The goal of these guidelines is to allow students ample time to give careful consideration to their employment options, and to make informed decisions about their employment after their graduate program. Therefore, employers are expected to extend offers in accordance with the below guidelines.

### December 1 or Three (3) Weeks

Full-time offers extended in the Fall must remain open until December 1 or for a minimum of three weeks from the date a written offer is received, whichever is later. Full-time offers extended in the Spring must remain open for a minimum of three weeks.

### October 31 or Three (3) Weeks

If an offer is extended following a summer internship, we ask that the student be given until October 31 or three weeks, whichever is later, to consider an offer.

### Three (3) Weeks

Offers for a summer internship must remain open for a minimum of three weeks from date a written offer is received.

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**Extension of Offer Deadline**

We would like students to be able to complete the interview process with companies they have made commitments to. On occasion, students may request an extension beyond the dates given above. Each request should be considered on a case-by-case basis and be accommodated, if possible.

If a student is still in the first or second round of interviews with other employers on the date when a response is expected, it would be considered a courtesy (although not mandatory) on the part of an employer who has made an offer to extend the deadline. The possibility of negotiating decision deadlines should be clearly stated to students at the time the offer is made for both full-time and internship positions.

**Exploding Offers**

Exploding offers are strongly discouraged (e.g. any offer that does not afford a candidate the appropriate time to either accept or decline and/or has special incentives attached for the purposes of inducing early acceptances). It is permissible for employers to offer incentives to students who accept a full-time position in advance of these dates; however, the base offer (including base salary, base signing bonus, and performance bonuses) must remain open based on the dates indicated in the above guidelines.

*continued on reverse*
Rescinding an Offer
The GBCC expects both students and employers to honor offers and acceptances of employment as serious commitments of intent to work/employ according to the terms of the offer. We strongly encourage employers to consider every alternative before rescinding an offer of employment. Employers who cannot avoid rescinding or deferring employment are advised to consult with the GBCC prior to notifying the student(s) affected by this action.

Reneging an Offer
Reneging on offers (a student turning down a previously accepted offer) is considered a serious breach of Graduate Business Career Center recruiting policies and the honor code. If the GBCC administration becomes aware that a student is interviewing after acceptance, his or her access to TalentLink and other GBCC resources will be revoked, and the student will be required to meet with the Director of the GBCC immediately to discuss steps to be taken with the school and the company.

Turning Down an Offer
Students are strongly encouraged to immediately release offers they do not plan to accept in order to allow an opportunity for another student to be considered for the position.

We’re here to help! Please reach out to our office with any questions regarding this offer policy.

(612) 624-0011 (option 1)  gbccinfo@umn.edu