

EXTENDING OFFERS

- Official offers must be in writing. Written offers are defined as electronic or hard copies
- The start of the offer timeline is determined by the date on the written offer letter

OFFER RESPONSE DEADLINES**Full-time Offers (Second Year Students)**

- Former summer interns can receive offers at any time
- For non-interns: No employment interviews or job offers may be extended prior to the first day of on-campus recruiting, which is **September 5, 2023**
- All extended full-time offers will be given a deadline of **December 5, 2023** or three weeks, whichever is later, to consider. Alternative dates can be determined if agreed upon by both parties (student and employer)

Internship Offers (First Year Students)

- On-campus internship interviewing typically takes place in **January and February 2024**
- No initial employer interviews or job offers, whether held on or off campus, may occur prior to **January 3, 2024**
- All extended internship offers will be given a deadline of **February 20, 2024** or three weeks, whichever is later, to consider the offer
- If the offer is extended after **February 20, 2024**, students will have at least two weeks to respond
- **Internship Offers from Diversity Pre-MBA or Fall Career Expos/Conferences:** Some companies make internship offers through various pre-MBA diversity summer programs and fall career fairs. For internship offers that are given during the summer or fall, students should have until **February 1, 2024** to respond to the offer
- **Internship Offer Policy for Investment Banks:** Students must be given two weeks or until 6pm CST on **January 12, 2024** to make a decision about accepting an offer.
- These guidelines are in effect unless both parties agree to an alternative date

EXPLODING OFFERS

- The CDO prohibits “exploding offers”
- An exploding offer requires a student to accept a job offer within a very short period of time or face having the offer rescinded or salary package diminished. This places undue pressure on students and as such is viewed as inappropriate conduct
- Requiring a verbal acceptance in order to receive a written offer is considered an “exploding offer”
- Your adhering to the CDO offer guidelines allows students a sufficient consideration period, which improves acceptance rates and reduces renegeing possibilities

REPORTING OFFERS & HIRES

- Employers that utilize CDO services are expected to report hiring statistics for Rice students by email or phone. If you use an internal campus hire tracking form that may be shared with the CDO, please do so
- The CDO discourages employers from withdrawing offers or altering base compensation. If an offer must be rescinded, the employer should contact the CDO **prior to that action** so that we may assist in the handling of the situation with the student
- Employers who rescind offers may be prohibited from campus recruiting in the following year
- Information provided by employers will be reported in aggregate form only. Salaries offered by individual employers will not be reported, nor will the names of the students they hire

STUDENT ACCOUNTABILITY/RENEGING

- All offer acceptances must be in writing. Acceptances may occur in electronic or hard copy
- If a student accepts a written offer of employment and later reneges on the acceptance, please notify the CDO. The CDO staff will follow up with the students immediately. Students who renege on offers are restricted from using career services for one year
- Rice Business students sign a Student Recruiting Policy document when they are initially given access to career services and are expected to abide by those rules. Please contact a CDO staff person if you would like to see the Student Recruiting Policy
- The CDO encourages students to discuss offers and deadlines with employers. The CDO staff is available to facilitate a meeting to discuss conflicts to determine a mutually agreeable solution
- If an employer must withdraw an offer, contact Jessica Campbell, Director of Corporate & Employer Relations at 713-348-5371. This is a serious matter that can significantly harm an employer's reputation and subsequent ability to recruit students.
- If a student reneges on an accepted offer, please contact Philip Heavilin, Executive Director of the Career Development Office at 713-348-2633. Rice Business considers reneging on an accepted offer unethical.