



# CLERKSHIP GUIDELINES FOR RECRUITMENT ACTIVITIES IN 2017

## 1. Objective

To provide a structured process for clerkship recruitment to allow students to simultaneously consider offers received and select an employer most appropriate to their needs.

## 2. Participation

- (a) Firms and organisations have the option to choose to participate in respect of clerkship, internship or graduate recruitment or any combination of the three by registering an expression of interest and paying the preferred package fee to the Law Society of New South Wales.
- (b) Firms and organisations can choose to participate in any combination of the three-pronged approach run by LegalVitae. This includes: participation in the comprehensive summer clerkship, intern and graduate programs, advertising on the LegalVitae jobs portal and showcasing their brand at a centralised careers fair.
- (c) Firms and organisations who choose to participate in the Clerkship Employment Guidelines will abide by the principles set out in the Guidelines including the Key Recruitment Dates (Schedule A) for clerkship employment recruitment, and the Law Society of New South Wales Legal Clerkship Employment Guidelines Review Statement.
- (d) Firms and organisations can withdraw their participation at any stage by providing written notice to the Law Society of New South Wales to the Contact details appearing at the end of these Guidelines.
- (e) There are no penalties for not following the Guidelines.
- (f) The Guidelines are not compulsory.

## 3. Key Recruitment Dates

Schedule A sets out the dates for the opening and closing of applications for clerkship positions and the making and accepting of clerkship employment offers.

## 4. Key Recruitment Principles

- (a) Participating firms and organisations
  - i. Firms and organisations will follow the Guidelines when making clerkship offers (as the case may be) to:
    - Current Staff (including staff employed on a casual basis);
    - Applicants who have no relationship with the firm or organisation.
  - ii. It is desirable, although not a requirement, that firms and organisations should only be recruiting students in their penultimate year of obtaining a law degree for clerkship placements.
  - iii. Firms and organisations should refer the Guidelines (including the acceptance dates) to candidates both during the recruitment process and when offers of employment are made.
  - iv. Participating firms and organisations cannot require a student to accept or decline an offer, nor require a student to give an indication about whether or not an offer may be accepted or declined, before the date by which offers must be accepted or declined.



- (b) Candidates
  - i. There is an expectation that candidates will be straightforward, honest and sincere in their dealings with firms or organisations.
  - ii. It is desirable, although not a requirement, that students applying for clerkships should be in their penultimate year of obtaining a law degree
  - iii. There is an expectation that candidates will be clear and transparent with firms and organisations with regard to their intentions, e.g. to apply for Judge's Associateship position or further study

## 5. Offer and Acceptance

- i. A participating firm or organisation may make an offer of a clerkship to a candidate at any time during the offer period identified in Schedule A
- ii. An offer of a clerkship made within the offer period will remain open for acceptance until 5:00pm on the date identified in Schedule A as the day on which offers of clerkships must be accepted
- iii. A candidate must not retain more than two (2) open offers at any time during the period commencing at 12 noon on the penultimate day of the offer period and concluding at 5:00pm on the day identified in Schedule A as the day on which offers of clerkships must be accepted, and must, notwithstanding clause (5)(2)(ii) decline on a rolling basis excess offers as necessary to comply with this clause.

## 6. Review

These Guidelines will be reviewed (including Key Recruitment Dates) annually by a Working Group established by the Law Society of New South Wales comprised of a representative of the Law Society of New South Wales, a representative of each of the firms or organisations and a representative of each of the legal education providers in accordance with the Law Society of New South Wales Clerkship Guidelines Review Statement.

## 7. Participating firms in guidelines

Allen & Overy, Allens, Ashurst, Baker & McKenzie, Bird & Bird, Clayton Utz, Corrs Chambers Westgarth, DLA Piper, Gilbert + Tobin, Herbert Smith Freehills, HWL Ebsworth, Jones Day, K & L Gates, King & Wood Mallesons, Maddocks, Mulla Oakley, MinterEllison, Norton Rose Fulbright, PwC

## 8. Participating Legal Education Providers Include

Australian National University, Bond University, Griffith University, Macquarie University, Monash University, Southern Cross University, University of Melbourne, University of Newcastle, University of New South Wales, University of Notre Dame, Australia, University of Sydney, University of Technology, Sydney, University of Wollongong, Western Sydney University

## 9. Contact Details

### Graduate Services

The Law Society of New South Wales  
170 Phillip Street, Sydney NSW 2000  
DX 362 Sydney

E: [info@legalvitae.com.au](mailto:info@legalvitae.com.au)

T: 02 9926 0222

F: 02 9926 0282