



## EMPLOYER OFFER GUIDELINES

Michigan State University understands that the recruiting process consists of stringent deadlines for both employers and students. It is the university's position that students who make abrupt or ill-advised decisions are not offered the opportunity to evaluate all their options and seek appropriate counsel, which could result in renegeing in job offers.

The following guidelines apply to all employment offers extended to Michigan State University students, with some expectations:

- **All offers should be in writing.** The start of the offer decision deadline starts with the date of a complete written offer.
- **Students need a reasonable amount of time** to evaluate and respond to an employment offer. All offers should remain open for a minimum of three weeks and sometimes significantly longer (see below). If necessary, we encourage you to consider extending your offer deadline upon reasonable request from the student.
- **Exploding offers are prohibited.** Exploding offers are offers given during the interview with the explicit or implied intention the offer will be rescinded if not accepted on the spot.
- **Students face consequences for renegeing** on an accepted offer.

During high volume on-campus recruiting seasons in the fall and spring, our goal is to provide all participating employers a reasonable amount of time to complete their recruiting process and allow students enough time to respond to offers.

### Fall Recruitment:

- Offers extended as a result of past internship or co-op: Full-time conversion offers or returning internship/co-op offers should remain open until three weeks after offer is made or November 1, whichever comes later.
- Offers extended as a result of fall recruiting (September 1 – October 31): Full-time or internship offers should remain open until three weeks after offer is made or November 15, whichever comes later.
- Big Four and other larger regional/national public accounting firms: have an established, specific set of recruiting guidelines; these public accounting firms should plan to follow the recruiting guidelines as established annually by these firms and the university.

### Spring Recruitment:

- Offers extended as a result of spring recruiting (January 1 – February 28): Full-time or internship offers should remain open until three weeks from the time of offer or March 15, whichever comes later.

### Off-Season Recruitment:

- Offers extended through the remainder of the year: should allow a minimum of three weeks after the offer is made.