

Employer Policies and Procedures

Cornell Career Services

for Hiring Cornell University Students, 2016–17

Cornell Career Services (CCS) 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 procedures concerning interviews (on campus and off), offer policies, and other aspects of the hiring process. We also expect employers to comply with principles established by the National Association of Colleges and Employers (NACE); see [naceweb.org... Knowledge Center... Principles for Professional Practice](http://naceweb.org...). Please pay particular attention to the NACE principles regarding alcohol consumption and discrimination in the recruiting process.

Note that employers violating these policies may receive deferred interview dates or be denied access to the recruiting program or job-posting service, at the discretion of CCS staff. Students violating policies may forfeit the right to participate in Cornell recruiting activities and to use the Handshake system.

If you have any questions regarding our employer 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. Job-Offer Response Dates and Offer Procedures: On-Campus Recruiting and Job Postings

The intent of these policies is to allow students ample time to give careful consideration to 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 dates:

Full-Time Offers for 2017 Start Dates

Written Offer Extended:	Earliest Response Date Allowed:
To prior Summer Intern (or other student identified over the summer)	10/31/16 or 2 weeks, whichever is later
By 11/15/16	11/15/16 or 2 weeks, whichever is later
Between 11/16/16 and 2/28/17	2 weeks
On or after 3/1/17	1 week

Offers for Summer 2017 Internships

Written Offer Extended:	Earliest Response Date Allowed:
To prior Summer Intern (or other student identified over the summer)	10/31/16 or 2 weeks, whichever is later
By 12/31/16	12/1/16 or 2 weeks, whichever is later
Between 1/1/17 and 2/28/17	2 weeks
On or after 3/1/17	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 on the part of an employer who has made an offer to extend the deadline upon request.

2. Job-Offer Communications

Employers should communicate clearly to students their offer procedures, including method for students to confirm acceptance (e.g., signing written documentation, confirming electronic offer, etc.), and whether the employer considers a verbal statement of intent to accept to be a binding job acceptance. (In this case, the employer should inform the student immediately that the statement is considered an acceptance.)

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

Start Dates

- All offer letters must include a start date. Candidates 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 Cornell Handshake. Employers who compensate employees based on

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University (incl. Grad School) • 103 & 210 Barnes
Agriculture & Life Sciences • 140 Roberts
Architecture, Art, & Planning • B1 West Sibley

Arts & Sciences • 172 Goldwin Smith
Engineering • 201 Carpenter

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

partial commission must present an accurate base salary and an accurate estimate of total expected first-year earnings.

Excessive Pressure/Exploding Offers

Employers should not pressure students to accept an offer before the timelines above or make "exploding offers." Examples of excessive pressure include repeated "sell calls" from team members to assess a student's status; insisting on a verbal commitment from a student before sending a written offer; or statements such as "If I offer you the position today, will you take it?" Exploding offers are those that require a quick response time or call for a reduction in offer package after a certain date.

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.

3. On-Campus Recruiting Information

On-Campus Interviews and Other Events

Our expectation is that all interview schedules, information sessions, employer office hours, and other on-campus hiring activities will be scheduled through CCS and that first-round interviews will be held on the Cornell campus. Request dates for your interview visit(s) by using the online Interview Date Request system at career.cornell.edu... Employers... Hiring Current Students... On-Campus Recruiting... Scheduling Interviews, or link directly at <http://ccs.career.cornell.edu/IDR/LogIn.php>. Interviews may be held on campus according to timelines established in accordance with significant religious holidays and Cornell breaks. For questions on scheduling interviews, contact the Employer Scheduling Coordinator at 607/255-6934 or employerscheduling@cornell.edu.

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 (especially in the evenings) and may be scheduled at any time in the semester. Employers scheduling second-round interviews on campus must offer students alternate times so that they do not miss class or first-round interviews. (Most professors will not excuse students from class or exams for recruiting-related activities.)

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

"Super Day" events may be scheduled at any time in the semester, but employers must give students sufficient time to make travel and academic arrangements. Please offer flexibility, since students are not allowed to cancel first-round interviews to attend these events and may experience academic consequences if they miss exams or classes.

We encourage employers to describe recruiting timelines and/or procedures in communications with students 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. 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. Check cornell.edu/employers/hiring_students/recruiting/scheduling.cfm for dates that second-round interviews may be offered on and off campus.

Employers should not extend invitations that conflict with this policy and students should not request that employers offer second-round interviews that conflict with this policy, even if a date is convenient for both parties. To do so is considered a violation of these policies.