EMPLOYMENT OFFER GUIDELINES & POLICIES 2015-2016

As a member of the National Association of Colleges and Employers (NACE), the University of Richmond’s Office of Alumni & Career Services adheres to the policies and principles developed by this association. The complete NACE Principles for Professional Practice for Career Services & Employment Professionals can be found here: [http://www.naceweb.org/principles](http://www.naceweb.org/principles).

In addition, we ask all employers recruiting and hiring students and graduates of the University of Richmond to read and agree to the following policy regarding employment offers and acceptances:

The best employment decisions (for both students and employers) are those that are made with the greatest amount of information. Students given sufficient time to gather thorough information related to all available job opportunities are more likely to make good long-term employment decisions and less likely to renege on job acceptances.

An exploding offer requires a student to choose an employment offer within a very short amount of time or face having the offer rescinded. When faced with exploding offers, some students may accept, continue their job or internship search, and have the potential to renege on their accepted offer. Of course, reneging on offers is not condoned or tolerated by our office.

Consequently, employers should provide students a minimum of six weeks from the first day of classes within that same academic semester to allow adequate time for decision-making. Regardless of the time of year, it is suggested that three weeks be provided for consideration, if possible. Students should also have the ability to request a deadline extension for the acceptance of an offer.

We recognize that the definitions of sufficient time and a reasonable period of time will vary, given industry standards, a student's prior experience with the employer, offer timing, and proximity to graduation date, and start time. Shorter decision time frames would be appropriate if the candidate's graduation date and start date are very close.