



FALL RECRUITING: Full-time & Internship Offer Guidelines

The following guidelines were created by the OU Career Center to establish equitable timelines for students and employers participating in the recruiting process at the University of Oklahoma. It is in the mutual best interest of both parties to allow adequate timeframes for students to make information-based and experience-based employment decisions. Providing students the space to fully explore their options minimizes the risk of reneged offers and directly correlates with higher long-term retention.

Please note: These guidelines do not prohibit employers from extending early offers, nor are they intended to discourage students who have clarity about their options from accepting an offer early in the process.

The OU Career Center subscribes to the National Association of Colleges and Employers (NACE) *Principles for Ethical Professional Practice* for all recruiting activities and requests that all employers adhere to the following guidelines to promote a fair, ethical, and successful recruiting experience.

Alignment with NACE Guidelines

In alignment with national standards, we expect employers to honor a student-centric hiring timeline and cultivate a recruiting culture rooted in mutual respect:

- **Provide Sufficient Time:** We strongly encourage keeping full-time and internship offers open for a minimum of three weeks from the date the written offer is extended. For the fall recruiting season, we recommend keeping offers open through mid-to-late October so students can fully participate in campus interviews before being required to make a decision.
- **Offers to Summer Interns:** For offers extended to current or departing summer interns, we encourage employers to allow students until the second Friday of October to make a decision. This allows them to return to campus, consult with faculty or career advisors, and ensure they are making an informed commitment to return to your organization full-time.
- **Offers Extended Outside the Peak Fall Period:** For offers extended outside of the primary fall on-campus interviewing window, employers are requested to give students a minimum of three weeks to thoroughly consider the opportunity.
- **Extensions in Good Faith :** If a student requests a reasonable extension to properly evaluate an offer, we ask that employers accommodate the request in good faith.

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A Note About High-Pressure Tactics

Students should not be pressured to accept offers, and employers must refrain from utilizing “exploding offers” or diminishing incentives (e.g., tiered signing bonuses, reduced options for internship placement, or location preferences based on early acceptance). Such high-pressure tactics violate the spirit of the NACE *Principles for Ethical Professional Practice* and can result in a re-evaluation or suspension of an employer’s access to the on-campus recruiting program at the University of Oklahoma.

The Integrity of the Offer: A Mutual Commitment

We view the recruiting process as a two-way street. While we ask employers for flexibility and a reasonable decision window, we hold OU students to the highest standards of professional integrity. We strongly discourage reneging. Our coaching explicitly instructs students that once an offer is accepted—either verbally or in writing—their job search must stop immediately, and they must withdraw from all other interview processes. By balancing employer fairness with student accountability, we maintain a recruiting culture of professional honor that benefits our valued employer partners and our students alike.

If you have any questions, please contact:

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