

TCNJ Recruitment Guidelines 2022-2023

OFFERS & DEADLINES:

In accordance with the National Association of Colleges and Employers (NACE) guidelines, our goal is to encourage practices that create a transparent and equitable process for students and employers. Effective communication is essential to align with NACE Principles for Ethical Professional Practice, which seeks to “maintain a recruitment process that is fair and equitable and that supports informed and responsible decision-making by candidates.” The following guidelines are intended to provide students and employers a fair and transparent framework for managing the offer process.

- Exploding offers, those made with unnecessary pressure and insufficient time to respond, are strictly prohibited.
- 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.

FALL OFFERS

Students who interview in the fall semester with no prior contact for Externship, Leadership, & Summer Internship opportunities generally receive an offer through late October/early November. Employers should allow **a minimum of two weeks from the date of the written offer with the potential of an extension until December 1** for students to accept or decline.

SPRING INTERNSHIPS

Employers, who are considering a student for a Spring Semester Internship, can provide an offer to this candidate at any time and expect a response by October 28, or a minimum of two weeks from the date of the written offer. Extensions may be granted case by case. This change in deadline is due to a student's course selection for the following semester, as students select classes the first week of November.

We ask that firms continue to consider a hybrid work environment during the spring semester to allow for flexibility between the internship schedule and class schedule.

SPRING & SUMMER OFFERS

For all offers extended after the conclusion of previous employment during the Spring/Summer terms (Externship, Leadership, Spring or Summer Internship), employers should allow **a minimum of two weeks from the date of the written offer with the potential of an extension until September 15** for students to accept or decline.

RENEGING & NO SHOWS

Reneging on an offer is a serious violation of the recruitment policy, and is never permitted or condoned by the TCNJ Office of Career & Leadership Development. If a student reneges on an offer, please contact Debra Klokis immediately at 609.771.2161 or klokisd@tcnj.edu.

COLLEGE EVENTS, HOLIDAYS, & SCHEDULE

Fall On-Campus Interview Season: 09.29.22 – 12.09.22

Wednesday 09.28.2022 Fall Industry Networking

Friday 09.30.2022 Fall Industry Networking

Monday 10.10 – 10.11.2022 Fall Break

Friday 12.09.2022 Last Day of Class

Spring On-Campus Interview Season: 01.30.23 – 05.05.23

Wednesday 02.22.23 Spring Industry Networking

Monday 3.13 – 3.17.23 Spring Break

Friday 05.05.23

Last Day of Class