



University of Florida - Warrington College of Business

Business Career Services - Recommended Employer Hiring Policies and Offer Guidelines

These guidelines are meant to facilitate your company's employment of our students and establish the basis for a longstanding relationship between your company and the University of Florida Warrington College of Business. To that end, we encourage that both students and employers abide by these guidelines. Should any complications arise necessitating an exception to these guidelines, or if you have any questions, please contact Business Career Services at BCS-INFO@warrington.ufl.edu or 352-273-4950.

A. Offer Timing & Response Dates

1. When recruiting our students, the following timelines apply:

a. Full-Time or Internship written offer extended during fall recruiting prior to December 1st

If you extend a full-time or summer internship written offer to a Warrington College of Business student prior to November 15th, you must allow until December 1st or give at least two weeks for the student to respond, whichever is later

i. *Example.* A student receives a written offer on September 25th. That offer must remain open until December 1st

ii. *Example.* A student receives a written offer on November 25th. That offer must remain open until December 9th, which is two weeks from the date the written offer was received.

b. Full-Time or Internship written offer extended during fall recruiting on or after December 1st

If you extend a full-time or summer internship written offer to a student on or after December 1st, please allow two weeks for the student to respond.

c. Full-Time written offer extended during spring recruiting on or after January 1st

If you extend a full-time written offer during spring recruiting to a student on or after January 1st, please allow two weeks for the student to respond.

d. Internship written offer extended during spring recruiting on or after January 1st

If you extend a summer internship written offer to a Warrington College of Business student on or after January 1st, you must allow until March 15th or give at least two weeks for the student to respond, whichever is later.

e. Full-Time written offer extended during summer internship (January start date)

If you extend a full-time written offer upon the conclusion of a summer internship for a December graduate, assuming a January start date, please allow until September 15th for the student to respond.

f. Full-Time written offer extended during summer internship (May/Summer start date)

If you extend a full-time written offer upon the conclusion of a summer internship for a May graduate, assuming a start date of the following summer, please allow until November 1st for the student to respond.

Notes:

- 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.
- Fisher School of Accounting students are not subject to these policies. Please contact the Director of the Fisher School for questions (garv.mcquill@warrington.ufl.edu).
- Students enrolled in the Master of Science in Finance Program are not subject to these policies. Please contact Kelly Herring, Associate Director for questions (kelly.herring@warrington.ufl.edu).

B. Incentivizing Offers

1. Incentivizing Early Response. Employers may incentivize early response to an offer by using other, additional benefits (exploding bonuses), existing outside the realm of base salary, signing bonus, or future performance bonuses. Please contact Business Career Services if you would like any additional information on how to structure such an offer.

C. Offer Extensions and Acceptance

1. Non-Mandatory Extensions. If a student requests an extension on an offer to complete additional interviews, it is considered a courtesy for an employer to grant such an extension. However, it is not mandatory. If an offer cannot be extended, the employer should communicate this to a student upon extending the offer.
2. Accepting Offers. Students are encouraged and instructed to accept or reject offers as soon as they have reached a decision. If a student fails to respond within the time required, employers should notify Business Career Services as soon as possible.

D. Reneging on Offers

1. Honor Code Violation. If a student accepts and later reneges on an offer, please contact Business Career Services immediately. The University of Florida Warrington College of Business considers this to be a breach of honor code and Business Career Services recruitment policies. Disciplinary action may be taken against the student.