

**University of Michigan
College of Engineering
Engineering Career Resource Center
Offers and Acceptance of Employment Policy**

Please read this page carefully. It expands upon the Offers and Acceptance of Employment Policy within the Job Search Code of Ethics. If you do not accept the terms here, do not use *Engineering Careers, by Symplicity*. By using the website you are indicating your understanding and acceptance of the Offers and Acceptance of Employment Policy.

Offers and Acceptance of Employment: We strongly encourage students to inform the ECRC of offers and acceptances of employment. Once an offer has been accepted, discontinue campus interviews and cancel any remaining interviews in accordance with the cancellation policy stated within the Job Search Code of Ethics. Students should also make every effort to avoid renegeing on accepted job offers. Gather information, ask plenty of questions, anticipate other offers, determine your career goals and needs, meet with an ECRC advisor, request an extension on the deadline, all in an attempt to make an informed decision regarding an offer of employment. Once that commitment is made, renegeing on an accepted offer has a very negative impact. Because of this, before you retract a committed offer, you must contact the ECRC Office and setup an appointment with both an ECRC Career Advisor and the ECRC Director. In this meeting, you will consider your options and also outline an apology letter to any affected employers. This letter will be forwarded on to the employer(s) with the ECRC's notification. Not contacting the ECRC with a retracted agreement risks your *Engineering Careers, by Symplicity* account being revoked for a temporary amount of time, or possibly indefinitely.

Once a commitment is made, renegeing on an offer has a very negative impact. It not only tarnishes your reputation but also damages the reputation of Michigan Engineers. Building a campus presence, identifying suitable candidates and participating in campus recruiting are time-consuming and expensive undertakings for employing organizations. Employers incur large financial expenses when a candidate retracts an employment offer. In addition to the expenses related to travel and time already spent with a recruited candidate, companies hiring international students may have already started the visa application process and incurred additional fees. Recruiting any new employee to an organization is expensive, and needing to recruit a new hire due to a retracted offer is an additional, unexpected expense for the company. In addition to financial expenses, retracted offers often also present employers with timing challenges related to recruiting. Usually employers plan their recruiting efforts for set times during the fall and/or winter semesters. When a student retracts an offer late in the year the employer has already missed out on all on-campus recruiting opportunities. At that point the employer may be faced with a very short time span available for recruiting another student into the position, and is also faced with a much smaller applicant pool to choose from. Due to all the challenges employers face as a result of retracted employment agreements, it is understandable why renegeing on job offers negatively impacts your own reputation as well as that of all Michigan Engineers.

Students should make every effort to avoid renegeing on job offers. Take seriously your offers and plan to honor your commitments. Contact the ECRC at ecrc-info@umich.edu or (734) 647-7160 to discuss any questions regarding this policy.