

EMPLOYMENT OFFERS AND ACCEPTANCE GUIDELINES

The following guidelines have been established to ensure that undue pressure is not placed on students by employers. We recognize students should have the opportunity to investigate employment options of interest to them when making their career decisions. Kelley Undergraduate Career Services (UCS) subscribes to the [National Association of Colleges and Employers \(NACE\) Principles for Professional Practice](#). Adhering to the offer guidelines allows students sufficient consideration period to reduce risk of renege. These guidelines are subject to change without notice.

Exploding Offers are prohibited (e.g., any offer that does not afford a candidate the appropriate time to either accept or decline and/or has special incentives attached for the purposes of inducing early acceptances). Offers that expire before the stated deadlines below are considered exploding and puts enormous pressure on our students to make a decision before they have completed the interviewing process.

Early Offers or Short-term Leadership Programs*: When students receive an internship or full time offer before the start of the next academic year the offer should remain open until the first day of classes preceding the summer internship or full time offer start date.

Internship to Full-Time Offers*: Offers should remain open for a minimum of 2 weeks after the written offer

Next-Day Interviews* (following career fair): Offers should remain open for a minimum of 4 weeks after the written offer

Fall & Spring Recruiting*: Offers should remain open for a minimum of 2 weeks after the written offer

Interviews (1st & 2nd) offer alternative interview dates AND give students a minimum of three (3) business days' notice from the time of the interview notification to the interview date so students can manage potential academic conflicts. Academics are the priority.

Students are urged to immediately release offers they do not plan to accept. Reneging on offers is considered a serious breach of both our recruiting policies and Student Code of Conduct, and such action receives immediate attention.

Confidentiality and NACE Principles: We ask that employers abide by the Principles for Employment Professionals of the [NACE](#). All materials received from our students (letters, résumés, and transcripts, via email or hard copy), should be shared only with those persons at your firm involved in the hiring process. Salary data is collected and reported in aggregate format. Please keep us informed of your employment decisions.

**Strongly encourage consideration of extensions, where applicable*

STUDENT CODE OF CONDUCT

The Kelley School of Business seeks to maintain and enhance our reputation with our corporate partners. This Code of Conduct outlines expectations of our students.

- Academics come first. Students will not miss classes to interview, attend company information sessions, or participate in events sponsored by UCS and as professional courtesy notify professor(s) with unavoidable absences in advance. If an interview conflicts with an exam, student should request an alternate date from employer.
- Acceptance of an offer, whether verbal or in writing, is considered binding. It is never permissible to accept a job offer and later decline. This is considered a renege. If offer is reneged upon by the student, UCS reserves the right to take appropriate action.
- Once an offer has been accepted, either verbally or written, the student will remove themselves from all active recruiting activity and report job on Kelley Connect.
- If student received an offer for which they will definitely accept and they have an upcoming interview with another company, they should cordially decline the upcoming interview. If company has booked tickets and travel plans, student should reach out to company to explain situation and ask employer for guidance.
- Students will give at least 2 business day notice before cancelling or changing an interview. In the event of a "No Show" for an interview, a student must meet with a career coach within two business days of the missed interview.
- As a requirement for access to UCS staff and resources, students will keep their status and offer data (i.e. Kelley Connect system) updated and current at all times. This includes prompt reporting of all offers and status (i.e. accepting, considering, or declining).
- Students will be well-prepared and appropriately dressed for every interaction with employers and alums.
- Students will always represent themselves accurately to employers with factual data about academics, work authorization, skills, and all other information.
- Students will only apply for positions that match their abilities and interest and not apply to practice for interviews; students will withdraw applications on Kelley Connect if no longer interested.
- Students will only use employer contact information for individual recruiting inquiries to learn more about company and position. Employer contact information should never be used in mass mailings or for non-recruiting purposes.
- Students will show respect for recruiters and UCS staff by being on time, responding to inquiries in a timely manner, and turning off devices during interactions.
- An RSVP to attend an event is a commitment used for planning space, refreshments and resources from the employer host. UCS reserves the right to take appropriate action in the case of a no show.