

Legal Graduate Employment and Vacation Clerkship Guidelines

For recruitment activities in 2019

1. Objective

- a. To provide a structured process for graduate and vacation clerk recruitment to allow students to simultaneously consider offers received and select a firm most appropriate to their needs.

2. Participation

- a. Participation in the Program is voluntary and all Queensland law firms have the option to choose to participate.
- b. Firms who choose to participate in the Program will observe the principles set out in these Guidelines, including the key recruitment dates (Schedule A).
- c. Firms who have chosen to participate in the Program are listed on the QLS website. The list will be regularly updated to ensure the list is an accurate representation of participating firms.
- d. Firms can withdraw their participation at any stage by providing written notice to the Queensland Law Society, to internship@qls.com.au.
- e. The Guidelines are not compulsory but are strongly recommended.

3. Key recruitment dates

- a. Schedule A outlines dates for the opening and closing of applications for vacation clerkships and graduate positions and the making and accepting of vacation clerk and graduate employment offers.

4. Participating firms' responsibilities

- a. Firms will follow the Guidelines when making vacation clerk and graduate offers to:
 - current staff (including staff employed on a casual basis)
 - applicants who have completed a vacation clerkship with the firm (for graduate offers); and
 - applicants who have no relationship with the firm.
- b. It is desirable, although not a requirement, that firms should only be recruiting students in their penultimate year of obtaining a law degree for vacation clerkships.
- c. It is desirable, although not a requirement, that firms should only be recruiting students in their final year of their law degree for graduate placements.
- d. When on the day offers are made (graduate employment and vacation clerkships), firms may make offers at any time throughout the day.
- e. Firms must communicate the Guidelines (including the acceptance dates) to candidates both during the recruitment process and when offers of employment are made.
- f. Participating firms 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.
- g. An offer of a vacation clerkship shall not be made conditional upon acceptance of an offer of graduate employment.

5. Candidates' responsibilities

- a. There is an expectation that candidates will be straightforward, honest and sincere in their dealings with firms.
- b. It is desirable, although not a requirement, that students applying for a vacation clerkship should be in their penultimate year of obtaining a law degree.
- c. It is desirable, although not a requirement, that students applying for graduate employment are in their final year of study of a law degree.
- d. Candidates must accept or decline an offer (graduate employment and vacation clerkships) by the dates set out in Schedule A of the Guidelines.
- e. Candidates can accept or decline an offer at any time prior to the offer acceptance date.
- f. There is an expectation that candidates will be clear and transparent with employers with regards to their intentions to apply for Judge's Associateship positions.

Review

- a. These Guidelines are revised annually by Queensland Law Society and a committee comprised of the HR Interfirm Group.
- b. Firms who wish to participate in the annual review of the Guidelines should email internship@qls.com.au.

Contact details

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Schedule A – Key recruitment dates

Vacation clerkship dates 2019

Vacation clerkship dates	
Monday 4 March	Applications for clerkships open
Monday 25 March	Legal careers expo 2019
Monday 1 April	Applications for clerkships close at 9am AEST
Friday 19 April	Good Friday
Monday 22 April	Easter Monday
Thursday 25 April	ANZAC Day
Monday 6 May	Labour Day
Monday 20 May	Offers for vacation clerkships can be made by participating firms
Tuesday 21 May	Offers for vacation clerkships must be accepted or declined by 5pm AEST

Graduate employment dates 2019

Graduate employment dates	
Wednesday 27 February	Offers made to current staff/vacation clerks for graduate employment
Thursday 28 February	Offers made to current staff/vacation clerks must be accepted or declined by 5pm AEST
Monday 25 March	Legal careers expo 2019
Monday 5 August	Applications for graduate positions open
Wednesday 14 August	Royal Queensland Show (Brisbane)
Monday 19 August	Applications for graduate positions close at 9am AEST
Monday 16 September	Offers for graduate positions can be made by participating firms
Tuesday 17 September	Offers for graduate positions must be accepted or declined by 5pm AEST