



Employer Policies for Recruiting Cornell University Students, Fall 2009/Spring 2010

Cornell Hotel School Career Management is pleased to welcome you to Cornell University to recruit our students. In order to facilitate the process, we have developed the following guidelines concerning interviews (on campus and off), offer policies, and other aspects of the recruiting process. We also expect employers to comply with guidelines set forth by the National Association of Colleges and Employers (NACE); see naceweb.org...Publications & Services...What's Available...Principles for Professional Conduct.

If you have any questions regarding our recruiting policies, please contact Molly deRoos, Associate Director, at 607/255-7468 or msb16@cornell.edu.

1. Interviewing Dates

On-Campus Interviews

To request interview dates, contact Ann Marie Kaminski, Hotel School Career Management, 607-255-5182 or amk14@cornell.edu. Interviews may be held on campus according to the following schedules:

Fall 2009 Recruiting Period

September 29 (Tuesday)—December 4 (Friday). No interviews scheduled:

- Fall Break: October 12—13 (Monday—Tuesday)
- Thanksgiving Break: November 25—30 (Wednesday—Monday)

Spring 2010 Recruiting Period

January 27 (Wednesday)—May 6 (Thursday). No interviews scheduled:

- Spring Break: March 19—28 (Friday-Sunday)

Second-Round Interviews, Same-Day Call-Backs, Recruiting Timelines, etc.

The recruiting policies of Cornell Career Services require that students do not cancel first-round interviews to attend second-round interviews. Students who do so face suspension of their on-campus recruiting privileges. In order to assure students' ability to comply with our second-round policy, we have established the following expectations for employers.

Second-round interviews held on campus are strongly encouraged and may be scheduled at any time in the semester. We particularly encourage employers to inquire about the possibility of scheduling evening interviews. Employers scheduling second-round interviews on campus must offer students alternate times so that they do not miss class or first-round interviews; that is, employers may not assign students a time slot without offering options. (Most professors will not excuse students from class or exams for recruiting-related activities.) In addition, employers should offer an on-site interview option if a student is not able to schedule a second-round interview on campus due to class or interview conflicts.

“Super Saturday” events may be scheduled at any time in the semester, but require a minimum of 3 full business days' notice. (i.e., for a Super Saturday event, notice must be given no later than the end of business on the prior Tuesday.) Please discuss these events with Cornell Career Services in advance of notifying students.

We encourage employers to describe recruiting timelines and/or procedures in job descriptions and during the interview. For example, an employer should notify students in advance if second-round interviews are planned on campus for the day of or day after the first interview. An employer should also notify students in advance if there will be an evening call-back dinner or other event on the same evening as the first interview. This will allow students to make tentative arrangements in advance with professors for exams, classes, or other commitments.

In all cases, the following guidelines for off-campus interviews and employer events must be honored:

Fall 2009

- Second-round interviews and other employer events may not be conducted off campus until Wednesday, October 14, 2009, even if a student suggests or requests an earlier interview date. Employers must give a minimum of 3 full business days' notice of a second-round interview in an off-campus location (for an interview on Wednesday, for example, notice must be given by end of business day the previous Thursday).
- **By special arrangement in advance** with Cornell Career Services, employers may conduct second-round interviews off campus during Fall Break (October 12—13).
- Without exception, employers must offer alternative dates, without negative consequence, for a second-round interview if the date originally suggested by the employer interferes with a student's first-round interview on campus, exam, or other valid conflict.

Spring 2010

- Second-round interviews and other employer events may not be conducted off campus until Thursday, February 11, 2010, even if a student suggests or requests an earlier interview date. Employers must give a minimum of 3 full business days notice of a second-round interview in an off-campus location (for an interview on Wednesday, for example, notice must be given by end of business day the previous Thursday).
- In all cases, employers must offer alternative dates, without negative consequence, for a second-round interview if the date originally suggested by the employer interferes with a student's first-round interview on campus, exam, or other valid conflict.

