

## RECIPROCITY POLICY GRANTING ACCESS TO UF LAW'S SERVICES

The University of Florida-Levin College of Law Center for Career Development (CCD) grants reciprocity to alumni and law students of other ABA-accredited schools that afford reciprocity to University of Florida law students and alumni. UF reserves the right to restrict the number of requests it will grant to any one school if requests become excessive.

- ❖ UF Law participates in the Intercollegiate Job Bank (IJB) hosted by Brigham Young University School of Law. Please check with your law school to determine whether it too, is a member school. If your law school exchanges its alumni job bulletins through the IJB, just request the password and ID from your school to access UF Law and over eighty other law school's alumni postings.
- ❖ Reciprocity will not be granted between August 1<sup>st</sup> and November 15<sup>th</sup> of each year.
- ❖ Requests for reciprocity must be made for each student or graduate by their law school's career services administrator. Requests may be faxed, mailed, or e-mailed to [careers@law.ufl.edu](mailto:careers@law.ufl.edu); please allow a reasonable amount of time for us to return a response.
- ❖ Once reciprocity privileges are granted, the student or alumnus must email [careers@law.ufl.edu](mailto:careers@law.ufl.edu) to obtain their user ID and password to access our online job bank. If such access is granted students may view job postings but may not apply through the Symplicity system.
- ❖ Reciprocal services include access to library resources, website functions and may include access to UF Law's JobBank hosted by Symplicity. If the requesting school provides on-line access to job postings, UF will allow the same. If the requesting school does not provide on-line access to job postings, UF will either grant privileges that are similar or allow access to online job postings for 1 month.
- ❖ Reciprocity DOES NOT grant the ability to participate in On- or Off-Campus Recruiting Events, counseling services, blind postings or resume collections.
- ❖ Students or graduates may visit the office Monday-Friday between 8:00am-5:00pm. They do not need to call in advance, but should bring a copy of the letter granting reciprocity with them.
- ❖ Students and graduates are REQUIRED to state in their cover letters to employers that the job listing was received from this office through a reciprocal agreement with their law school.
- ❖ The CCD reserves the right to modify its policy of reciprocity without notice to keep pace with the employment demands of the local and national legal communities. If you have any questions, please contact our Reciprocity Coordinator for more information at: [careers@law.ufl.edu](mailto:careers@law.ufl.edu)