

Offer and Acceptance Guidelines

Summary

As one of the top public universities in the nation, UC San Diego continues to attract the world's top employers to recruit its students. With the increasing number of employers recruiting our students, the competition for our students is growing and thus employers and students are doing whatever they can to gain a competitive edge. As a result, UC San Diego is seeing activity detrimental to students, employers, and ultimately the university as a whole. According to the National Association of Colleges and Employers (NACE) Principles for Professional Practice, both students and employers must adhere to a fair and ethical recruiting process, and abide by the guidelines set forth by the university's Career Services Center. As a member of NACE, the UC San Diego Career Services Center adopts these principles and supports the following guidelines.

NACE Principles for Professional Practice

Principles for Career Services Professionals, which are hereby adopted:

10. Career services professionals will advise students about their obligations in the recruitment process and establish mechanisms to encourage their compliance. *Students' obligations include providing truthful and accurate information; adhering to schedules; accepting an offer of employment in good faith; notifying employers on a timely basis of an acceptance or non-acceptance and withdrawing from the recruiting process after accepting an offer of employment;* interviewing only with employers for whom students are interested in working and whose qualifications requirements they meet; and requesting reimbursement of only reasonable and legitimate expenses incurred in the recruitment process.

13. Career services professionals will also promote and encourage acceptance of these principles throughout their educational institution, *particularly with faculty and staff who work directly with employers, and will respond to reports of noncompliance.*

Principles for Employment Professionals, which are hereby adopted:

1. Employment professionals will refrain from any practice that improperly influences and affects acceptances. *Such practices may include undue time pressure for acceptance of offers and encouragement of revocation of another offer.* Employment professionals will strive to communicate decisions to candidates within the agreed-upon time frame.

2. Employment professionals will have knowledge of the recruitment and career development field as well as the industry and the employing organization that they represent, *and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.*

10. When employment professionals conduct recruitment activities through student associations or academic departments, *such activities will be conducted in accordance with the policies of the career services office.*

11. *Employment professionals will cooperate with the policies and procedures of the career services office*, including certification of EEO compliance as well as compliance with all federal and state employment regulations.

13. *Employment professionals will honor scheduling arrangements and recruitment commitments.*

Recruitment Guidelines & Policies for UC San Diego's Career Services Center

Job Offer Policy and Guidelines for Employers

UC San Diego subscribes to the [National Association of Colleges and Employers \(NACE\) Principles for Professional Practice](#) for all recruiting practices. The following deadlines are requested of employers recruiting UC San Diego students and alumni in order to promote a fair and ethical recruiting process:

- **Offers made during academic year:** Employers must give students a *minimum* of two weeks to accept an offer.
- **Offers made to current summer interns:** Employers must give students until the first business day of November to make a decision.

Additional time may be requested by the student and granted at the discretion of the employer. If an employer foresees a challenge with the deadlines, we ask that the employer contact a member of the [Industry Engagement team](#) prior to the recruitment process. Employers that ignore these guidelines will be subject to our offense policy.

Exploding Offers

The UC San Diego Career Services Center defines exploding offer as any offer which does not conform with the offer guidelines listed above. Students should not be pressured to accept offers and/or any special diminishing incentives (i.e. tiered or expiring bonuses, reduced options for internship placement or location preference, etc.) sooner than the aforementioned time frames, and doing so is a violation of the NACE Principles for Professional Practice.

Additionally, undue pressure to accept offers increases the risk that students will renege. While we discourage this activity from students, and have penalties for poor practice, undue pressure and violations of the above time frames significantly increases the likelihood of student reneges despite efforts made by the Career Services Center. The Career Services Center is not liable for any renege offers if the offer does not adhere to the policy.

Employer Offense Policy

The Career Services Center reserves the right to restrict or revoke any privileges the Career Services Center deems necessary. The Career Services Center will exercise its discretion to determine appropriate remedies. These include, but are not limited to:

- Involvement in recruiting activities (e.g. career fairs, information sessions, on-campus interviews)
- Approving job or internship postings
- Access to Port Triton account

Job Acceptance Guidelines and Policies for Students

The Career Services Center works closely with employers to create professional development opportunities for students and alumni. Some of the most valuable opportunities are career fairs and other student/employer engagements for job and internship recruitment. The Career Services Center works hard to develop relationships with these employers. Accordingly, we expect all of our students and Port Triton users to adhere to the following ethical standards, as outlined in the [National Association of Colleges and Employers \(NACE\) Principles for Professional Practice](#), including, but not limited to:

- Arrive on time and attend all scheduled campus interviews and/or office hours
 - Students can cancel their interview or time slot via Port Triton, or directly with the employer if scheduled with the employer outside of Port Triton. Failure to do so will be subject to the offense policy (below).
- Present qualifications in an ethical and truthful manner
- Honor agreements made with recruiters
- Accept or decline jobs/internships in an ethical manner
- Do not hoard offers or seek future offers after accepting one
 - After accepting an offer, cancel all future interviews and decline other offers in a timely manner.
- Review all terms and conditions of an offer or opportunity clearly
- Do not be pressured by “exploding offers”.
- Review acceptance timelines.
- Report any suspect recruiting activity (e.g. exploding offers, illegitimate offers, demands for payment) to the Career Services Center
- Do not renege (retract acceptance) after accepting an offer

Reneging on an offer

Reneging on an offer is defined as declining an offer after originally accepting an offer, or accepting multiple offers simultaneously and choosing between them. This practice is highly discouraged by the Career Services Center and is subject to the student offense policy. Moreover, reneging offers damages the reputation of the university and can result in employer “blacklisting” or removal from potential employment at other employers. The university understands that there can be unforeseen

circumstances that lead to renegeing on an offer, but such circumstances should be addressed with a member of the Career Services Center in advance.

Student Offense Policy

The Career Services Center reserves the right to restrict or revoke any privileges that the Career Services Center deems necessary. These include, but are not limited to:

- Involvement in recruiting activities (e.g. career fairs, information sessions, on-campus interviews)
- Access to Port Triton account
- Access to Professional Development opportunities (Career Advisors, Workshops, etc.)