

## Accepting and Reneging Internship/Job Offers

Viterbi Career Services encourages all students to be upfront and ethical in their actions with employers. To maintain your own reputation and that of the University, please adhere to these guidelines.

### **When should I accept an internship/job offer?**

- Students need to receive a written offer with specific job title/location/salary/benefits. Do not accept an offer until this has occurred.
- If an organization gives you a verbal offer, request a written offer.

### **How should I accept an offer?**

- Call the HR Contact / Supervisor directly to let them know your decision.
- Regardless of your decision, follow up with an email.

### **Is my offer binding once I've accepted an offer?**

- Once you've accepted a position, stay firm in your decision. If you have signed a contract from an organization, they might have specific penalties for students who renege the offer. It also reflects poorly on you and USC if you renege on an accepted offer.

### **What do I do if I'm juggling multiple offers?**

- Prioritize what you're looking for in an internship/job and look at all aspects. Consider work- life balance, your commute, salary, supervisor, benefits, flexible hours, available promotions, and the future of the organization.

### **What should I do if I've already received one offer but I haven't heard from my dream organization?**

- Communicate with both parties.
- For the organization that has offered you the position, notify them that you are finishing up with the recruiting process and hope to make your decision by a specific date (usually no more than 2-3 weeks)
- Follow up with the dream organization to see if they have made a decision. Let them know that you've received another offer and are exploring your options.

### **How long do I have to make a decision on the offer?**

- Employers who participate in Viterbi On-Campus Recruiting (OCR) are guided by Viterbi Career Services to allow you 2 weeks during the Fall semester and 2 weeks during the Spring semester from the offer date to make your decision. We encourage non-OCR employers to provide enough time for you to consider the offer and to make an informed decision. You should not be pressured by an employer to accept an offer immediately.

### **Are there any consequences to renegeing an offer?**

- Absolutely. Industries are small and recruiters are well connected – you could potentially harm your professional reputation resulting in limited opportunities for yourself in the future.

### **I've already accepted an offer but my dream organization just came through and offered me a position.**

#### **What should I do?**

- Since you have accepted the first offer in good faith, it is not recommended to accept the second offer. If you do choose to accept the second offer, there might be negative consequences.

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**I've accepted an offer. What should I do next?**

- Remove yourself from the internship/job search.
- Politely decline all remaining offers by calling and emailing the recruiters.
- Cancel all remaining interviews.

**How do I turn down an offer?**

- Call the HR Director/Supervisor to turn down the offer.
- Follow up with a written email to notify the employer. Please see our example for what to write in the email.

***EXAMPLE LETTER: DECLINING THE OFFER***

Nicole Tommy  
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NicoleT@usc.edu

March 1, 2013

Ms. Katherine T. Walden, Manager  
Creative Engineering Company  
5678 Wilshire Blvd.  
Los Angeles, CA 90038

Dear Ms. Walden:

Thank you for the marketing internship offer with Creative Engineering Company. I enjoyed meeting with you and your staff and appreciate the time you've given me to consider the offer.

Though Creative Engineering Company is an impressive company, I am declining the offer. I have decided to accept another offer I believe to be more appropriate for my skills and career goals.

I want to thank you for the consideration and opportunity to work with your team. I wish you and the staff of Creative Engineering Company all the best.

Sincerely,

Nicole Tommy