

# Offer Guidelines and Recruiting Policies

Cornell Career Services

for Hiring Cornell University Students, 2017–18

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), extending offers, and other aspects of the hiring process. We also expect employers to comply with [Principles for Professional Practice](#) established by the National Association of Colleges and Employers (NACE). Pay particular attention to the NACE principles regarding alcohol consumption and discrimination in the recruiting process.

Employers violating these policies or making offers inconsistent with our guidelines may receive deferred interview dates or be denied future 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 recruiting activities and to use Handshake. If you have any questions regarding our employer expectations, 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 and Offer Procedures: On-Campus Recruiting and Job Postings

Exploding offers and short response timelines put enormous pressure on our students to make a decision before they have completed the interviewing process and considered their options fully. Most students are not ready—nor should we expect them to be—to make a final decision before completing all of their interviews. Students with exploding offers often call other employers in an attempt to arrange early interviews, which disrupts those other firms' recruiting efforts. Pressure by employers to accept early makes it difficult for us to enforce our policy against students renegeing. We therefore encourage all employers to adhere to the following guidelines when hiring our students.

- If you make **full-time offers at the end of the summer to students returning to Cornell for their final year**, we ask that you give them until **Tuesday, October 10, 2017**, to respond. This pertains to former interns as well as *other students whom you may have interviewed* over the summer.
- If you make **full-time or internship offers during the fall semester** (for summer 2018 start dates), we encourage you to give students **until Wednesday, November 1, 2017, or two weeks**, whichever is later, to decide on the offer. If you offer an opportunity for a second internship to former interns or make an internship offer as a result an early-identification program, we ask that you also give these students until this date to respond.
- If you extend **full-time offers** between 11/1/17 and 1/31/18, please give students at least two weeks to respond. After 2/1/18, please give at least one week. For **internship offers** extended between January 1 and February 28, 2018, we ask that you give students at least two weeks to respond. After March 1, 2018, please give students at least one week.

In some cases, students may ask for extensions beyond these dates; we hope you can accommodate them. Most employers have been very understanding and willing to give students the time they need. We appreciate your cooperation in the past, and ask for your flexibility in the future.

The following charts may help you understand these guidelines more readily. Note that dates for some industry areas may vary somewhat from these dates. The college office hosting your campus visit will notify you if this is the case.

### *Full-Time Offers for 2018 Start Dates*

Written Offer Extended:	Earliest Response Date:
To prior Summer Intern (or other student identified over the summer)	10/10/17 or 2 weeks, whichever is later
By 11/1/17 (Fall semester recruiting)	11/1/17 or 2 weeks, whichever is later
Between 11/1/17 and 1/31/18	2 weeks
On or after 2/1/18	1 week

### *Offers for Summer 2018 Internships*

Written Offer Extended:	Earliest Response Date:
To prior Summer Intern (or other student identified over the summer)	11/1/17 or 2 weeks, whichever is later
By 12/31/17 (Fall semester recruiting)	11/1/17 or 2 weeks, whichever is later
Between 1/1/18 and 2/28/18	2 weeks
On or after 3/1/18	1 week

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

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

Arts & Sciences • 172 Goldwin Smith  
Dyson • B63 Warren  
Engineering • 201 Carpenter

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

## **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 an 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.) Offers should include start dates and basis of compensation.

### **Rescinded Offers**

If circumstances force an employer to rescind offers, the employer must report this to Cornell Career Services staff prior to the actual rescinding with the student. We will review rescinded offers on a case-by-case basis, with consequences ranging from delayed registration for on-campus interview dates to reduced campus access for an academic year or longer.

## **3. On-Campus Recruiting Information**

### **On-Campus Interviews**

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 or virtually. Request dates for your interview visit(s) by using our online [Interview Date Request system](#). The [recruiting calendar](#) takes into consideration significant religious holidays and Cornell breaks. For questions on scheduling interviews, contact the Employer Scheduling Coordinator at 607/255-6934 or [employerscheduling@cornell.edu](mailto:employerscheduling@cornell.edu).

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

CCS recruiting policies state that students may 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. Keep in mind that most professors will not excuse students from class or exams for recruiting-related activities.
- The [recruiting calendar](#) notes the dates on which “Super Day” events may be scheduled. 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.
- Please describe recruiting timelines and/or procedures in communications with students and during the interview. Notify students in advance if second-round interviews are planned on campus for the day of or day after the first interview, or 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.

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.

### **Information Sessions and Other Events**

We make every effort to schedule your information sessions and other events for “brand exposure” to avoid head-to-head conflicts with your competitors. You should plan to hold these events in approved facilities at times arranged through Cornell Career Services. Please refrain from scheduling any activities with specific targeted student organizations, departments, etc. between the hours of 5:00 and 8:00 p.m. to help us avoid conflicts with information sessions.