

TCNJ Accounting Recruitment Guidelines 2017-2018

Fall On-Campus Interviews: Begin 09.18.17 – 12.08.17

College Events, Holidays & Schedule

Wednesday	09.13.17	Accounting Meet & Greet	Monday	10.09-10.17	Fall Break
Friday	09.29.17	Fall Opportunities Fair	Friday	12.08.17	Last Day of Class

DECISION DATES:

Students need sufficient time to make informed decisions when comparing and responding to employment offers. The following recruiting guidelines have been created for employment offers (full-time jobs, internships, externships, and leadership programs) to ensure overall fairness to all participating parties. These timeframes should assist employers in planning their recruitment strategy and allow both employers and students the opportunity to participate fully during the recruiting season.

- **Exploding offers, those made with unnecessary pressure and insufficient time to respond, are strictly prohibited.**
- For all offers extended during the Fall or Spring semesters for externships, leadership programs, internships or full-time employment, employers should allow **a minimum of three weeks from the date of the written offer, but preferably longer**, for students to accept or decline any offer
- **EXCEPTION:** for all offers extended at the conclusion of previous employment (externship, leadership program, internship, or full-time employment) during the Spring/Summer terms, employers should give until **October 15th** for students to accept or decline the offer for the next opportunity
- The written offer should clearly state all appropriate terms and conditions, including, but not limited to, position title/description, location, start date, end date (if applicable) and compensation (salary, bonuses, benefits, etc.)
- All bonuses or other incentives are to remain in full effect for the entire duration of the offer period
- Employers should be flexible in granting offer extensions on a case-by-case basis if the circumstances warrant it.

The Career Center encourages students to make decisions on employment offers within a reasonable timeframe and to be sensitive to employer needs. The Career Center does not encourage students to wait to make a decision unless there is a specific reason to do so.

WINTER INTERNSHIP Offers: Employers, who are considering a student for a Winter Internship, can provide an offer to this candidate at any time and expect a response to the decision by (Fri.) 10.27.17, extensions may be granted case by case.

WINTER ACCOUNTING INTERNSHIP HIGHLIGHTS (SPRING SEMESTER): Curriculum is tailored to allow a 28-32 hour work week. Students may work Mon.-Fr., flexible on start day and end date. Course selection is managed to accommodate this work schedule; students select classes the **first week of November**. Employers please plan to select winter interns prior to this time.

Spring On-Campus Interviews: Begin 02.12.18 – 05.04.18

College Events, Holidays & Schedule

Wednesday	02.21.18	Spring Career & Internship Fair	Friday	05.04.18	Last Day of Class
Monday	03.12-16.18	Spring Break	Friday	05.04.18	Accounting Roundtable

Shadowing Program & Class Speakers

First Year (fall) & Sophomore Accounting Class (spring): Speakers are invited by Dr. Shahid and Dr. Nouri, respectively

Shadowing Program: Coordinated by Dr. Hossein Nouri (609.771.2176, hnouri@tcnj.edu); Look at Wednesday Assignments in Spring

Offers Extended Date(s)

Students who interview in the fall semester (with no prior contact, i.e. Leadership, Externship, Summer, or Winter Internship Programs) may receive an offer generally through late October/early November. If needed, an extension may be given until (Fri.) 12.01.17.

Reneging & No Show Policy

TCNJ takes a firm stance against students reneging on job offers. As such, we require that organizations comply with the above guidelines to ensure students have time to consider opportunities prior to responding to any organization. If a TCNJ student reneges on an offer, please contact Debra Kelly or Debra Klokis immediately at 609.771.2161 or career@tcnj.edu. If a student agrees to participate in a shadowing experience and does not attend, contact Dr. Nouri, 609.771.2176, hnouri@tcnj.edu.

TCNJ Career Center Action Steps

1. Accounting guidelines will be on the TCNJ Career Center website for all to read and follow. The Accounting Department faculty and staff will be made aware of these guidelines so that they can convey this information to all students.
2. All accounting related student clubs and organizations will be apprised of the guidelines.
3. All accounting recruiters registered to take part in on-campus recruiting at The College of New Jersey will receive a copy of the guidelines.