

## **2016-2017 POLICY - YALE OFFICE OF CAREER STRATEGY (OCS)**

The following policies have been created to balance the needs of both students and employers. These policies apply to all employers, on or off campus, interviewing Yale University students.

### **EMPLOYMENT OFFER AND ACCEPTANCE POLICY**

- Students previously employed as interns by the employer, must be given until **November 2**, or two weeks from date of written offer (whichever is later) to decide whether to accept a full-time offer extended at the end of the summer.
- Students must be given until **December 8**, or two weeks from date of written offer (whichever is later), to decide whether to accept full-time job offers and summer internship offers that are extended during fall recruiting, including offers made via the Yale OCS Symplicity job posting system.
- Students must be given until **February 28**, or two weeks from date of written offer (whichever is later) to decide whether to accept full-time job offers and summer internship offers extended during spring recruiting, including offers made via the Yale OCS Symplicity job posting system.
- Public Service/Public Interest Exception: Candidates may request that an employer extend the deadline to accept the employer's offer until as late as **April 1** if the candidate is actively pursuing positions with public interest, government organizations or a national fellowship award. Candidates may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.

In some cases students may ask for extensions beyond these deadlines; we ask that you accommodate these requests as best you can. We suggest that all employers extend offers in writing, and strongly encourage all students to accept or decline in writing. Please respect our students' need for time to make informed decisions. A student who makes a hasty decision can lead to renegeing on job offers.

OCS does not allow the use of exploding offers. An "exploding offer" is one that requires a decision in conflict with the timing mentioned above or offers incentives to induce students to accept offers early, such as diminishing bonuses and location preferences.

### **SECOND ROUND INTERVIEW POLICY**

- Employers, recruiting on campus or posting a job in Yale OCS Symplicity, may **not** schedule second round interviews **outside** of New Haven on the following dates: **September 26 - October 13, November 1 - 16 and February 1 - February 15.**
- Instead employers may conduct second rounds in New Haven during these dates **after 3:00 pm** at a local facility.

Every effort should be made to accommodate candidates' class and first round interview schedules. Students should not be asked to cancel a first-round interview in order to make a second round interview. **One or more alternative dates must be offered to students for second round interviews.**

*Violations of the above policies may result in deferred interview dates, or denied access to the on-campus recruiting program and Yale OCS Symplicity job posting system.*