INTERNERNSHIP & FULL-TIME OFFER GUIDELINES

The following guidelines were created by Career Services to establish equitable timeframes for students and employers in the recruiting process at OU. It is in the mutual best interest of our students and employers to allow adequate timeframes for students to make information-based and experience-based employment decisions. Doing so requires the opportunity for students to explore a full range of employers before making a commitment. Our hope is that these guidelines will enhance the recruiting experience for both students and employers, as well as minimize circumstances of reneged offers.

**Please note:** These guidelines do not prohibit employers from extending early offers. They are also not intended to discourage students who have clarity about their options and are ready to make a decision from accepting an offer early-on in the recruiting process. OU Career Services subscribes to the National Association of Colleges and Employers (NACE) Principles for Professional Practice for all recruiting practices, and encourages all employers to familiarize themselves with the NACE advisory opinion on setting reasonable deadlines for job offers found here.

**Offer Guidelines**

Adherence to the following guidelines is requested of all employers recruiting OU students in order to promote a fair and ethical recruiting process.

**PLEASE NOTE**: Next Day Interviews after the Sooner Showcase and Engineering Career Fairs are intended to provide convenience to employers traveling from a distance to the Norman area. Next Day Interviews should NOT be used to gain early access (and extend early offers) to students.

**Offers Extended from the Fall Recruiting Process (September 1 – November 1):**

For internship and full-time offers extended as a result of the fall on-campus recruiting process (which officially begins on September 23), offers should remain open until the third Friday in October (which is the end of the fourth week of on-campus interviews). This timeline will enable students to fully participate in the recruiting process before being required to make a decision.

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Offers Extended to Current Summer Interns: Employers are encouraged to give students until the third Friday of October to make a decision. Additional time may be requested by the student and granted at the discretion of the employer.

Offers Extended Outside of the Fall On-Campus Interviewing Period: Employers are encouraged to give students a minimum of two weeks to accept an offer in this instance.

When all employers follow equitable recruiting timeframes and refrain from exerting undue pressure on students to accept offers, the risk of student reneges is minimized and the quality of hiring is maximized. When advising our students, OU Career Services emphasizes professional and ethical behavior when considering offers of employment and strongly discourages the practice of reneging. However, undue pressure and violation of the above timeframes significantly increase the likelihood of student reneges despite efforts made by our office.

A NOTE ABOUT EXPLODING OFFERS:

Students should not be pressured to accept offers and/or any special diminishing incentives (i.e. tiered or expiring bonuses, reduced options for internship placement or location preference, etc.) sooner than the aforementioned time frames. Doing so is a violation of the NACE Principles for Professional Practice, and could result in the suspension of access to the on-campus interviewing program at OU.

If you have questions, please contact:
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