2. Offer Guidelines

Students need time to make informed decisions when comparing and responding to offers. In order to facilitate this process, employers are expected to adhere to these guidelines:

Full-Time Offers: Fall and Spring Interviews

- Employers extending offers during the fall semester must give students until Monday, November 16, 2009, or a minimum of three weeks from receipt of the written offer—whichever is later—to respond to that offer, without pressure to respond on an earlier date. See definition of “exploding offers” below.
- Employers extending offers in the spring semester for full-time positions must give students until Monday, March 1, 2010, or a minimum of three weeks from receipt of the written offer—whichever is later—to respond to that offer, without pressure to respond on an earlier date. See definition of “exploding offers” below.

Full-Time Offers to Summer Interns or Co-op Students

- Employers who extend an offer for full-time employment to a student who has had a summer internship or co-op with the employer must give students until Monday, November 2, 2009, to respond to that offer, without pressure to respond on an earlier date. See definition of “exploding offers” below.

Internship Offers

- Employers extending offers in the spring semester for summer internships must give students until Monday, March 1, 2010, or a minimum of two weeks from receipt of the written offer—whichever is later—to respond to that offer, without pressure to respond verbally or in writing on an earlier date. See definition of “exploding offers” below.
- Employers making offers of summer internships prior to the traditional (spring) internship recruiting program—including offers made to previous summer interns—are encouraged to extend the response date for such offers to Monday, March 1, 2010, to allow students to participate in the traditional (spring) internship recruiting period. Employers must discuss any other offer timeline with a Cornell Career Services staff member.

On November 16 (fall) or March 1 (spring), if the student is still in the first or second round of interviews with other employers, it would be considered a courtesy (although not mandatory) on the part of an employer who has made an offer to extend the deadline.

In all cases, employers making offers to Cornell students (whether through on-campus recruiting or not) are expected to give students a minimum response time of three weeks from receipt of a written offer for a full-time position and two weeks from receipt of a written offer for an internship position.

Exploding Offers/Excessive Pressure

Employers should not make "exploding offers" or pressure students to accept an offer under duress. Exploding offers are those that require a quick response time or call for a reduction in offer package after a certain date. Examples of excessive pressure include statements such as "If I offer you the position today, will you take it?" or insisting on a verbal commitment from a student before sending a written offer.

Full Disclosure: Start Dates, Basis of Compensation, Hiring Process

Start Dates

- All offer letters must include a start date. Candidates who interview with employers on campus expect to start work after graduation and by mid-September at the latest. Employers who anticipate start dates later than September 15 must disclose this to Cornell Career Services when scheduling an on-campus recruiting date, and to students in the job description.

Basis of Compensation

- Employers who compensate employees based solely on commission (i.e., without a base salary as well) may not recruit on campus or post jobs through Cornell CareerNet. Employers who compensate employees based on partial commission must give an accurate estimate of expected earnings. Employers must present an accurate base salary/expected first-year salary.

3. Alcohol

Use of alcohol by candidates at any time during the recruiting process is not acceptable. Employers' recruiting events, whether on or off campus, should not include alcohol. Additionally, representatives should not extend invitations to students to meet informally at bars in Collegetown or other locations. Please refer to the NACE *Principles for Professional Conduct* for more information.

4. Non-Discrimination

Cornell University's policy prohibits discrimination or harassment on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, age, handicap, or veteran status in the recruitment and employment of faculty and staff or the operation of any of its programs and activities as specified by federal, state, and city laws and regulations.

We ask each employer recruiting with us to affirm that "it is an equal opportunity employer, and offers employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, or citizenship unless legally required, and provides equal employment opportunity to individuals with veteran status."

5. Consequences

Note that employers violating these policies may receive deferred interview dates or be denied access to the recruiting program for the following season.

Students violating policies may forfeit on-campus recruiting privileges.