

Cornell Career Services is pleased to welcome you to Cornell University to recruit our students. In order to facilitate the process, we have developed the following guidelines concerning interviews (on campus and off), offer policies, and other aspects of the recruiting process. We also expect employers to comply with guidelines set forth by the National Association of Colleges and Employers (NACE); see naceweb.org...Knowledge Center...Principles for Professional Practice.

If you have any questions regarding our recruiting policies, please contact Rebecca Sparrow, Executive Director, at 607/255-2723 or rms18@cornell.edu or Demetra Dentes, Senior Associate Director, at 607/255-7464 or dd21@cornell.edu.

1. Interviewing Dates

On-Campus Interviews

To request interview dates, use our online Interview Date Request system available at career.cornell.edu...Employers...On-Campus Recruiting...Scheduling Interviews. For questions regarding scheduling interviews, contact Employer Scheduling Coordinator at 607/255-6934 or employerscheduling@cornell.edu. Interviews may be held on campus according to the following schedule:

Fall 2011 Recruiting Period: September 21 (Wednesday)–December 2 (Friday)

Notes

No on-campus interviews scheduled due to:

Rosh Hashanah: September 29 (Thursday)

Fall Break: October 7–11 (Friday–Tuesday)

Thanksgiving Break: November 23–28 (Wednesday–Monday)

Hotel Administration employers:

No interviews scheduled: Hotel School Career Day, October 25 (Tuesday)

ILR employers:

ILR intern recruiting period limited to: October 12 (Wednesday)–December 2 (Friday)

No interviews scheduled: ILR Career Fair, October 13 (Thursday)

Spring 2012 Recruiting Period: January 25 (Wednesday)–May 3 (Thursday)

Notes

No on-campus interviews scheduled due to:

Spring Break: March 16–25 (Friday–Sunday)

Engineering Co-op employers:

Preferred interview dates: February 9–10; 16–17; 23–24; March 1–2 (Thursdays and Fridays)

Co-op employer-student receptions (evening): February 8; 15; 22; 29 (Wednesdays)

ILR employers:

ILR recruiting period: February 6 (Monday)—May 3 (Thursday)

Second-Round Interviews, Same-Day Call-Backs, Recruiting Timelines, etc.

The recruiting policies of Cornell Career Services require that students do not cancel first-round interviews to attend second-round interviews. Students who do so face suspension of their on-campus recruiting privileges. In order to assure students' ability to comply with our second-round policy, we have established the following expectations for employers.

Second-round interviews held on campus are strongly encouraged and may be scheduled at any time in the semester. We particularly encourage employers to inquire about the possibility of scheduling evening interviews. Employers scheduling second-round interviews on campus must offer students alternate times so that they do not miss class or first-round interviews; that is, employers may not assign students a time slot without offering options. (Most professors will not excuse students from class or exams for recruiting-related activities.)

In addition, employers should offer an on-site interview option if a student is not able to schedule a second-round interview on campus due to class or interview conflicts.

“Super Saturday” events may be scheduled at any time in the semester, but require a minimum of three full business days’ notice. (i.e., for a Super Saturday event, notice must be given no later than the end of business on the prior Tuesday.) Please discuss these events with Cornell Career Services in advance of notifying students.

We encourage employers to describe recruiting timelines and/or procedures in job descriptions and during the interview. For example, an employer should notify students in advance if second-round interviews are planned on campus for the day of or day after the first interview. An employer should also notify students in advance if there will be an evening call-back dinner or other event on the same evening as the first interview. This will allow students to make tentative arrangements in advance with professors for exams, classes, or other commitments.

In all cases, the following guidelines for off-campus interviews and employer events must be honored:

Fall 2011

- Second-round interviews and other employer events may not be conducted off campus until Friday, October 7, even if a student suggests or requests an earlier interview date. Employers must give a minimum of three full business days’ notice of a second-round interview in an off-campus location (for an interview on Wednesday, for example, notice must be given by end of business day the previous Thursday).
- Employers are encouraged to conduct second-round interviews off campus during Fall Break (October 10–11)
- Without exception, employers must offer alternative dates, without negative consequence, for a second-round interview if the date originally suggested by the employer interferes with a student’s first-round interview on campus, exam, or other valid conflict.

Spring 2012

- Second-round interviews and other employer events may not be conducted off campus until Friday, February 10, even if a student suggests or requests an earlier interview date. Employers must give a minimum of three full business days’ notice of a second-round interview in an off-campus location (for an interview on Wednesday, for example, notice must be given by end of business day the previous Thursday).
- In all cases, employers must offer alternative dates, without negative consequence, for a second-round interview if the date originally suggested by the employer interferes with a student’s first-round interview on campus, exam, or other valid conflict.

