

# Employer Policies and Procedures

Cornell Career Services

for Hiring Cornell University Students, 2014–15

Cornell Career Services is pleased that you are interested in posting positions and/or visiting 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 hiring process. We also expect employers to comply with guidelines set forth by the National Association of Colleges and Employers (NACE); see [naceweb.org...](http://naceweb.org...) Knowledge Center... Principles for Professional Practice.

Note that employers violating these policies may receive deferred interview dates or be denied access to the recruiting program or job-posting service for the following season. Students violating policies may forfeit on-campus recruiting privileges.

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

## 1. Job-Offer Response Dates: On-Campus Recruiting and Job Postings

The intent of these guidelines is to allow students ample time to give careful consideration to all of their employment options, and to make informed decisions about their employment after Cornell. In order to facilitate this process, employers are expected to extend offers in accordance with these guidelines:

### *Full-Time Offers for 2014 Start Dates*

Written Offer Extended:	Earliest Response Date Allowed:
To Prior Summer Intern	10/31/14 or 2 weeks, whichever is later
By 11/14/14	11/14/14 or 2 weeks, whichever is later
Between 11/15/14 and 3/31/15	2 weeks
On or After 4/1/15	1 week

### *Offers for Summer 2015 Internships*

Written Offer Extended:	Earliest Response Date Allowed:
To Prior Summer Intern	10/31/14 or 2 weeks, whichever is later
By 11/14/14	12/1/14
Between 11/15/14 and 12/31/14	12/16/14 or 2 weeks, whichever is later
Between 1/1/15 and 3/31/15	2/23/15 or 2 weeks, whichever is later
On or After 4/1/15	1 week

If the student is still in the first or second round of interviews with other employers on the date when a response is expected, it would be considered a courtesy (although not mandatory) on the part of an employer who has made an offer to extend the deadline.

## 2. 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.

## 3. 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.

[career.cornell.edu](http://career.cornell.edu)

University • 103 & 210 Barnes  
Agriculture & Life Sciences • 140 Roberts  
Architecture, Art, & Planning • 103 & 210 Barnes

Arts & Sciences • G55 Goldwin Smith  
Engineering • 201 Carpenter

Hotel Administration • 180 Statler  
Human Ecology • 172 MVR  
ILR School • 201 Ives

**4. Rescinded Offers**

If circumstances force an employer to rescind on offers, the employer must report this to Cornell Career Services staff prior to the actual rescinding with the student. Rescinded offers will be reviewed on a case-by-case basis. Consequences for rescinding (other than for cause) may range from delayed registration for on-campus interview dates to reduced campus access for up to one year or longer.

**5. 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.

**6. 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.”

**7. On-Campus Recruiting Information**

**On-Campus Interviews**

If you would like to conduct interviews on campus, request dates for your interview visit(s) by using our online Interview Date Request system available at [career.cornell.edu](http://career.cornell.edu)... Employers... Hiring Current Students... On-Campus Recruiting... Scheduling Interviews or link directly at <http://ccs.career.cornell.edu/IDR/LogIn.php>. For questions regarding scheduling interviews, contact our Employer Scheduling Coordinator at 607/255-6934 or [employerscheduling@cornell.edu](mailto:employerscheduling@cornell.edu). Interviews may be held on campus according to the following schedule:

**Recruiting Periods**

<b>Fall 2014</b> September 22–December 5	<b>Spring 2015</b> January 22–May 6
<b>ILR Intern Recruiting Period</b> Master’s/MILR: Begins October 8 Bachelor’s: Begins October 20	<b>ILR Intern Recruiting Period</b> Begins February 2
	<b>Engineering Co-op Recruiting Period</b> Preferred Dates: February 5-6, 12-13, 19-20, and 26-27 <b>Co-op Employer/Student Receptions</b> February 4, 11, 18, and 25

**No On-Campus Interviews**

<b>Fall 2014</b> Rosh Hashanah: September 25-26 Fall Break: October 13-14 Thanksgiving Break: November 26-30	<b>Spring 2015</b> Mid-Winter Break: February 16-17 Spring Break: March 27-April 6
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**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, 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.

In all cases, the following guidelines apply to off-campus interviews and employer events:

<b>Second-Round Interviews</b>	<b>Fall 2014</b>	<b>Spring 2015</b>
Allowed Off Campus	Any weekend dates, plus: September 25-26* and October 2, 3, 9, 10, and anytime beginning October 13  <i>* Rosh Hashanah</i>	Any weekend dates, plus: January 29, 30 and February 5, 6, and anytime beginning February 9
Not Allowed Off Campus	September 22, 23, 24, 29, 30, and October 1, 6, 7, 8	January 22, 23, 26, 27, 28, and February 2, 3, 4