University Career Services (UCS)

Student Job Acceptance Renege Policy: On-Campus Recruiting

CAREFULLY CONSIDER OFFERS BEFORE ACCEPTING

Students are expected to accept an offer only after careful consideration and to honor professional commitments.

**Full-time Offers to Your Summer 2019: Interns**
- Students should be given at least four (4) weeks from the written offer or until October 15, whichever is later, to accept/decline offers. This will allow students time to review their upcoming OCR employment opportunities.

**Full-time and Internship Offers from Fall 2019: On-Campus Recruiting**
- Students should be given a minimum four (4) weeks from the written offer or until October 15, whichever is later, to accept/decline offers extended as part of the OCR Program.

**Full-time and Internship Offers from Spring 2020: On-Campus Recruiting**
- Students should be given a minimum four (4) weeks from the written offer to accept/decline offers extended as part of the OCR Program.

If you experience an employer not adhering to any of these UCS recruiting policies throughout the OCR process, we encourage you to contact UCS so we can help you navigate the situation. **Please note that employers recruiting outside of the OCR program are not held to these policies.**

DO NOT RENEGE AFTER ACCEPTING

Accepting a job offer, either verbally or in writing, is an agreement to work for an employer. **Reneging (withdrawing an acceptance of an offer) after having previously accepted, for any reason, is the most serious unprofessional recruiting behavior** and is subject to significant repercussions such as losing access to Handshake. This behavior has a profound impact on an employer’s recruiting resources and timeline, as well as the student’s long-term professional reputation.

After accepting a job offer, you are expected to cease interviewing for all positions that conflict with the opportunity you have accepted.

**Students who renege an acceptance of employment** will have their recruiting privileges suspended until they meet with the Employer Relations Director, who will determine an appropriate course of action based upon the details of the case.
February 26, 2020

Dear Mario Cifuentes:

We have been notified by the recruiter from Federal Reserve Board that you reneged an offer on Wednesday Feb. 26, 2020 which you accepted with on XXXX date. This is a discourtesy which we and the recruiters take very seriously. By not fulfilling the obligation you initiated by accepting the offer, you have harmed the company’s fulfil its recruitment goals which affect its ability to meet its business obligations. Additionally, wasted a period of the interviewer’s time and you have prevented the use of the interview slot by a fellow student interested in the same organization.

If you wish to continue to have access to interview through this office, you must 1) write a letter of apology to the recruiter and bring your letter in a stamped envelope addressed to the recruiter to University Career Services. (The recruiter’s name and address is available on the interview schedule kept on the 4th floor of Hanes Hall), 2) meet with the Employer Relations Director, to discuss reinstatement of your interview privileges. 3) Bring a copy of the offer letter you received from your new employer that includes the full details of your offer, and 4) Complete the FDS survey during the meeting with the Employer Relations Director. (You may schedule an appointment by calling 962-6507.)

*Your HandShake account is deactivated immediately.* Consideration to reinstate limited privileges will be at the discretion of the Employer Relations Director until these conditions have been met.

Sincerely,

UCS Leadership Team
Sample Letter of Apology for Students Who “Reneged” on a Job Offer accepted through OCR

Your Return Address
Your City, State, Zip

Today’s Date

Mr./Ms./Dr. [Name of Recruiter With Whom You Did Not Interview ]
Title
Organization
Mailing Address
City, State, Zip

Dear Mr./Ms./Dr. [Name of Recruiter]:

[Apologize for reneging your offer. Out of respect for the recruiter’s lost time and investment, mention your regret and standards of professionalism.]

[Give the reason why you reneged. Apologize for the harm you have caused the organization and the damage to its relationship with your department, University Career Services, and UNC Chapel Hill. Reiterate your interest in the position and organization, if that still exists. If your reason for reneging was for extraordinary reasons, you could request that the recruiter consider your candidacy in the future, but realize that this is unlikely.]

Sincerely,

[Your Signature Here]
[Your Name Typed]