

2017-2018 OFFER GUIDELINES - YALE OFFICE OF CAREER STRATEGY (OCS)

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

EMPLOYMENT OFFER AND ACCEPTANCE GUIDELINES

- Students previously employed as interns by the employer, should be given until **October 26**, 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 should be given until **November 17**, 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 through the fall, including offers made to interns to return for an additional summer, and offers made via the OCS Yale Career Link, powered by Symplicity job posting system.
- Students should be given until **March 2**, 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 OCS Yale Career Link, powered by 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 2** 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" refers to any condition that places undue pressure on the student to accept early, or offers incentives to induce students to accept offers early, such as diminishing bonuses and location preferences.

SECOND ROUND INTERVIEW GUIDELINES

- Employers, recruiting on campus or posting a job in Yale Career Link, powered by Symplicity, may **not** schedule second round interviews **outside** of New Haven on the following dates: **September 26 - October 12, October 25 – November 9 and January 31 - 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 should be offered to students for second round interviews.**