



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 2023 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 2023 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 2024 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 (ucs@unc.edu) so we can help you navigate the situation. **Please note that employers recruiting outside of OCR are not held to these policies.** OCR employers are ones who have Handshake accounts and utilize UCS recruitment platforms, events, and facilities (virtual and in-person).

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 – and thus, access to all recruitment resources facilitated by University Career Services. Reneging has a profound impact on an employer's

recruiting resources and timeline, as well as the student's long-term professional reputation – and that of UCS and UNC Chapel Hill.

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 External Relations Director, who will determine an appropriate course of action based upon the details of the case. **This can include up to maximum penalties:**

- If you **renege on a full time offer**, you will not be allowed to apply for jobs on Handshake and use alumni services provided by University Career Services for up to 12 months post-graduation.
- If you **renege on a Summer internship offer**, you will not have access to Handshake for the academic year in which the infraction occurred, plus the first 2-months post-internship (October 15th).

University Career Services staff are here to support you in your career search efforts. If you find yourself in a situation where you are managing multiple offer deadlines, please contact our office immediately (ucs@unc.edu) – or contact your Department-based Career Coordinator if one exists.

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

November 15, 202X

Dear Mario Cifuentes:

We have been notified by the recruiter from **Federal Reserve Board** that you reneged an offer on **Wednesday Nov. 3, 202X** 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 in turn 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 and utilize its resources, you must **1)** send a letter of apology to the recruiter by email with University Career Services (ucs@unc.edu) in blind carbon copy (bcc); **2)** contact the **External Relations Director** to discuss reinstatement of your interview privileges; **3)** provide a copy via email of the offer letter you received from your new employer that includes the full details of your offer (this is for data purposes only); and **4)** if it’s a Full-time Job Offer, then complete the FDS survey during the meeting with the External Relations Director (only if requested). You may schedule an appointment with the External Relations Director by emailing ucs@unc.edu.

Your Handshake account will be deactivated immediately. Consideration to reinstate limited privileges will be at the discretion of the External Relations Director after these conditions and other conditions have been met.

Sincerely,

UCS Leadership Team

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

Today’s Date

Mr./Ms./Dr. [Name of Recruiter With Whom You Did Not Interview]

Title

Organization

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 academic 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]