

# Notre Dame Law School Externship Programs

## Professionalism in Interviewing

You will be making first (and lasting) impressions on placement sites, potential employers and future colleagues. Therefore, it is essential that you conduct yourself with the utmost honesty, integrity and professionalism. If you are unsure how to handle a particular situation, feel free to contact Professor Bob Jones, Program Director Katelynn McBride or your CDO counselor for guidance.

### Only set up an interview ...

...with those sites with at which you would sincerely be interested in doing an externship. If you are asked to interview at a site at which you really wouldn't want to do your externship, it's better to be upfront and politely decline, than to go to the interview just to be nice. For instance, you could say you are no longer interested because your interests lie in another area. You don't need to go into detail, and don't give false reasons.

However, if you are *unsure* about whether you'd want to do you externship at a site, and they call you for an interview, feel free to go through with the interview. That meeting should enable you to learn more about the position so that you can better evaluate the opportunity.

### When interviewing

If you are applying to more than one externship site, let each prospective supervisor know that. They understand that students can be considering different sites, and appreciate students who are forthcoming about their situation.

### What to say when a placement site calls you with an offer:

- If you are sure that you would like to do your externship there, feel free to accept immediately, and then, immediately withdraw your name from consideration by other sites. **Specifically, after accepting an offer, you must contact all sites where you have interviewed and still remain an active candidate to remove yourself from consideration. Similarly, if you are scheduled for any upcoming interviews after accepting an offer, you must cancel them immediately.** Be gracious when rejecting offers, thanking the individuals for their time and the opportunity they presented to you.
- If you think you may like to do your externship there, but are waiting to hear back from other sites, tell the person that you are considering other possibilities, and are waiting to hear back. Ask them what their timetable is for hiring an extern. If you are unclear about any of the position responsibilities, ask, as the additional information may help you see more clearly what you want to do.

- If you have already accepted an offer from another site, tell that to the person who is calling you. Thank them for their time and the opportunity they presented to you. You can offer to stay in touch in case long-term opportunities may arise.
- If you know that you don't want to do your externship there, even if it would end up being your only option in a given semester, you can politely decline the offer and say that your plans have changed for that semester.

**It is both unprofessional and unethical to continue to interview – or worse, to accept a job offer – after you have accepted an offer with another placement site. Doing so reflects poorly upon your character and upon Notre Dame Law School. If you have accepted an offer, you must not pursue or entertain any other offers.**

If you are ever in doubt as to how to handle an acceptance or rejection of a job offer, please contact Professor Bob Jones ([rjones1@nd.edu](mailto:rjones1@nd.edu); 574-631-4863) or Program Director Katelynn McBride ([katelynn.mcbride@nd.edu](mailto:katelynn.mcbride@nd.edu); 574-631-6917) for advice.