

Background:

As a member of the National Association of Colleges and Employers (NACE), the University of Texas School of Information Career Services honors the NACE Principles for Professional Practice, including guidelines for full-time (permanent) and internship offers of employment.

The guidelines are discussed below; for more information, please visit the NACE website at <http://www.nacweb.org/career-development/organizational-structure/principles-for-professional-practice/>

We recognize that coming to campus to recruit our students is a significant commitment of time and resources and we believe making reasonable offers will produce the best possible outcome for both students and employers. Per NACE guidelines, *“the best employment decisions for both students and employers are those that are made without pressure and with the greatest amount of information and transparency. Students given sufficient time to attend career fairs, participate in on-campus interviews, and/or complete the interviewing in which they are currently engaged are more likely to make good long-term employment decisions.”*

Reasonable Offer Period:

- In accordance with the NACE guidelines, we request that our students be given reasonable time to evaluate any offer of employment (full-time and internship) without offer consequence.
- Reasonable time may vary in certain cases, but in alignment with the UT McCombs School of Business policy, we request that students be given a **minimum three-week period**, with the offer window beginning on the date that both parties agreed on the offer terms (in writing, preferably). A two-week period may be considered if the student is within one month of graduation.
- We appreciate employers’ adherence to this policy even if the candidate has completed an internship with the company. Students are encouraged to be sensitive to employer’s needs and consider offers in a reasonable time.

Expectations:

- Any recruiter attempting to place “improper influence” on students or pressure them into making an employment decision in an unreasonable amount of time will be considered to be in violation of NACE guidelines and the School of Information Career Services policies.
- If a student later rescinds written acceptance of an employment offer, please notify our office immediately at 512-471-8806 as we expect students to honor their commitments as part of their ethical agreement with Career Services. We appreciate the opportunity to educate students on the importance of professional integrity and the ramifications of unprofessional conduct for all involved parties. Offering adequate time for offer consideration will lessen this likelihood.

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