



Employment Offer Policy Academic Year 2018-2019

Lehigh University’s Center for Career & Professional Development supports the following principles, based on the “Reasonable Offer Deadline Guidelines”, published by the National Association of Colleges and Employers (NACE).

- If offers are extended in the campus recruiting cycle, we recommend that employers provide students a minimum of two weeks to decide on an offer; and that the company provides the student 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 time.
- Providing sufficient time for students to evaluate the employment opportunities offered to them allows them to make the wisest decisions for all concerned, creating a positive experience for candidates and employers, and ultimately reducing renege and attrition rates.

Employment Offer Policy:

Offers Resulting from:	For:	Cannot expire before:
Summer 2018 Internships	Full-time Conversion Offer	Monday, September 17 th , 2018, or two weeks from date of written offer, whichever is later
Summer 2018 Internships	Follow-on Internship Offers (resulting from a previous summer)	Monday, September 17 th , 2018, or two weeks from date of written offer, whichever is later
Summer 2018 Leadership/Externship Experience	Follow-on Summer Internship Offers	Friday, August 17 th , 2018, or two weeks from date of written offer, whichever is later
Fall 2018 Interviews	Full-time or Internship Offers	Monday, November 26 th , 2018, or two weeks from date of written offer, whichever is later

Recognizing that many offer situations may have extenuating circumstance to consider, if you have any questions about the policies outlined here, please call The Center for Career & Professional Development at 610-758-3710.