

# GUIDELINES FOR RECRUITING AND OFFERS OF EMPLOYMENT

Acknowledging that employers need to effectively manage their time-sensitive recruitment processes and students need time to make informed decisions when comparing and responding to offers, we feel that it is in the best interest of both employers and students to maintain the following guidelines regarding offers of employment:

## UNDERGRADUATE & GRADUATE PRE-SELECT GUIDELINE

- Pre-selects for on-campus interviews should be sent to the Feld Center For Career & Alumni Engagement at least 5 days in advance. In the event that pre-selects are not received 5 days prior to the on-campus interview, we ask that the employer contact students directly and arrange the interview schedules.

## UNDERGRADUATE OFFER GUIDELINE

- All full-time offers that come from summer employment should remain open until October 15th or for 14 days, whichever comes later.
- All other offers, whether for full-time or internship positions and regardless of the semester in which offered, should remain open for 14 days.

## GRADUATE OFFER GUIDELINE

- All full-time offers that come from summer employment should remain open until November 1st or for 14 days, whichever comes later.
- Full-time employment offers made in the fall semester should remain open until the last business day in November or for 14 days, whichever comes later.
- All other offers, whether for full-time or internship positions and regardless of the semester in which offered, should remain open for 14 days.

