

Wake Forest University School of Law
Office of Career and Professional Development
Student Professionalism Contract

The Office of Career and Professional Development (OCPD) is committed to each student's ethical and professional growth and development during law school and into future career positions and endeavors. As such, each student is expected to adhere to certain policies and responsibilities that promote ethics and professionalism in the recruiting and job search process. Please recognize that your honesty and integrity throughout the recruiting process reflects on your character and professionalism as well as the reputation and professionalism of Wake Forest University School of Law. (Please see the WFU School of Law Student Handbook: Chapter 6: Honor Code, Article III: Prohibited Conduct, Section 1.).

Please review the following policies carefully and indicate your understanding of and agreement to follow these policies by initialing next to each and printing and signing your name at the bottom.

_____ **Student Responsibility:** I agree to accept responsibility for my job search and career and professional development. I will check my email regularly to stay informed about new developments, opportunities, and events offered by OCPD. I also understand that job opportunities exist beyond those advertised by OCPD and I will take responsibility to seek those opportunities. I will keep OCPD apprised of my employment status each year and will provide OCPD with information requested in surveys or otherwise so that OCPD can comply with its reporting requirements to the Law School, the American Bar Association, the National Association of Legal Career Professionals (NALP), and other agencies and organizations, as well as provide useful information for the students at Wake Law. (Note: Information is compiled in aggregate form and kept confidential).

_____ **Professional Conduct:** I will uphold high ethical standards and integrity in my job and career search process. I will act in a professional manner and will be courteous and respectful in my communication with employers, alumni, networking contacts, classmates, OCPD and other Wake Law personnel, whether such interactions are in person, in writing, by phone, or by email. I agree to not renege once I have accepted an offer of employment from an employer(s) for either a full summer or both summer terms, and further that I will withdraw all pending applications and cease seeking employment or entertaining other offers once I have accepted an offer.

_____ **Interview Obligation:** I agree to attend all interviews I obtain through the efforts of Wake Forest University School of Law OCPD recruiting programs. Once I have placed a bid on/applied for an employer and have been selected to interview with that employer, I understand that I am committed to the interview and cannot cancel (unless I accept or am planning to accept another job offer prior to the interview, in which case I should notify OCPD to remove me from all future interview schedules). Once I have accepted a job offer for the full summer or both summer terms, I am not eligible to interview in any Wake Forest Law recruiting programs. (Note: This policy does not apply to job postings or resume collect employers.)

Cancelled Interviews - I understand that should I cancel an interview for which I am selected, I will lose all privileges to participate in any current and future recruiting programs and events sponsored by The Office of Career and Professional Development for the period of one academic semester.

Emergency Cancellation - If an unavoidable and unforeseen emergency prevents me from attending an interview, I will notify OCPD immediately by phone. I will speak with someone personally or leave a voice message. I will not send an email.

Missed Interviews - If, for any reason, I miss an interview and I have not notified OCPD prior to the "no show" or missed interview, I understand that I must within two working days following the interview date, email an apology to the interviewer(s) and copy the Director of the Office of Career and Professional Development, Kim Fields, on my email. If I do not contact the employer within two working days, I understand that I will not be permitted to participate in recruiting programs or utilize job listings in Symplicity until I send the apology. Following a second no-show, I understand that I may lose all privileges to participate in all Wake Forest Law recruiting programs for the remainder of the academic year.

_____ **Off-Campus Interview Programs:** I acknowledge that I am aware that these programs take place in various cities across the country, and I will be responsible for my own travel expenses to the program. I agree that prior to bidding on/applying for any employer(s) in the off-campus interview program(s) I will research the employers, check my schedule for availability on the day of the interview program, and review my personal finances for traveling to these location(s). I am also aware that I must attend any off-interview program(s) for which I have been selected **EVEN IF I RECEIVE ONLY ONE INTERVIEW** in the program(s).

_____ **NALP Guidelines:** I agree that I will abide by (NALP) Principles and Standards for Law Placement and Recruiting Activities in their entirety including the General Standards governing affirming, accepting, and holding open offers, in addition to the Ethical Standards for Candidates. (See NALP web site, www.nalp.org, for more detailed information.)

_____ **Symplicity:** I agree to keep my profile on Symplicity updated and accurate, including my e-mail address, resume, and geographic preferences so that I can receive important information disseminated by OCPD. I authorize my credentials (that have been uploaded into Symplicity or collected by OCPD for a specific employer) to be forwarded to the employers that I have applied to or bid on in Symplicity by OCPD.

Please Print Name: _____

Signed: _____

Date: _____