of the excess offer, release an offer.*

FAQs about Section VIII(a)(iv)

Why can I not hold open more than five offers?

If you are fortunate enough to receive numerous offers, it is important to continually evaluate your goals and only hold open offers in which you have a serious and genuine interest. At the point that you have five offers, you are in a position to compare and contrast and release less desired options. Doing so will likely enable those firms to extend offers to additional students, often your classmates. If you are struggling to make decisions on your offers, speak with a CDO counselor.

How do I release an offer?

Either call or email the recruiting department to inform them that you have decided to decline their offer. If you call and get voice mail, you can leave a message declining the offer. Don't be surprised if the firm asks you to share where you will be working. If you've made a decision and wish to share, feel free to do so. If you have not made a decision, simply let them know that you haven't made a final decision at this time. If you wish, you can also contact one or more attorneys with whom you met to share your news, but this is not necessary.

SECTION VIII. POLICIES FOR OFFERS AND DECISIONS

c. Law Firm Summer Employment Offers to Upperclass Students

*Law firm summer offers and law firm fellowship/scholarship offers to upperclass students should remain open for at least **21 days** following either the date of the offer letter or the last day of June VIP, whichever is later. This provision applies to new and return offers and regardless of whether the offers were made through June VIP.*

Exceptions:

- i. *Small Summer Program*
Law firm summer offers to upperclass students from firm offices with fewer than 10 summer associates in the prior summer should remain open for at least 14 days following the date of the offer letter.
- ii. *Return Summer Offers Requiring Fewer than Four Weeks of Work*
Return summer offers requiring fewer than four weeks of work should remain open for at least 14 days following the date of the offer letter.

- iii. September Virtual Interview Program (“September VIP”) Extension
A law firm making a summer offer to an upperclass student prior to September VIP should extend the deadline to accept the offer for at least 21 days following the last day of September VIP on the condition that the student is participating in September VIP and is holding open only one offer under this provision.*
- iv. April 1 Public Interest/Business Extension
A law firm should extend the deadline to accept a summer offer until April 1 for an upperclass student pursuing positions in public interest, government, or business on the condition that the student is holding open only one offer under this provision.*

FAQs about Section VIII(c)

Do firms comply with these policies? What should I do if a firm gives me less time than these policies require?

For the most part, firms will comply with these policies. Sometimes firm offers provide decision dates that are not consistent with our policies. If that happens, your first step should be to talk to a CDO counselor. The likely next step will be for you to respond to the firm reminding them of YLS policies and asking them to provide you the time allotted in our policies or the time you think you will need to make a decision. If that is not productive, CDO can reach out to the firm on your behalf.

I received a summer offer before June VIP from a firm office that is not participating in the program. How much time should the firm give me to accept or decline?

If the firm office had 10 or more summer interns last summer, the firm should give you 21 days following either the date of the offer letter or the last day of June VIP, whichever is later. This is true even though the firm does not participate in June VIP. If the firm office had less than 10 summer interns last summer, the firm should give you 14 days following the date of the offer letter to accept or decline.

I received a firm summer offer and scholarship offer. How much time should the firm give me to accept or decline the summer offer and scholarship offer?

If the firm office had 10 or more summer interns last summer, the firm should give you 21 days following either the date of the offer letter or the last day of June VIP, whichever is later. This is true for both the summer offer AND the scholarship offer. If the firm office had less than 10 summer interns last summer, the firm should give you 14 days following the date of the offer letter to accept or decline.

I received a summer offer from a firm and would like to extend that offer through September VIP. How do I do that?

Under Section VIII(c)(iii), you have the ability to ask ONE firm where you’ve received an offer to extend your offer for at least 21 days after September VIP to allow you to interview with employers participating in that program. Sample language:

I hope you are doing well. I am incredibly excited about the prospect of working for [firm] next summer and appreciate the time you’ve spent with me throughout the interview process.

I am writing to ask if [firm] would be willing to extend my deadline for accepting your offer so that I may interview with a few organizations outside big law at Yale’s

September Virtual Interview Program (“September VIP”). Yale’s [policy](#) asks firms to extend offer deadlines for students participating in September VIP, under the condition that the student is holding open only one offer under this provision. I will certainly keep the firm in the loop as my job search progresses.

I am excited about [firm] and have enjoyed talking with your attorneys throughout the process. Thank you so much for your time and understanding.

I received an offer from a firm and would like to extend that offer through April 1 to explore public interest/business opportunities. How do I do that?

Under Section VIII(c)(iv), you have the ability to ask ONE firm where you’ve received an offer to extend your offer until April 1 to allow you to explore public interest and/or business opportunities. Before making this request, which is a big ask to a firm, consider the following:

- Do you really need to request the April 1 extension, or might you just need an additional week or month to hear back from other places?
- Do you really need to request the April 1 extension, or might you decide to accept with the firm for the minimum number of weeks the firm requires, while exploring public interest/business opportunities for the second part of your summer?
- If you do need to make the request, be sure to reiterate your enthusiasm for the offer and the prospect of working with them. Explain that you intend to explore a few discreet public interest/business opportunities with later hiring timelines, being as specific as possible about the types of opportunities and timelines. Express that you would appreciate the flexibility to keep their offer open while you apply to those positions. Let them know that you will stay in touch with them as the process unfolds.

Sample language:

I hope you are doing well! I am incredibly excited about the prospect of working for [firm] next summer and appreciate the time you’ve spent with me throughout the interview process.

I am writing to ask if [firm] would be willing to extend my deadline for accepting your offer so that I may pursue a few discrete opportunities in government that have later application timelines. Yale’s [policy](#) asks firms to extend offer deadlines until April 1 for students pursuing positions in government, under the condition that the student is holding open only one offer under this provision. I believe I will know the results of my government job search by the end of this semester and will certainly keep the firm in the loop as my job search progresses.

I am excited about [firm] and have enjoyed talking with your attorneys throughout the process. Thank you so much for your time and understanding.

Are “specialized” law firms like public interest firms, boutique firms, and plaintiff firms, included in the April 1 extension provision?

While it is a gray area, public interest law firms, like Altshuler Berzon, Hagens Berman, and Loeff Cabraser, are arguably “public interest” for purposes of the April 1 extension provision. However, other types of specialized firms, including plaintiff-side and boutique firms, are not.