



**Employment Offer Guidelines
Academic Year 2019-2020**

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).

- 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 Guidelines:

Offers Resulting from:	For:	Cannot expire before:
Summer 2019 Internships	Full-time conversion offer or follow-on internship offers	Friday, October 11th, 2019, or two weeks from the date of written offer, whichever is later
Fall 2019 Interviews	Full-time or internship offers	Friday, November 15th, 2019, or two weeks from the date of written offer, whichever is later

Please share this information with other colleagues within your respective organizations. Recognizing that many offer situations may have extenuating circumstances, if you have any questions about the guidelines outlined, please call The Center for Career and Professional Development at 610-758-3710. We look forward to seeing you in the fall!

Best Regards,

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