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 2020 Interns
• Students who request it should be given (when feasible for the organization) a minimum four (4) weeks from the written offer or until October 15, whichever is later, to accept/decline offers if they have valid reasons for requesting that additional time. This will allow students time to review their upcoming OCR employment opportunities or consider competing post-graduate opportunities.

Full-time and Internship Offers from Fall 2020 On-Campus Recruiting
• Students who request it should be given (when feasible for the organization) 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. This will allow students time to review their upcoming OCR employment opportunities or consider competing post-graduate opportunities.

Full-time and Internship Offers from Spring 2021 On-Campus Recruiting
• Students who request it should be given (when feasible for the organization) a minimum four (4) weeks from the written offer to accept/decline offers extended as part of the OCR Program. This will allow students time to review their upcoming OCR employment opportunities or consider competing post-graduate opportunities.

If you experience an employer not adhering to any of these UCS recruiting guidelines throughout the OCR process, we encourage you to contact UCS or a Department-Based Career Office to 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 reneg an acceptance of employment will have their recruiting privileges suspended until they meet with the External Relations Director, who will determine an appropriate course of action based upon the details of the case.

Sample Letter sent to Students Who “Reneged” on a Job Offer accepted through OCR

Dear Mario Cifuentes:

We have been notified by the recruiter from Federal Reserve Board that you reneged an offer on Wednesday Sep. 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 ability to fulfil its recruitment goals – which adversely affect its ability to meet its business obligations. Additionally, you 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) meet virtually with the External Relations Director to discuss reinstatement of your interview privileges;
2) write a letter of apology to the recruiter in a word document or email to review with the ER Director; and
3) Provide a copy of the offer letter you received from your new employer that includes the full details of your offer (this is for data purposes only). You may schedule an appointment with the External Relations Director by emailing ucs@unc.edu.

Your HandShake account is deactivated immediately. Consideration to reinstate limited privileges will be at the discretion of the External 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 appreciation for any prior experiences and interactions you may have had with the organization (if applicable). 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]