

Haslam College of Business Undergraduate Offer Policies and Guidelines

The Haslam College of Business (HCB) expects employers to abide by the National Association of Colleges and Employers (NACE) [Principles for Professional Practice](#) and all applicable federal, state and local rules and regulations in their hiring process. In addition, in an effort to create consistency across companies that recruit at HCB and to support undergraduate students in making informed employment decisions, we have implemented the following offer guidelines:

Policies for Full-Time or Internship Offers Resulting from On-Campus Recruiting:

Fall: November 1 or two weeks after written offer is made (whichever is later)

Spring: April 1 or two weeks after written offer is made (whichever is later)

Policies for Full-Time Offers Resulting from Internships/Co-ops/Summer Programs:

Fall: October 15 or two weeks after written offer is made (whichever is later)

Spring: February 15 or two weeks after written offer is made (whichever is later)

Certain departments and programs may have special exceptions to the above guidelines. Please contact Professional and Career Development or the specific department if you have questions regarding an offer for a student in a specific major.

Exploding Offers:

Employers should avoid putting undue pressure on the student to accept a job or internship offer. Anything under two weeks is considered an exploding offer and does not give the student adequate time for careful consideration. While incentives can be provided to entice students to make an earlier decision, the base offer (salary and signing bonus) must remain open until the dates in the above policies.

Rescinding Offers:

Should an organization, under an extreme circumstance, need to revoke an offer to a student we encourage employers to follow the recommended steps to mitigate the consequences as outlined in the NACE statement on [Rescinded and Deferred Employment Offers](#).

Expectations of Students:

We expect all students to conduct themselves ethically and professionally in their job and internship search. This includes, but is not limited to, honesty on all professional documents, keeping all commitments, and accepting offers in good faith. Employers are encouraged to reach out to Professional and Career Development if a student reneges on an offer or misrepresents themselves as part of their job search.

Violations of the above policies may result in tarnished company reputation and brand among students as well as possible restrictions to recruiting events and/or services.