Broad College of Business
MICHIGAN STATE UNIVERSITY

EMPLOYER OFFER GUIDELINES

Michigan State University understands that the recruiting process consists of stringent deadlines for both employers and students. 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 make the best decisions when offered the opportunity to evaluate all their options and seek appropriate counsel from their career management office.

Employers are asked to follow these expectations when making internship or full-time job offers to students:

- **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). Employers are asked to consider extending offer deadlines upon reasonable request from the student.
- **Exploding offers are prohibited.** Exploding offers are offered during the interview with the explicit or implied intention; the offer will be rescinded if not accepted on the spot.
- **Students may face consequences for reneging** on an accepted offer. Please refer to our renege policy here. Should a Michigan State University student renege with your organization, please contact the Palmer Center team as soon as possible.

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

Fall Recruitment:

- Offers extended because 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 an offer is made or November 15, whichever comes later.

Spring Recruitment:

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

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