

Employment Offer Guidelines

Lehigh University subscribes to the National Association of Colleges and Employers (NACE) and agrees with their [Principles for Reasonable Offers](#) and [Professional Practice](#) that support students in providing them with sufficient time to evaluate the employment opportunities offered to them. With ample time and adherence to the principles, students are best able to make the wisest decisions for all concerned and thus, contribute to creating a positive experience for themselves and the University's employer partners.

We encourage students to behave ethically during the employment process and advise our students against offer reneges. Likewise, we ask that employers act in good faith by granting adequate notification of interview selection, providing students sufficient time to consider offers, and upholding employment offers.

Based on the "Reasonable Offer Deadline Guidelines", Lehigh University's Center for Career & Professional Development recommends the following with regard to employment offers:

- Provide students a minimum of two weeks from the date of the written offer to decide on an offer;
- Avoid pressuring students with exploding offers that require them to decide within a very short period of time or risk loss of special incentives for early acceptance; and
- Provide students the opportunity to request deadline extensions to allow a reasonable period for investigation of other recruiting opportunities for comparison.

However, we recognize that the definitions of 'sufficient time' and 'reasonable period' will vary, given industry standards, a student's prior experience with the employer, offer timing, and proximity to the graduation date/start date. Please take into consideration that students will make the most informed decisions if they are given the time and opportunity to participate in Fall and/or Spring recruiting to fully evaluate their options. The following chart offers additional situational guidance for different recruiting seasons and types of positions.

Offers Resulting from:	For:	Cannot expire before:
Summer Internships	Full-time Conversion Offer or follow-up on Internship and/or Co-op offers	Two weeks from the date of the written offer or November 1st, whichever is later.
Fall Recruiting	Full-time or Internship Offers	Two weeks from the date of the written offer or November 1st, whichever is later.
Spring Recruiting	Full-time or Internship Offers	Two weeks from the date of the written offer or March 31st, whichever is later.