HERBERT WERTHEIM COLLEGE OF ENGINEERING STUDENT EMPLOYMENT OFFER GUIDELINES

Welcome to recruiting season at the University of Florida. The Herbert Wertheim College of Engineering (HWCOE) in collaboration with the University of Florida Career Connections Center recently updated our guidelines and expectations regarding recruitment process and timelines to facilitate positive employment experiences for employers and students.

If circumstances arise that require an exception to these guidelines or if you have any questions, please contact Erin Lin at: elin@ufsa.ufl.edu.

The recruiting cycle at UF starts annually in September with our campus-wide Career Showcase. We encourage and prepare students to apply for internships or jobs that start the following summer. To offer students adequate time to carefully consider their employment options and make informed decisions, we ask employers adhere to the job offer timelines below.

Guidelines for Employers
Throughout the recruiting process, we encourage employers to be communicative, flexible, and transparent while working with students.

Fall semester recruiting (September – December)

**Full-time job and internship offer:** Please give students until November 15, or at least three weeks after extending an offer (whichever is later), to decide whether to accept full-time job and internship offers.

**Internship converting to full-time job and returning internship offer:** Please give students until September 15, or at least three weeks after extending an offer (whichever is later), to decide whether to accept the offers.

*Example 1:* Students who received full-time job offers after their summer internship on August 19th have until September 15th to decide whether to accept the offer.

*Example 2:* Students who received returning internship offers on September 6th will have until September 27th to decide whether to accept the offer.

Spring semester recruiting (January – April)

**Full-time job and internship offer:** Please give students until March 15, or at least three weeks after extending an offer (whichever is later), to decide whether to accept full-time job and internship offers.

**Internship converting to full-time job and returning internship offer:** Please give students until February 15, or at least three weeks after extending an offer (whichever is later), to decide whether to accept the offers.
Early offers: We recommend employers extend offers no more than nine months prior to the start date of a fulltime job and no more than six months prior to the start date of an internship. We encourage employers to engage with students throughout the year and check in about their recruiting and career exploration progress to ensure the students are still viable candidates.

The offer timeline and response dates take effect once an official written offer is extended to the student. Verbal offers do not initiate the timeline.

Guidelines for Students:
Throughout the recruiting process we encourage students to be communicative, responsive, and flexible when interacting with employers.

Full-time job and internship offer: Please carefully consider all full-time job and internship offers and consult with trusted advisors as appropriate. Contact HWCOE career coach Erin Lin: elin@ufsa.ufl.edu to discuss your options.

The HWCOE encourages employers to give students sufficient time to accept or reject the offer, however, it is the responsibility of students to confirm the employers’ expectations and notification dates. Additionally, students should notify all employers as soon as a decision is reached about job and internship offers.

Reneging on offers:
If a student accepts and later reneges on an offer, contact Erin Lin immediately. HWCOE considers this to be a breach of honor code and the UF Career Connections Center recruitment policies. Disciplinary action may be taken against students who accept and later renege on internship and other employment offers.