



GENERAL RECRUITING POLICIES

JOB and INTERNSHIP OFFERS

Full-time and internship offers should be made through an offer letter sent directly to the student. The Center for Career Services asks to be notified of offers to ensure staff can work with students on adhering to student policies regarding offers and hires.

OFFER TIMELINES

To ensure students have the opportunity to make well-informed, thoughtful decisions regarding job opportunities, the Center for Career Services asks that employers give students ample time to consider all offers. We encourage employers to follow NACE (National Association of Colleges and Employers) [guidelines](#) and the following timelines for GW:

SUMMER

- Candidates who receive full-time employment offers from summer internships should be given until October 30th to accept/decline.

FALL

- Students who receive full-time employment offers from fall recruiting should be given until November 15th to accept /decline.
- Students who have interviews after November 15th should be given a minimum of four weeks from the date of the offer to accept/decline.
- Students who receive internship offers from fall recruiting should be given a minimum of four weeks from the date of the offer to accept/decline.

WINTER/SPRING

- Students who receive full-time employment offers from winter/spring recruiting should be given until March 15th to accept /decline.
- Students who have interviews after March 15th should be given a minimum of four weeks from the date of the offer to accept/decline.
- Students who receive internship offers from winter/spring recruiting should be given a minimum of four weeks from the date of the offer to accept/decline.

COMPENSATION

Employers have better recruiting success if compensation for positions is comparable to historical salaries of the targeted student segment (adjusted by prevailing economic trends). Please be aware that salaries vary by major and program level.

NON-DISCRIMINATION

The George Washington University does not discriminate against any person on the basis of race, color, gender, sexual orientation, age, religion, national or ethnic origin, marital status, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities. Accordingly, our facilities are available to recruiting organizations whose practices are consistent with this policy.

REFERRALS/RECOMMENDATIONS

We will work with you to help identify a pool of candidates that most closely matches your job criteria. However, employment law and our strong sense of ethics preclude any arbitrary recommendation of one student over another.

CHANGES TO OFFER

The Center for Career Services expects all employers to honor their job offers. In the event that an offer must be withdrawn or changed, the Center for Career Services must be contacted immediately. Students are also responsible for honoring the commitments they have made, whether verbally or in writing. If we learn they have not, their access to the Center for Career Services' resources and opportunities will be affected.

STUDENTS ARE EXPECTED TO:

- Pursue only positions in which they have a genuine interest
- Respond to all invitations from companies offering them an interview
- Participate in all interviews they accept
- Be prompt and well-prepared for all interviews
- Present an accurate account of work experience and education on their resume
- Answer all questions in the interviews truthfully
- Discontinue the job search immediately after accepting a job offer and notify all other potential employers of their decision

