

Marquette Business Recruiting Guidelines

OVERVIEW

Aligned with Marquette University's commitment to fostering personal and professional excellence, Marquette Business Career Center actively facilitates strong, equitable connections between students and employers. We seek to expand high-quality career opportunities, support students' holistic development, and ensure that employer and student engagement reflect Marquette's Jesuit values of excellence, leadership, purpose, and service to others.

EXPECTATIONS FOR EMPLOYERS & STUDENTS

Students and employers are expected to communicate clearly, honor commitments, respond in a timely manner, and uphold professional behavior throughout the recruiting process. These guidelines establish a common set of expectations that promote fairness, reduce ambiguity, and protect positive recruiting experiences for both students and employer partners.

EQUAL EMPLOYMENT OPPORTUNITY

Employer organizations recruiting Marquette students, including using the university's job board (Handshake), must comply with all applicable laws relating to equal employment opportunity (EEO) and may not discriminate against a job applicant because of his or her race, color, religion, sex, age, disability, sexual orientation, gender identity, military or veteran status, genetic information, marital status, parental status, political or personal favoritism, ancestry, source of income or any other classes protected by local, state and federal law. Federal law also prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting, or referring for a fee. Visit [EEOC](#) and the [Department of Justice](#) for additional information on prohibited EEO practices.

ADDITIONAL INFORMATION

At-Will Employment:

Most of the U.S. employment is at-will, meaning either party (employer or employee) may end employment at any time for any lawful reason.

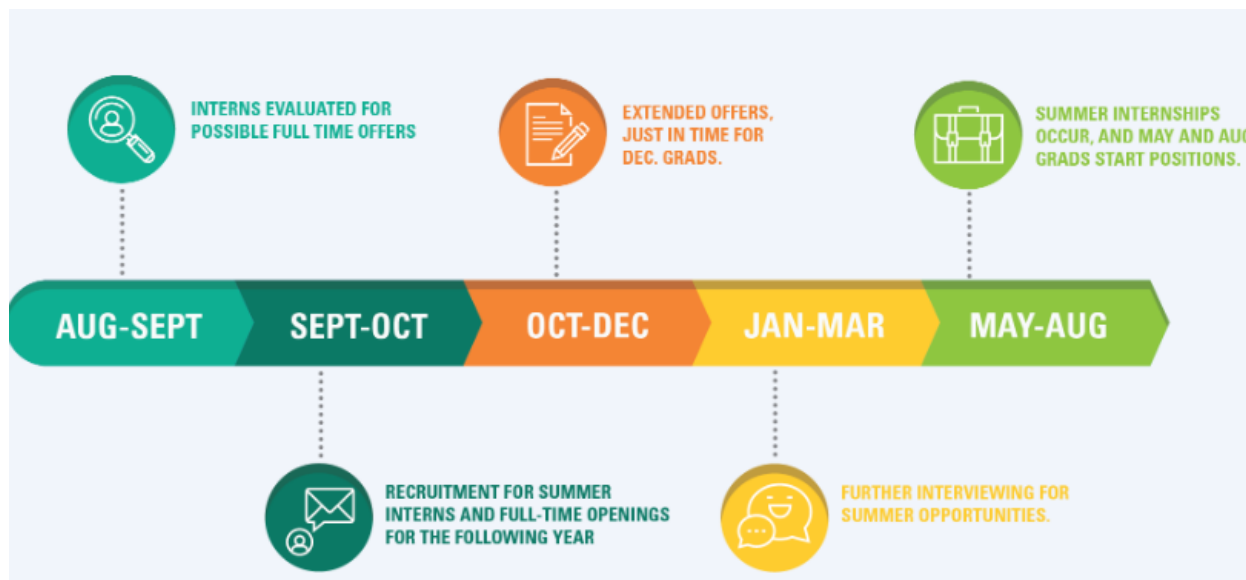
Fair Labor Standards Act (FLSA):

The Fair Labor Standards Act (FLSA) outlines criteria used to determine whether internships must be paid. Employers are responsible for ensuring compliance with all federal and state labor laws when hiring Marquette students.

<https://www.marquette.edu/business/career-center/employers/employer-internship-credit.php>

Recruiting Timeline:

Recruiting timelines vary significantly by industry. Students and employers are responsible for sharing timeline expectations early to ensure alignment and avoid misunderstandings. The most common timeline is listed below.



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STUDENT RECRUITING GUIDELINES

Offer Timeline:

Employers are expected to give students adequate time to make informed decisions. Students will have a minimum of two weeks from the date the official written offer letter is received to accept or decline.

