



Offer Dates and Ethical Search Policy and Expectations 2025 - 2026

Career Services has established the following expectations to provide a successful experience for both students and employers participating in on-campus recruiting. The following policies and practices are designed to maintain positive, effective relationships between employers, students, and the College.

Expectations for Students

Career Services requires students who are engaged in an internship or job search to conduct themselves in an ethical manner. Students who renege on an offer of employment (full-time job offer or internship), miss interviews, or cancel interviews with less than 24 hours notice will be held accountable by the College and will be required to meet with the Director of Career Services. An appropriate resolution to the situation will be discussed and implemented.

Students participating in campus recruiting are expected to:

- attend all scheduled interviews;
- provide professional advance notice (48 hours preferred; 24 hours required) of interview schedule changes or cancellations;
- withdraw from any recruiting process they do not intend to fully pursue for an offer;
- abide by the offer deadline and timelines listed below, and;
- accept offers in good faith with every intention of honoring the commitment.

Expectations for Employers

Employers participating in on-campus or virtual recruiting of Saint Mary's students are expected to:

- provide students with alternatives to on-site and in-person interviews (i.e., virtual, video, and phone interviews) to provide equitable options for all students;
- provide students with a minimum of 5 business days' notice for any off-campus interview to allow enough time to make proper travel arrangements and to avoid academic and other conflicts;
- provide fair and reasonable time periods for students to evaluate offers prior to making decisions that will affect their future careers and personal lives (see timelines listed below);
- provide students with an official offer in writing including the position title, work responsibilities, work location, start date (end dates for internships), starting salary, and other benefits, and;
- uphold all offers, as rescinding an offer means students must restart their searches and could damage the employer's credibility with the student body.

As a member of the National Association of Colleges and Employers (NACE), Saint Mary's requires all employers to abide by [NACE's Principles for Ethical Professional Practice](#). Employers will be held accountable for any violations of these expectations.

Exploding Offers

Employers may not offer incentives or exert undue pressure on students to accept/decline an offer before the deadlines stated below. An offer may not expire before the stated deadlines. In some cases students may ask for extensions beyond these deadlines. We ask that employers accommodate reasonable requests as best as you can.

Timelines for 2026 Offers

Saint Mary's aligns our expectations for timelines of offers with [guidance from NACE](#), which states: "offer deadlines will be influenced by the available candidate pool, the available recruitment opportunities, and anticipated staffing needs. Definitions of sufficient time for these offer deadlines will vary, given industry standards, students' experience with the employer, offer timing, students' career interests, and proximity to graduation date/start time." These dates are intended to balance the needs of students to make informed decisions on career plans, while also providing employers sufficient time to recruit students. Career Services is available to support students who are navigating accelerated recruitment timelines. Students are strongly encouraged to contact Career Services immediately upon receiving an offer of employment that does not align with the dates listed below.

2026 Internship Offers:

Written Offer Origination:	Offer Cannot Expire Before:
Before August 1, 2025	August 15, 2025
August 1 - September 30, 2025	October 15, 2025
October 1, 2025 and beyond	2 weeks from formal offer date

2026 Full-time Job Offers:

Written Offer Origination:	Offer Cannot Expire Before:
Upon completion of a summer 2025 internship with the employer	September 15, 2025
Before September 1, 2025	September 15, 2025
Before October 1, 2025	October 15, 2025
October 1, 2025 and beyond	2 weeks from the formal offer date

Deferred Start Dates/Rescinded Offers

Should economic realities or other extenuating circumstances force an employer to defer start dates, rescind offers, make significant changes to role responsibilities or location of the position, the employer **MUST** report this to Career Services **PRIOR** to notifying the student. This allows Career Services to prepare for any questions or concerns from students, in addition to preparing to work with them on conducting a new search if necessary.

Should an employer rescind an offer for reasons other than economic hardship or extenuating circumstances, Career Services will discuss this with the employer and determine the future of the employer's recruiting presence at the College. Each situation will be evaluated on a case-by-case basis. Employers who fail to comply with this request risk losing their recruiting privileges at the College.

Career Services recognizes that many students participate in recruiting at the University of Notre Dame. These same policies and standards apply to employers recruiting Saint Mary's students at Notre Dame. Deadlines, policies, and expectations are consistent with the Notre Dame Meruelo Family Center for Career Development.

Questions and Concerns

All questions and concerns regarding the interview and offer policy/expectations should be directed to the Director of Career Services, Stacie Jeffirs, at sjeffirs@saintmarys.edu.