



**Employment Offer Guidelines
Academic Year 2020-2021**

Lehigh University’s Center for Career & Professional Development supports the following principles, based on the “Reasonable Offer Deadline Guidelines” as 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 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.
- 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.

As we look ahead to the 2020-2021 academic year and in follow up to our meeting this week, we wanted to send this email to communicate important recruiting dates for your annual planning purposes. Please make note of these important Accounting student events and recruiting dates:

- Meet the Firms (Virtual): date TBA
- Accounting Career Fair (Virtual): date TBA, but prior to Sept 10th.
- Fall 2020 Career Expo: tentatively scheduled for Thursday, September 10th, 3:00 - 7:00 PM
- Fall 2020 Virtual/On-Campus Recruiting: Tuesday, September 15th through Friday, December 4th

Offers Resulting from:	For:	Cannot expire before:
Summer 2020 Internships	Full-time Conversion Offer or follow-up on internship offers	Friday, August 28, 2020, or two weeks from date of the written offer, whichever is later
Fall 2020 Interviews	Full-time or internship Offers	Friday, October 23, 2020, or two weeks from date of the written offer, whichever is later

Please share this information with other colleagues within your respective organizations, as it is necessary to ensure that everyone abides by these dates. The Career Center will coordinate with the Accounting Department to communicate these dates to students to ensure a positive recruiting experience for the 2020-2021 academic year. We look forward to connecting with you in the fall!

Best Regards,

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