- Students may receive an email from the BCC offering support in evaluating their internship or job offer.

Return Offers:

Students should proactively ask about return-offer timelines during their internship to avoid confusion. However, employers are not required to extend a return offer following an internship. If an employer does extend a return offer, the student will have a minimum of 2 weeks to decide whether to accept or decline that offer.

Exploding Offers:

An exploding offer is a type of offer that comes with a very short window for acceptance (usually 24-48 hours). Students who experience pressure to accept an offer earlier than the two week minimum should contact the Business Career Center immediately. Exploding offers undermine equitable recruiting practices and will be addressed directly with employers.

Request for Extension:

Students may request additional time beyond the provided deadline. However, employers cannot always accommodate this and may decline this request.

- Students are encouraged to consult with the Business Career Center before requesting an extension to ensure they understand how to communicate the request professionally.

Acceptance of an Offer:

Once a student accepts an offer, it is strongly recommended that they discontinue participation in the recruiting process. This includes applying for positions and participating in interviews. Students must notify any employers with whom they are actively interviewing or pending applications that they have accepted another offer and will withdraw from the process. The BCC strongly recommends offer communication with the Business Career Center through email, appointment scheduling or drop ins.

- **Exception:** Students participating in LEAD are required to complete recruiting related assignments including a mock interview and a job search assignment. If the student has questions or concerns, they must reach out directly to the LEAD instructor.

Reneging Offers:

Reneging on offers is strongly discouraged and may impact future recruiting opportunities. Reneging damages trust and agreement between the two parties and may impact future opportunities for Marquette Business students. If a student is considering withdrawing from an offer, they must make an appointment with a Business Career Center career advisor.

Internship for Credit:

Some majors require or recommend an internship for academic credit. It is the student's responsibility to review and satisfy their major's specific requirements. If a student accepts an internship and receives approval for internship-for-credit, they must complete the internship through the end of the course in order to earn academic credit. If a student leaves the internship before the academic term ends without prior approval from the course instructor and the internship for credit coordinator, the student may receive an unsatisfactory grade for the course.

Resume Book:

Resume books are a digital compilation of students' resumes, and students have the option of making their resume public on Handshake for employers to actively use during the recruiting process. The Business Career Center shares Resume Books with employers during designated recruiting events and are not distributed broadly. Students may choose to opt out of being included in the Resume Book. Please review [Handshake's Privacy Setting](#) to learn more about active recruiting practices with private, employer, and community settings.

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EMPLOYER RECRUITING GUIDELINES

Offer Timeline:

Employers are expected to give students adequate time to make informed decisions. Employers are required to give students a minimum of 2 weeks to accept or decline their offer from the initial date the official written offer was made.

- We request employers to inform the Business Career Center of the candidates to whom they extended offers at Marquette Business. This enables us to guide students as they evaluate opportunities and make informed choices about their offers. Additionally, offer communication assists with proactively understanding where students internship and employment outcomes and needs are before graduation.

Exploding Offers:

Employers must refrain from pressuring students to accept, or decline offers before the required decision window (a minimum of 2 weeks). Early pressure undermines students' ability to evaluate opportunities to make informed decisions. Employers who repeatedly violate this guideline may lose access to campus recruiting events, Handshake posting privileges, or participation in Business Career Center partnerships.

Return Offers for Internship to Full-time Offers:

Employers are encouraged to share their hiring needs, including whether their internship program is designed to include potential return offers.

Request for Extension

Students may request extensions to make informed decisions. Employers may grant or deny these requests at their discretion. Employers are encouraged to notify the Business Career Center when extensions are granted.

Reneging Offers:

Reneging is a serious breach of Marquette Business's values, ethics, and recruiting policies. Employers who experience an offer renege should notify the Business Career Center to support follow up with the student and address the breach of guidelines.

Rescinding Offers:

The Business Career Center understands that the hiring needs of an organization may change throughout the recruitment timeline, and that an offer may be rescinded for a variety of reasons. We request that employers notify the Business Career Center Director or Assistant Director if plans change.

Resume Book:

Resume Books are a digital compilation of students' resumes. Resume Books are provided only during select recruiting events or programs. Outside of these designated periods, the Business Career Center does not distribute student resume data. Students may choose to have resumes public on their Handshake profile during the recruiting process.

Third-Party Recruiters:

Review the Main Career Center's Third-Party Recruiter Policy for more information.

<https://www.marquette.edu/career-center/employers/recruiting-policies.php>