

Job Offer Policy Saint Mary's College, Notre Dame, IN

The Career Crossings Office at Saint Mary's College requires students to sign a registration form which includes policies of job search ethics prior to participating in any on-campus interviews. Missing interviews, canceling interviews with less than 48 hours' notice, etc. will result in suspension of services until the student meets with the Director of the CCO and submits a letter/email of apology to the employer. The CCO holds students to the highest standards when engaging in recruitment with employers at the College.

In return, the CCO asks employers to:

- Provide students with a minimum of 3 business days' notice for any off-campus interviews. This will allow the students to make proper travel arrangements to avoid academic and other conflicts.
- Provide fair and reasonable time periods for students to evaluate employment and internship offers prior to making decisions that will affect their future careers and personal lives.
- Provide students with an official offer in writing which includes the position title, general work responsibilities, work location, start date, starting salary, and other benefits.

Exploding Offers

Employers may not offer incentives or exert undue pressure to students to accept/decline an offer before the deadlines stated below. An offer may not expire before the stated deadlines. In some cases students may ask for extensions beyond these deadlines; we ask that employers accommodate these requests as best as you can.

Fall Job Offers: For Full-time Employment

Students who participated in a summer 2014 internship with the employer will be given until at least fall break (October 18, 2014) to make a decision.

Students who **DID NOT** participate in a summer 2014 internship with the employer and received an offer **BEFORE** fall break (October 18, 2014) will be given until November 1, 2014 to make a decision.

Students who **DID NOT** participate in a summer 2014 internship with the employer and received an offer **AFTER** fall break (October 18, 2014) will be given until November 15, 2014 or two weeks from the date of the offer, whichever is later, to make a decision.

Fall Internship Offers: For Summer Internships

Students who participated in a previous internship with the employer will be given until November 1, 2014 to make a decision.

Students who **HAVE NOT** participated in a previous internship with the employer and receive an offer **BEFORE** the start of fall break (October 18, 2014) will be given until November 1, 2014 or two weeks from the date of the offer, whichever is later, to make a decision.

All other offers given **AFTER** the start of the fall break (October 18, 2014) will not expire until the end of the semester (December 20, 2014) or two weeks from the date of the offer, whichever is later.

Spring Job Offers: For Full-time Employment

Students receiving offers of full-time employment during the spring semester will be given two weeks from the date of the offer to make a decision.

Spring Internship Offers: For Summer Internships

Students receiving an internship offer during the spring semester will be given until March 1, 2014 or two weeks from the date of the offer, whichever is later, to make a decision.

Deferred Start Dates/Rescinded Offers

Should economic realities force an employer to defer start dates or rescind on offers, the employer **MUST** report this to the CCO prior to when the actual rescinding takes place with the student. This will allow the CCO to prepare for any questions or concerns from students, in addition to preparing to work with the students on conducting a new search. The CCO would also continue to engage the employer in discussion so as to determine the best steps in moving forward with their recruiting relationship at Saint Mary's and assisting students who had their offers rescinded.

Should an employer rescind an offer for reasons other than economic hardship, the CCO will discuss this with the employer and determine the future of the employer's recruiting presence at the College. Each situation will be evaluated on a case-by-case basis. Employers who fail to comply with this request risk losing their on-campus recruiting privileges at the College.

The CCO recognizes that many students participate in recruiting at the University of Notre Dame. These same policies and standards apply to employers recruiting Saint Mary's students at Notre Dame. Deadlines are consistent with the Notre Dame Career Center