

Reciprocity Policy

1. The William S. Richardson School of Law Career Services Office may provide limited use of its career resources to third-year students or graduates of other ABA-approved and NALP member law schools which agree to provide reciprocal services to students and graduates of the William S. Richardson School of Law. All requests will be considered on a case-by-case basis.
2. All requests for reciprocal services must be made in writing by a Dean of Students or Career Services/Counseling official at least thirty (30) days in advance of a meeting by the student or graduate. The written request should be emailed to the Director of Career Services, Jill Gerrard at jgerrard@hawaii.edu.
3. Reciprocal services can include a single counseling appointment over the phone or Zoom and limited access to online job postings on the Career Services website.
4. Services DO NOT include access to law library resources or to any restricted email lists. Also not included are résumé referral services, vacancy announcements for student law clerks, and on-campus interview appointments with prospective employers.
5. Reciprocity services are available for a period not to exceed six (6) months, beginning with the date of the response letter from the Career Services Office.
6. In addition, further regulations or termination of services may apply to any school or alumni misusing the services. The Career Services official reserves the right to deny or terminate privileges to any grantee whose conduct is inappropriate or dishonorable.

Inquiries may be directed to:

Jill Gerrard, Director of Professional Development & Career Services
University of Hawaii at Manoa William S. Richardson School of Law
jgerrard@hawaii.edu or 808-956-9774