

Job-Offer Acceptance Guidelines

for Cornell Students, 2016–17

Cornell Career Services

Job Offers and Timelines

Cornell Career Services (CCS) expects employers to communicate clearly to students their offer procedures, including method for students to confirm acceptance (e.g., signing written documentation, confirming electronic offer, etc.). We have established a set of policies pertaining to these communications, with the intent that students will have ample time to give careful consideration to their employment options, and to make informed decisions about their employment after Cornell.

To facilitate this process, we ask employers to extend offers and require your response in accordance with the dates below. Note, though, that employers often *request* that students accept offers by an earlier date when they would prefer a response. If you know that you will be accepting an offer, it is good form to respond by the requested date rather than extending the process all the way to the deadline. Always clarify with the employer whether a stated date is a preference or a requirement. You should also understand that employers consider a verbal statement of your intent to accept an offer as an accepted offer.

In an increasingly competitive campus recruiting landscape in recent years, more employers than ever are deviating from our policies without regard for the consequences that may result. We hope that you do not experience this, but we want you to know that we will support you as you negotiate with employers and will take action when we can. If you are experiencing uncomfortable pressure on a job offer from an employer, you should consider carefully whether that is a climate you want to enter in the work force.

*If you have any questions or concerns about communicating with employers regarding job offers or timelines, please seek assistance from a CCS staff member **well in advance** of any response deadlines. Career Services staff will maintain your confidentiality and will intervene with employers **only** if you request that we do.*

Full-Time Offers for 2017 Start Dates

Written Offer Extended:	Earliest Required 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 Required 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

Excessive Pressure/Exploding Offers from Employers

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 base salary after a certain date. Please discuss with a Career Services advisor how to handle these situations if you experience them.

Start Dates

Employers know that students expect to start work in June, July, August, or September (generally by September 15). We expect them to give you an accurate start date and to include it in the offer letter. Students should be aware that some employers have been known to delay start dates, sometimes significantly.

Student Responsibilities

Once you accept an offer, you must notify other employers that you are not continuing the interviewing process. This is the case for any job offer, even if it is not the result of on-campus recruiting. You must **immediately remove yourself from the interview process as follows:**

- (1) *If the application period is still in effect*, you should remove all pending resumes that you have submitted through Handshake.
- (2) *If the application period has ended*, you should notify **both** the employer and the Career Services office managing the interview schedule to remove your resume from consideration. You should not sign up for an interview, even if accepted for an interview (in error) by the employer. If you do not have contact information for the employer, the Career Services office can provide assistance.
- (3) *If you have signed up for any additional interviews*, you must remove yourself from the interview schedule through Handshake (if possible, given the date) or by notifying the CCS office managing the interview schedule (see below).
- (4) *If other employers have extended offers*, you should inform those employers without delay that you have accepted an offer.

Students who have multiple offers are expected to narrow the field to the positions in which they have most interest and discontinue the interview process for the other positions **as soon as possible**. Holding on to offers in which you have no interest keeps another student from receiving an offer. If you accept an offer before the response date outlined in the chart on page 1, do not imply to other employers that you received an exploding offer from the employer you've accepted. Simply "own" your decision to accept a position with a different employer, while thanking the competitor for the opportunity to interview with them.

Do not accept an offer—even verbally—until you are sure it's right for you. Note that employers typically consider a **verbal commitment** the same as a formal acceptance of the offer, even if contract documents have not yet been processed. Reneging on an accepted offer (whether verbal or in writing) is considered a **serious breach of ethics** and could affect your employment opportunities in the future. It is important to protect your good name throughout this process, so **don't renege!** Furthermore, students who renege on acceptances could be disqualified from further participation in on-campus recruiting and use of the resources of Cornell Career Services, at the discretion of CCS staff, and/or possible referral to the Judicial Administrator.

LIST OF RECRUITING OFFICES AND CONTACTS

Cornell Career Services at Barnes Hall (CUW)
College of Agriculture & Life Sciences (CALS)
College of Architecture, Art, & Planning (AAP)
College of Engineering (ENG)
School of Hotel Administration (HTL)
College of Human Ecology (HEC)
ILR (ILR)

Chris Vlahos, barnesrecruiting@cornell.edu, 607/255-6933
Jo-Lynn Buchanan, alsco@cornell.edu, 607/255-2215
Chris Vlahos, barnesrecruiting@cornell.edu, 607/255-6933
Jennifer Soprano, eng-career@cornell.edu, 607/255-5006
Ann Marie Reagan, careermanagement@sha.cornell.edu, 607/255-5182
Paula Jacobs, pj24@cornell.edu, 607/255-2532
Dottie Carlson, ilrrecruiting@cornell.edu, 607/255-2724