

Cornell Career Services (CCS) is pleased that you are interested in hiring Cornell students whether through posting positions, visiting campus for formal or informal activities, or interacting with our students through other means. We are eager to serve as your first point of contact as you navigate campus to implement your recruitment strategy. We have developed the following procedures concerning candidate identification, interviews (on and off campus), employment offers, and other aspects of the recruiting process to which all employers must agree. A shared commitment to these policies and guidelines—by both recruiting partners and the University—creates a foundation for a successful recruiting process for students and employers alike. We also expect employers to comply with [Principles for Ethical Professional Practice](#) established by the National Association of Colleges and Employers (NACE).

We strive to create an environment that supports the developmental needs of our students while facilitating a fair and ethical recruiting process. Most students are not ready—nor should we expect them to be—to make a final decision before assessing their options. Employers that fail to heed these policies or make offers inconsistent with our guidelines are likely to experience an **increase in renege offers** by students and/or may cause damage to their brand on campus. Please review your organization’s recruiting strategy to align your actions with both the spirit and intent of fairness.

If you have questions regarding our employer expectations, please contact staff in Cornell Career Services (Rebecca Sparrow, Executive Director, at 607/255-2723 or [rms18@cornell.edu](mailto:rms18@cornell.edu), Demetra Dentes, Senior Associate Director, at 607/255-7464 or [dd21@cornell.edu](mailto:dd21@cornell.edu)), or your representative in the appropriate [college office](#).

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

As noted in the [NACE Advisory Opinion](#) on reasonable job-offer deadlines, “Experience shows the best employment decisions for both students and employers are those that are made without pressure and with the greatest amount of information and transparency. Students given sufficient time to attend career fairs, participate in on-campus interviews, and/or complete the interviewing in which they are currently engaged are more likely to make good long-term employment decisions and may be less likely to renege on job acceptances.”

Cornell’s guidelines for job-offer response dates are as follows. Note that dates for some industry areas may vary from these dates. The college office hosting your campus visit will notify you if this is the case.

- If you make **full-time offers on or before 8/31/18 to students returning to Cornell for their final year**, we ask that you give them until **Monday, October 1, 2018**, to respond. This pertains to former interns as well as other students whom you may have interviewed over the summer through early-identification programs. If you make internship offers for summer 2019 on or before 8/31/18, we ask that you give students until **Monday, October 15, 2018**, to respond.
- If you make **full-time or internship offers during the fall semester** (for summer 2019 start dates), we encourage you to give students **until Monday, October 15, 2018, 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 10/16/18 and 1/31/19, please give students at least two weeks to respond. After 2/1/19, please give at least one week. For **internship offers** extended between October 16 and February 28, 2019, we ask that you give students at least two weeks to respond. After March 1, 2019, 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.

### *Full-Time Offers for 2019 Start Dates*

Written Offer Extended:	Earliest Response Date:
On or before 8/31/18	10/1/18
Between 9/1/18 and 10/15/18	10/15/18 or 2 weeks, whichever is later
Between 10/16/18 and 1/31/19	2 weeks
On or after 2/1/19	1 week

***Offers for Summer 2019 Internships***

<b>Written Offer Extended:</b>	<b>Earliest Response Date:</b>
On or before 8/31/18	10/15/18 or 2 weeks, whichever is later
Between 9/1/18 and 10/15/18	10/15/18 or 2 weeks, whichever is later
Between 10/16/18 and 2/28/19	2 weeks
On or after 3/1/19	1 week

**2. Job-Offer Communications**

Many students lack significant experience navigating the job-search process. It is therefore critical for employers to maintain clear communication with prospective student candidates regarding recruiting timelines, second or final rounds, offer decisions, and deadlines to respond (in accordance with our policies).

Once an offer has been made, allow the student the recommended time frame to make a decision without additional, undue pressure. Often what is intended to serve as helpful points of contact—such as outreach to candidates with offers by multiple current employees—adds excessive pressure during an offer consideration process.

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 on 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. Campus Engagements**

As the University’s designated liaison for organizations that source, select, and hire Cornell students, Cornell Career Services strives to assist employers in developing a recruiting strategy that is equitable, open, and inclusive. To that end, our expectation is that scheduling of all recruiting activity, including events with target groups, will originate with our offices; *in other words, the date and time of all recruiting activity at Cornell requires pre-approval from Career Services*. Activities include but are not limited to interviews, information sessions, office hours, networking events, competitions, practice interviews, and resume critiques. Employers should consult with the career office coordinating their campus visit for guidance on collaborations planned with student organizations or departments.

We will make every effort to schedule your on-campus activities at a time that will maximize “brand exposure” by avoiding head-to-head conflicts with your competitors and at times that are convenient for students. This collaborative approach will allow students to explore multiple opportunities through an accessible process. We will work with you to schedule these events in approved facilities at times that will facilitate your success, primarily during the 4:30-7:30 pm student activity period.

In support of the University’s educational mission, and in light of the limited time to schedule events due to Cornell’s evening exam and class schedules, Cornell Career Services reserves the right to limit the number of events a given employer holds during any one semester. We strongly encourage firm-wide events that are open to all eligible students.

**4. Second-Round Interviews, Site Visits, and Recruiting Timelines**

In accordance with CCS recruiting policies, students may not cancel first-round interviews to attend second-round interviews. Those who do face suspension of their on-campus recruiting privileges. We expect our employer partners to adhere to the following policies to enable students to comply with this expectation:

- Schedule second-round interviews on campus whenever possible. On-campus second-rounds may be scheduled at any time during the semester. Offer students alternate times for second-round interviews to avoid missing class or canceling first-round interviews (which is prohibited). Most professors will not excuse students from class or exams for recruiting-related activities.
- Schedule “Super Day” events and other on-site visits in accordance with the [recruiting calendar](#). Provide students sufficient time to make travel and academic arrangements. 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 be flexible with your dates.

- Communicate recruiting timelines and procedures to students, including providing advanced notice of when and where second-round interviews will take place (e.g., on-campus, day of/day after first-round interview, same-day call back, etc.). In all cases, offer students alternative dates, without negative consequence, for a second-round interview if the original date interferes with a student’s first-round, on-campus interview, exam, or other valid conflict.

Employers should not extend invitations that conflict with this policy. 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.

### **5. Accelerated Recruiting Timelines**

In recent years, employers in some industries have implemented aggressive early-identification and recruiting processes. These programs usually require students to make a decision on career direction before they have time to gain much exposure to relevant coursework or to explore a variety of employers. This is not in keeping with our stated goal of supporting our students’ developmental needs and we discourage processes that require excessively early commitment. To help students identify the programs that require extremely early commitments, we will indicate these programs, and events associated with them, in Handshake through an “acceleration alert” label.

### **6. Alcohol and Professional Conduct**

Employers and students often benefit from interacting in varied settings, including receptions, dinners, and employer tours. To facilitate a professional recruiting environment and because many students are not of legal drinking age, alcohol should not be provided for students during any on- or off-campus company activity. Regardless of intent, students can feel pressured to consume alcohol when it is offered by any professional engaged in recruiting and networking events. Students value participating in these events to learn about the organization and to enhance their candidacy for career opportunities, neither of which necessitates the consumption of alcohol.

Employers can build a positive brand as an “employer of choice” by ensuring that the entire recruiting process is handled with a high level of professionalism. Employers would be well served to communicate the desired professional behavior to any team member representing the company to students. Recent alumni may need guidance on how best to represent their organization, in formal and informal situations, since they are often interacting with candidates who were recent student peers. It is not acceptable for employer representatives to share information on personal relationships, alcohol consumption, candidacy of other applicants, etc.