

Professional Handling of Internship/Job Offers

Advice from the IWU Hart Career Center

The Hart Career Center thanks you in advance for handling your internship/job search in a professional and ethical manner.

Your behavior will help to ensure that the positive reputation of Illinois Wesleyan students is maintained and that the Career Center continues to have strong relationships with employers that recruit IWU students.

Prior to accepting a job or internship offer, weigh all the options carefully, and **be clear of your decision** before accepting. If needed, ask for more time to make your decision.

When you ACCEPT an offer, make a phone call and then follow up with an acceptance letter.** The letter should restate your interest in the position & outline the key components of the job offer (work schedule, start/end dates, salary arrangements, and any special conditions of your employment). Once you accept a job or internship offer, you must WITHDRAW from the recruiting process. This means declining all other job offers or interview invitations, and canceling any active applications (in eRecruiting or with an employer). It is **unethical** to continue with a job search after you have committed to an employer or accepted an offer.

To DECLINE an offer or cancel any active applications, contact other organizations, both by a phone call and a follow-up letter.** It is more personal and professional to call and thank an employer for the offer/interest and to let them know that after careful consideration, you are not interested or have accepted a different offer. Follow this up with a courteous "decline letter" that again both thanks and gently explains that you are not interested or that another offer was a better fit for your interests and goals. Remember that this employer may be a contact for you in the future, so be professional and polite.

***The letter can be sent via email or traditional mail. As a general rule, follow the lead of the organization. If they sent your formal offer or correspondence by email, it is acceptable to formally accept or decline by email. If they corresponded by traditional mail, follow suit.*