

SMITH SCHOOL RECRUITING POLICIES | 2023-2024

INFORMATION FOR SPECIALTY MASTERS & UNDERGRADUATE STUDENTS AND EMPLOYERS

The Office of Career Services (OCS) has established the following policies for employers recruiting Smith specialty masters and undergraduate students. These are intended to provide a shared understanding between OCS, employers, and students.

JOB OFFER DEADLINES & POLICIES

Employers are asked to follow the deadlines below for offers extended to Smith specialty masters and undergraduate students to make an informed and responsible decision about an offer.

Fall Recruitment for 2024 Summer Internship and Full-Time Job Offers

Offer Origination	Offer Should Remain Open Until
Upon completion of summer internship	October 15, 2023
Before October 10, 2023	October 31, 2023
October 10, 2023, and beyond	3 weeks from formal offer

Spring Recruitment for 2024 Summer Internship and Full-Time Job Offers

Offer Origination	Offer Should Remain Open Until
Before February 8, 2024	March 1, 2024
February 8, 2024, and beyond	3 weeks from formal offer

For circumstances not detailed above, we strongly recommend that employers provide students with no fewer than three weeks from the date of the formal offer.

Exploding Offers & Reneges

Employers are expected to make a good faith effort to provide a fair and reasonable time frame for students to evaluate offers of employment. Offers requiring a decision on the spot or within a very short time frame are highly discouraged. Students who accept offers without an appropriate amount of time to consider the offer may lead to a decision made under duress, resulting in a potential renege or a less than optimal fit between the student and employer. Students are encouraged to request an extension from the employer if more time is needed to make an informed decision.

OCS considers a renege to be an egregious breach of professional and recruiting etiquette and will take appropriate action with a student who violates our renege policy. However, the Smith School will not enforce a renege policy if an employer significantly changes the terms of the offer, if it is determined a student was required to make a decision under duress, or if the student was required to make a decision more than 12 months prior to the start date for that position. Employers are urged to follow the timeline above to reduce pressure on students and minimize potential for renegees.

Notification of Offer Acceptance

Students who have accepted offers are expected to report their accepted internship or full-time role in HireSmith and immediately halt other recruitment activities. All students are urged to immediately release offers they do not plan to accept and are discouraged from engaging in a search process for a position they do not intend to seriously consider. Employers are asked to provide student job offer acceptance information to OCS as soon as the information is available.

ON-CAMPUS INTERVIEW NO-SHOW POLICY FOR UNDERGRADS

The Office of Career Services (OCS) takes "no-shows" for interviews very seriously as this is considered a breach of professional courtesy, reflects poorly upon the Smith School of Business, and unfairly prevents other students from having an interview opportunity.

OCS requires that cancellation of interviews be made at least 48 hours prior to the scheduled interview. Students can cancel via HireSmith if the interview schedule is not frozen. If the schedule is frozen, students must call OCS to cancel. Students who violate the cancellation policy (e.g., calling to cancel on the day of the interview, unless in case of emergency) or fail to show up for interviews are considered no-shows and risk losing their HireSmith access until the issue is resolved. Students who have multiple no-shows may risk losing access for an extended period of time. Regardless of reason, it is professional courtesy to communicate in advance if an interview or professional commitment cannot be met.

As a no-show, access to HireSmith will be revoked immediately until the two following actions are taken:

- 1) Meet with the Director or Associate Director of Undergraduate Career Programming to explain the reason for missing the interview.
- 2) Write a properly written email/letter of apology explaining why you missed the interview. After reviewing with OCS, email the final letter to the employer.

RENEGE POLICY FOR UNDERGRADS

The Office of Career Services (OCS) considers a renege to be the most egregious breach of professional and recruiting etiquette. When a student reneges on a job offer, this negatively impacts the relationship OCS has established with a recruiter and damages the student's reputation and professional brand. It also prevents another Smith School student from pursuing that same career opportunity.

Students are encouraged to request an extension from the employer if more time is needed to make an informed decision. Students who wish to discuss offers prior to accepting or declining are encouraged to schedule an appointment with an OCS career coach to discuss their situation in greater detail.

Once a student accepts an offer, he or she may not continue to apply for and/or interview for other positions via HireSmith, unless those positions do not interfere with the accepted position (e.g., a student may accept a 2024 summer internship but continue searching for a 2024 spring semester internship). Students who continue searching after accepting an offer may lose access to HireSmith and other on-campus recruiting activities.

Students who renege on job/internship offers will be required to meet with the Director or Associate Director of Undergraduate Career Programming and write a letter of apology to the employer. Additionally, a renege may result in repercussions up to and including loss of future recruiting privileges (including access to HireSmith).