

University of California, Irvine Division of Career Pathways Job Offer Guidelines

The National Association of Colleges and Employers (NACE) advises that, “Experience shows the best employment decisions for both students and employers are those that are made without pressure and with the greatest amount of information and transparency. Students given sufficient time to attend career fairs, participate in on-campus interviews, and/or complete the interviewing in which they are currently engaged are more likely to make good long-term employment decisions and may be less likely to renege on job acceptances.”

Recognizing that students need time to make informed decisions when comparing and responding to offers and employers need to be able to effectively manage their time-sensitive recruitment processes, the following guidelines are intended to provide students and employers a fair and transparent framework for managing the offer phase of the process in this increasingly competitive job market:

- For all offers extended for summer internships or full-time employment, including return offers, employers should allow a minimum of three weeks, and preferably more, from the date of the written offer for students to accept or decline. In some cases, students may ask for extensions beyond these deadlines. We encourage you to accommodate their requests whenever possible and appreciate your continued flexibility.

Organizations are responsible for all representations and offers made to students by their recruiters. Employers are encouraged to remain flexible in granting offer extensions on a case-by-case basis as circumstances warrant.

- The written offer should clearly state all appropriate terms and conditions, including, but not limited to, position title/description, location, benefits, start date, salary, bonuses, etc.
- All bonuses or other incentives are to remain in full effect for the entire duration of the offer period.
- Students will be encouraged to contact employers directly if they have any questions or concerns about their offers, including needing more time to make their decisions.
- Employers are expected to keep students informed of hiring timelines and their status in the hiring process, and to communicate hiring decisions within an appropriate time frame.

Exploding Offers

The Division of Career Pathways defines an exploding offer as any offer that does not conform to the policies stated above. Employers should not make offers or pressure students to accept “early” offers whether this is based upon a shorter timeframe for consideration overall and/or due to any special diminishing incentives attached, e.g., tiered or expiring bonuses, reduced options for location preferences, etc. The Division of Career Pathways expects all employers to refrain from such practices when recruiting Banana Slug students and alumni.

Further, asking a student if he or she is ready to make a decision on the spot or providing the student with a hypothetical situation involving a potential offer are also considered inappropriate. Exploding offers put undue pressure on students to make decisions before completing the interviewing process. Students may not be ready to make a final decision before completing all their interviews. Further, pressure to accept early compromises our efforts to enforce our student policy against renegeing.

Additionally, we discourage recruiters from pursuing students who have already accepted job offers from another organization. We also recommend that employers respect the commitment students have for their academics as well as any previously scheduled interviews with other organizations.

Rescinding Employment Offers

The UC Irvine Division of Career Pathways strongly encourages employers to consider every alternative before revoking an offer of employment. Employers who cannot avoid rescinding or deferring employment offers should carefully review the NACE guidelines and follow the recommendations issued in their position statement. NACE

recommends that employers who must revoke an offer demonstrate that they have done everything possible to avoid rescinding offers, and to then consider alternatives. Alternatives may include changes in job responsibilities, salary reduction and/or reduced work weeks, changes in job locale, delayed starting dates, and other reasonable options.