2. Offer Guidelines

Students need time to make informed decisions when comparing and responding to offers. In order to facilitate this process, employers are expected to adhere to these guidelines:

Full-Time Offers: Fall and Spring Interviews

- Employers extending offers during the fall semester must give students until Tuesday, November 15, or a minimum of three weeks from receipt of the written offer—whichever is later—to respond to that offer, without pressure to respond on an earlier date. See definition of “exploding offers” below.
- Employers extending offers in the spring semester for full-time positions must give students until Thursday, March 1, 2012, or a minimum of three weeks from receipt of the written offer—whichever is later—to respond to that offer, without pressure to respond on an earlier date. See definition of “exploding offers” below.

Full-Time Offers to Summer Interns or Co-op Students

- Employers who extend an offer for full-time employment to a student who has had a summer internship or co-op with the employer must give students until Tuesday, November 1, 2011, or a minimum of three weeks from receipt of the written offer—whichever is later—to respond to that offer, without pressure to respond on an earlier date. See definition of “exploding offers” below.

In all cases, employers making full-time offers to Cornell students (whether through on-campus recruiting or not) are expected to give students a minimum response time of three weeks from receipt of a written offer.

Internship Offers

- Employers extending offers in the spring semester for summer internships must give students until Thursday, March 1, 2012, or a minimum of two weeks from receipt of the written offer—whichever is later—to respond to that offer, without pressure to respond verbally or in writing on an earlier date. See definition of “exploding offers” below.

The following exceptions to this policy apply:

- Employers extending offers of summer internships to previous summer interns are encouraged to extend the response date to Thursday, March 1, 2012, to allow students to participate in the traditional (spring) internship recruiting period. These employers must discuss any other offer timelines with a Cornell Career Services staff member.

- Employers extending offers of summer internships during the fall recruiting period are encouraged to extend the response date for such offers to Thursday, March 1, 2012. These employers must discuss any other offer timelines with a Cornell Career Services staff member.
- Employers making offers of summer internships to students who will be studying abroad in spring 2012, must give students until December 15, 2011, or a minimum of two weeks from receipt of the written offer—whichever is later—to respond to that offer, without pressure to respond on an earlier date. See definition of “exploding offers” below.

In all cases, employers making offers of summer internships to Cornell students (whether through on-campus recruiting or not) are expected to give students a minimum response time of two weeks from receipt of a written offer.

Off-campus summer internship interviews for the general student population prior to the start of the traditional (spring) internship recruiting period are not consistent with Cornell's recruiting policies.

On November 15 (fall) or March 1 (spring), if the student is still in the first or second round of interviews with other employers, it would be considered a courtesy (although not mandatory) on the part of an employer who has made an offer to extend the deadline.

Exploding Offers/Excessive Pressure

Employers should not make “exploding offers” or pressure students to accept an offer under duress. Exploding offers are those that require a quick response time or call for a reduction in offer package after a certain date. Examples of excessive pressure include statements such as “If I offer you the position today, will you take it?” or insisting on a verbal commitment from a student before sending a written offer.

Full Disclosure: Start Dates, Basis of Compensation, Hiring Process

Start Dates

- All offer letters must include a start date. Candidates who interview with employers on campus expect to start work after graduation and by mid-September at the latest. Employers who anticipate start dates later than September 15 must disclose this to Cornell Career Services when scheduling an on-campus recruiting date, and to students in the job description.

Basis of Compensation

- Employers who compensate employees based solely on commission (i.e., without a base salary as well) may not recruit on campus or post jobs through CCNet. Employers who compensate employees based on partial commission must present an accurate base salary and an accurate estimate of total expected first-year earnings.

3. Alcohol

Use of alcohol by candidates at any time during the recruiting process is not acceptable. Employers’ recruiting events, whether on or off campus, should not include alcohol. Additionally, representatives should not extend invitations to students to meet informally at bars in Collegetown or other locations. Please refer to the NACE *Principles for Professional Practice* for more information.

4. Non-Discrimination

Cornell University’s policy prohibits discrimination or harassment on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, age, handicap, or veteran status in the recruitment and employment of faculty and staff or the operation of any of its programs and activities as specified by federal, state, and city laws and regulations.

We ask each employer recruiting with us to affirm that “it is an equal opportunity employer, and offers employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, or citizenship unless legally required, and provides equal employment opportunity to individuals with veteran status.”

5. Consequences

Note that employers violating these policies may receive deferred interview dates or be denied access to the recruiting program for the following season.

Students violating policies may forfeit on-campus recruiting privileges.