Offer Guidelines and Policies
Colorado State University

We ask that all employers abide by the Principles for Professional Practice for Career Services & Employment Professionals of the National Association of Colleges and Employers (NACE).

Extending Offers
We ask that employers convey final hiring decisions to candidates within a reasonable time frame and communicate that time frame to candidates during the interview process.

As a general rule, employers should give students a minimum of two weeks from the date the offer is made to make their decision.

We ask that employers making full-time offers to interns at the conclusion of their internship to give students until at least November 15th so that these students are able to participate in on-campus recruiting during the fall semester. This will allow students to make informed career decisions and will support their acceptance of offers and commitment to employers.

Employers should in no way try to persuade students to renege on employment offers from other companies under any circumstances. This practice would be in direct breach of our recruiter code of conduct and ethics and may result in restricting access to our career services and students.

Exploding Offers
Exploding offers (offers that do not afford a candidate the appropriate time to either accept or decline) are unacceptable. For example, an offer with a 48-hour window would be an exploding offer. Employers are to refrain from exerting any undue pressure on candidates to accept a job offer. Applying pressure to a student to accept a job offer at the conclusion of a summer internship prior to commencement of the fall recruiting season would also be considered an example of an exploding offer.

Rescinded Offers
If conditions change and require your company to rescind an offer made to a student, we ask that you call the career services prior to taking any action. If after discussions with the career services the offer is rescinded, we ask that you pursue a course of action for the affected candidate that is fair and equitable potentially including—but not limited to—financial assistance and outplacement services.

Breaches of Conduct by Employers
Consistent unfair treatment of students has the potential to result in any/all of the following:
- Restricting access to career services and students
- Placing the name of the employer in our internal database to denote unfair practices

Student Reneges
We encourage students to immediately release offers they do not plan to accept. Additionally, any student reneging on an accepted offer is considered a serious breach of our recruiting policies and a poor reflection on Colorado State University. If this situation occurs, contact career services prior to taking any action. The student will receive immediate attention. Actions that may be taken include revoking the student’s access to career services.

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