



Guidelines for Employers and Students Regarding Job Offers

The Career Center has implemented the following guidelines for employers and students regarding 2016-17 academic year job offers. These guidelines provide a framework to assist students/employers in making employment-related decisions.

Offers for Full-time Positions Extended to Summer 2016 Interns (Conversions)

Students should be given until October 30th, 2016 to decide whether to accept or decline a full-time employment offer resulting from a summer internship. All incentives included in the offer should remain available through October 30th, 2016.

Offers for Full-time or Summer 2017 Positions

Sufficient time should be extended to students to decide whether to accept or decline a full-time or summer employment offer. The Career Center recommends the following timetable:

- For offers made prior to March 1, 2017 - Please allow at least 4 weeks from the date of the written offer. All incentives included in the offer should remain in effect throughout this 4-week period.
- For offers made after March 1, 2017 - Please allow at least 2 weeks from the date of the written offer; again, all offer incentives should remain in effect throughout this period.

Exploding Offers

The Career Center defines an exploding offer as any offer requiring a candidate to accept within a shorter timetable than those listed above or the offer is retracted. Additionally, students should not be pressured to accept offers “early” by having incentives attached such as reduced benefits or lesser terms and conditions of employment.

Additionally, the Career Center offers students the following tips to successfully navigate the offer phase of the employment process:

- The terms and conditions of your employment offer should be clearly stated in writing (for example, job duties, wages and other benefits, start date, work location and hours). Please contact the employer immediately if you do not receive a formal offer letter after being extended a verbal offer or if you have a question about its written terms.
- Recognize the ramifications of “exploding offers.”
- If you are not interested in a specific job offer, please let the employer know immediately. Do not stockpile offers.
- Please note that not all offers are negotiable. Assess your expectations in a realistic manner and conduct sufficient research before contacting an employer.
- Notify employers of your decision regarding offers within the agreed upon timeframe. You may contact the organization for a possible extension if you need more time to make

a decision. However, you should recognize that it will be the employer's decision whether to grant that request for more time.

- Do not accept an offer until you have given the decision careful and thorough deliberation.
- You should take the appropriate actions to withdraw from the interviewing process after accepting an offer. If you are holding other pending offers, you should immediately notify those organizations of your final decision.
- Finally, do not retract an accepted offer, except where absolutely necessary due to extreme personal circumstances.

Please contact the Career Center if you have further questions about these guidelines or the offer evaluation process in general.