



Job Offer Policy

UF | Career Resource Center
UNIVERSITY of FLORIDA
First Floor J. Wayne Reitz Union | www.crc.ufl.edu
392-1601 | Division of Student Affairs
Educating Leaders for a Global Community

At the Career Resource Center we strive to make our policies clear for both the student and the employer. Listed below are policies concerning accepting a job offer (student) and extending a job (employer). Should you have any questions about either section, please feel free to contact us at 352-392-1601.

Student

By accepting a job offer you are committing to begin work with that employer. Whether you make a verbal or written agreement to begin employment is irrelevant, you have made an agreement. Before you accept, be sure to take time to consider your options. To renege or fail to carry out a promise on an offer would reflect poorly on you, the Career Resource Center and the University of Florida.

From the time an employer that recruits through the CRC makes you an offer, it is understood that a minimum of three weeks should be given to consider the offer. The employer that recruits through the CRC understands that when dealing with the Career Resource Center, they are to give you sufficient time to consider your decision, i.e. – three weeks.

Don't wait until the last minute to make your decision! Make an appointment to meet with a Career Advisor as soon as possible to discuss making an informed decision, negotiation of your offer, and researching salaries for that particular position.

After accepting an offer, your job search must end. You have made a commitment. Your next step is to change your online job search profile to show you are no longer seeking employment and remove your resume from consideration for other job opportunities. Do not continue to look as you might be tempted towards another job offer. Reneging on a job offer will cause a permanent ban on utilizing CRC services at the University of Florida. Again your decisions reflect not only you, but also the Career Resource Center and the University of Florida. If you should have any questions, please feel free to contact our office at 352-392-1601. We are here to help you with your career decisions.

Employer

Once an offer has been accepted by a student, please report this information to the CRC's scheduling coordinator (352-392-1601). This will help us for statistical purposes by knowing where our students find employment, salary levels, and general hiring rates.

Additionally, we will prevent the student from continuing their job search through the CRC by disabling them from On-Campus Interviewing at the CRC.

Furthermore, please inform us if a student reneges on an offer. To renege on an offer is unethical and we need to be informed when this occurs. Students who renege will no longer be permitted to use the job search services at the CRC.

The National Association of Colleges and Employers (NACE) suggest that the amount of time to give a student to consider your offer is a minimum of three weeks. During this time, they should be researching the offer and



Job Offer Policy

UF Career Resource Center
UNIVERSITY of FLORIDA

First Floor J. Wayne Reitz Union | www.crc.ufl.edu
392-1601 | Division of Student Affairs
Educating Leaders for a Global Community

consulting with the Career Resource Center to help make a well-informed decision. Please be available to provide them additional information.

According to NACE Principles for Professional Conduct, “the best employment decisions...are those that are made with the greatest amount of information. Students given sufficient time to gather thorough information related to available job opportunities are more likely to make good long-term employment decisions and less likely to renege on job acceptances”. NACE, along with the Career Resource Center, recognize the need to have offers accepted or rejected within a timely manner.

We encourage organizations that make offers at the beginning of the academic semester to keep the offer open until the end of the semester so that the student can thoroughly explore their options throughout the semester. However this is not required.

If any questions should arise considering extending an offer to a student, feel free to contact our office at 352-392-1601.