



ON-CAMPUS RECRUITING POLICIES FOR EMPLOYERS

Job and Internship Offer Policy

The Boston College Career Center's role is to support recruiting practices that are reasonable and appropriate for employers and students alike. Recognizing that students need time to make informed decisions when comparing and responding to offers and employers need to be able to effectively manage their time-sensitive recruitment processes, the following guidelines are intended to provide students and employers a fair and transparent framework for managing the offer phase of the recruiting process in this increasingly competitive job market.

All Boston College students are required to sign a social responsibility agreement prior to participating in on-campus recruitment. The agreement includes policies for students who miss on-campus interviews, act unethically during the job/internship search process, or renege on employment offers. In return, we encourage our employer partners to uphold the [NACE Principles for Ethical Professional Practice](#) and abide by the [Advisory Opinion: Setting Reasonable Deadlines for Job Offers](#). These principles discourage employers from engaging in practices that could lead some students to believe they were pressured to accept job offers and undermine the process which allows candidates to make an informed decision. As such, we ask employers to abide by the following Job and Internship Offer Decision Deadlines.

Type of Offer Extended	Recruiting Cycle/Semester	Requested Deadline
Full-Time	Conversion from Summer 2018 Internship	September 30 or 2 Weeks (whichever is later)
	Fall Recruiting Season	October 31 or 2 Weeks (whichever is later)
	Spring Recruiting Season	2 Weeks from the day of the offer
Internship	Conversion from Summer 2018 Leadership Program	August 1 or 2 Weeks (whichever is later)
	Fall Recruiting Season	October 31 or 2 Weeks (whichever is later)
	Spring Recruiting Season	2 Weeks from the day of the offer

We also request that you inform us once a candidate has accepted an offer with you so that we can adjust their EagleLink account to prevent them from continuing to apply for other positions through the On-Campus Recruiting Program.

BOSTON COLLEGE CAREER CENTER

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Additional Policies and Considerations

Candidates have been informed of the following policies, so they will know what to expect throughout the on-campus recruiting process.

Exploding Offers

Employers should provide fair and reasonable time periods for students to evaluate employment offers prior to making a decision. Asking a student if he or she is ready to make a decision on the spot, or asking a student to respond to a hypothetical offer is considered an unacceptable practice. Employers should refrain from using exploding offers and special incentives such as diminishing bonuses and location preference to induce a student to accept an offer early. These practices place undue pressure on students.

Second Round Interviews

Employers who conduct extensive second round or “super day” interviews are asked to share these dates with our office at the time of scheduling their on-campus interviews. To create a fair and equitable process, employers should not schedule second round interviews during the first week of On-Campus Recruiting. If a second round interview conflicts with a student’s previously scheduled first round interview, class, or other valid conflict, employers should offer alternative second round interview date options for our students.

Written Offers

Employers are expected to keep students informed of their status in the hiring process and to communicate hiring decisions within a reasonable time frame. Employers should extend offers in writing. The offer should include all appropriate terms and conditions, including, but not limited to, position title/description, location, benefits, start date, salary, bonuses, etc.

Offer Extensions

Students are encouraged to meet with a Career Center staff member to navigate the job offer and negotiation process. We guide students on how to make a decision within the dates noted above, however, sometimes there are extenuating circumstances and students may ask for extensions. We ask that employers consider each request on a case-by-case basis, and to be flexible in accommodating these requests.

Alcohol Policy

Serving alcohol should not be part of the recruitment process on or off campus, even if all students are of legal drinking age. Offering alcohol can inappropriately shift the focus of the event and may put students in an uncomfortable position. The Boston College Career Center does not support serving alcohol as part of the recruitment process and will not promote such events.