EMPLOYMENT OFFER GUIDELINES AND POLICIES

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 Ethical Professional Practice 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. 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offer requires a student to choose an employment offer within a very short amount of time or face having the offer rescinded.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 have the potential to renge on their accepted offer at a later date. Of course, reneging on offers is not condoned or tolerated by our office.

If an employment offer is extended at the beginning of an academic semester ([https://registrar.richmond.edu/planning/index.html](https://registrar.richmond.edu/planning/index.html)), 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. At all other times of the year, it is suggested that three weeks is sufficient. However, 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 and the student's prior experience with the employer as well as offer timing, 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.