



## Job Offer Guidelines

The UNO College of Business Administration has established job offer guidelines to better assist students and employers in the recruiting process. We recognize that the job offer is an important decision for both students and employers, and we encourage both parties to utilize the guidelines below to create a fair and reasonable job search experience. This will allow students time to evaluate and respond to job and internship offers and provides employers a timeline for their hiring purposes.

We ask that all employers respect NACE's stance on "Reasonable Deadlines for Job Offers." Providing a reasonable time to consider job offers means "students are more likely to make good long-term employment decisions and may be less likely to renege on job acceptances." At UNO we also adhere to NACE's Principles for Ethical Professional Practice to provide fair and equitable services to students and employers and to maintain a fair and equitable recruitment process.

### Offer Timelines For Students

- **Summer Internships to Full-Time**  
A full-time offer after a summer internship should remain open a minimum of **three weeks** from the written offer date, or until **November 1**, whichever comes later.
- **Accounting summer Leadership Program to Internship**  
An offer for a spring or summer internship for the following year after a summer leadership program should remain open a minimum of **three weeks** from the date of the written offer, or until **November 1**, whichever comes later.
- **Fall Recruiting**  
An offer for internships or full-time positions during the fall recruiting season should remain open a minimum of **three weeks** from the date of the written offer, or until **November 1**, whichever comes later.
- **Spring Recruiting**  
Offers during spring recruiting season should remain open a minimum of **two weeks** from the written offer date.
- **Spring Accounting Internship to Full-Time**  
A full-time offer for May of the following year after a spring internship (15 months in advance) should remain open a minimum of **three weeks** from date of the written offer, or until **August 15**, whichever comes later.
- In some cases, students may ask for extensions beyond these deadlines; we hope you can accommodate them.
- We would also like to request that no large bonuses be offered for early acceptances.
- We ask that if there is a sign-on bonus, it be honored whenever the student accepts the offer.

We understand that mutually beneficial compromises on behalf of the employers and students are a part of this process, and that these guidelines serve as ideal standards to assist students in making fully informed decisions. The UNO College of Business Administration appreciates your cooperation and ask for your flexibility in this process.