



# Olin College of Engineering

## Olin College Employer Guidelines

The National Association for Colleges and Employers (NACE) has set guiding principles (the Principles for Professional Conduct) for the campus recruiting process - <http://www.naceweb.org/principles/> . These principles state:

“Experience shows that the best employment decision for both students and employers are those that are made without pressure and with the greatest amount of information. 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 and may be less likely to renege on job acceptances.”

In accordance with these principles, Olin College suggests the following guidelines so that both students and employers might make the best mutually beneficial decisions with regard to intern and full time employment.

We ask that our partner employers:

- Collaborate with Olin within a framework of professionally accepted recruiting, interviewing, and selection techniques.
- Refrain from any practice that improperly influences and affects job acceptances. Such practices may include applying undue time pressure for acceptance of employment offers and encouragement of revocation of another employment offer. Employers will strive to communicate decisions to candidates within the agreed-upon time frame.

In turn, we coach our students to:

- Exhibit respect, honesty and follow-through during all steps of the recruiting process.
- Take all offers seriously, and not to accept a position (either verbally or in writing) unless they fully intend to work for that organization.

## Offer Guidelines for Employers

- **If employers make offers at the end of the summer to their interns, or if a company makes an offer to a candidate during the fall recruiting cycle, we ask that they give the student until November 15 of that year to make a decision. This applies to both intern and full time offers, and allows candidates ample time to explore opportunities that are available to them.**
- For offers made after November 15, all candidates should be given 2-4 weeks to make a decision.