

# Seasonal Clerkship and Graduate Recruitment Guidelines

Updated December 2024

# 1. Objective

- a. To provide a structured process for seasonal clerk and graduate program recruitment.
- b. To create clarity and transparency for firms and students.
- c. To allow students to simultaneously consider offers received and select the 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 by emailing **students@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 seasonal clerkships and graduate positions and the making and accepting of seasonal clerk and graduate employment offers.

# 4. Participating firms' responsibilities

- a. Firms will follow the Guidelines when making seasonal clerk and graduate offers to:
  - current staff (including, but not limited to, staff employed on a casual basis)
  - applicants who have completed a seasonal 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 seasonal 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. On the day offers are made (for graduate employment and seasonal clerkships), firms may make an offer of a clerkship to a candidate at any time during the offer period identified in Schedule A.
- 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 seasonal 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 seasonal clerkship should be in 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 seasonal 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 in consultation with participating firms.
- b. Firms who wish to participate in the annual review of the Guidelines should email **[students@qls.com.au](mailto:students@qls.com.au)**

## Contact details

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**[students@qls.com.au](mailto:students@qls.com.au) | p 1300 367 757**

# Seasonal Clerkship

## Key dates

	2026 Program Cycle
<b>2025 Legal Careers Expo</b>	<b>14 May 2025</b>
Applications open for clerkships	14 July 2025
<b>Applications close for clerkships by 5pm AEST</b>	<b>8 August 2025</b>
Offers for seasonal clerkships can be made from 9am AEST	8 October 2025
<b>Offers for seasonal clerkships must be accepted or declined by 1pm AEST</b>	<b>9 October 2025</b>
Summer 1 clerkship	Nov – Dec 2025
Summer 2 clerkship	Jan – Feb 2026
Autumn clerkship	April – May 2026
Winter clerkship	June – July 2026

# Graduate Program

## Key dates

	2026 Program Cycle
<b>Legal Careers Expo</b>	<b>14 May 2025</b>
Offers for current staff/vacation clerks for graduate employment can be made from 9am AEST	4 August
Offers for graduate positions to current staff/vacation clerks must be accepted or declined by 1pm AEST	<b>5 August</b>
Applications for graduate positions open (open market)	11 August
Applications for graduate positions close (open market)	<b>22 August</b>
Offers for graduate positions can be made from 9am AEST	25 September
Offers for graduate positions must be accepted or declined by 1pm AEST	26 September
Graduate program commences	February 2026