

RECEIVING OFFERS

Generally, within two weeks of the final interview, you'll hear from the recruiter. Yes, you'll likely receive an internship offer. Normally you'll have two weeks to respond to the company regarding your decision. If for some reason you don't, you can appropriately ask for a few days or a week to make a decision. Always be sure to pray about your decision.

It should be noted that receiving offers earlier and earlier is becoming increasingly common, as much as a year in advance. Great care should be taken with any offer, but especially with very early offers. See more below about the process in general and what to do to accept an offer. See more about early offers in particular under Accepting and Declining Offers.

AN EXAMPLE PROCESS

Every company conducts its interviews differently, but an example of the interview process is shown below. This process is very similar to dating and marriage:

The Courting Process

Résumé → Asking for a 1st Date
(Make a good first impression)

Interview → 1st Date
(Don't mess it up, or you won't get a second chance)

2nd Interview → Define the Relationship
(Time to meet with dad)

Accept Offer → Committed/Engaged
(You're off the market-- no more flirting!)

Begin Work → Marriage
(You did it!!)

Reneging* → Just don't do it

(*Reneging is going back on your previous acceptance of an offer. Can be an honor code violation, and it burns bridges with companies)

NEGOTIATING AN OFFER

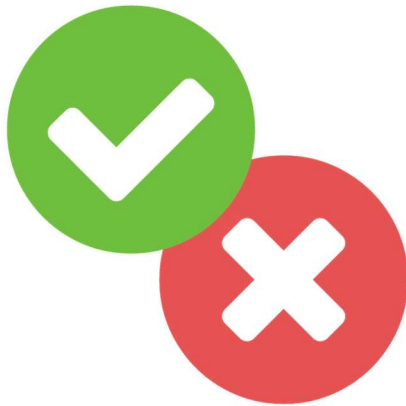
As a general rule, you won't need to negotiate an internship or entry-level job offer. MISMs may have more opportunity to negotiate. Oftentimes an offer has benefits (e.g. office amenities, bonuses, health insurance, etc.) that you should take into consideration beyond just salary. For entry-level positions, we at the Business Career Center maintain an overall average salary number. If you feel that your offer is significantly lower than this average, talk to Reid and he can give you insights into how to best handle the negotiation. Sometimes the best question to ask is this: "Is any part of this offer negotiable?"



ACCEPTING AND DECLINING OFFERS

Receiving offers as much as a year in advance is becoming increasingly common for students, especially while on their first internship. Be aware that you are free to decline any offer if it doesn't align with their objectives or just doesn't feel right. However, if it is right, move forward and make it a successful decision, even if it comes far earlier than anticipated.

Be gracious when declining offers. Contact recruiters directly to let them know that you respectfully decline the offer. Don't delay the bad news. Let them know as soon as possible after you have



made your decision. If appropriate, give specific reasons for declining. Don't be afraid to tell them that you based your decision on what you felt was best for your family or that you felt you received a better offer elsewhere. The 'cost of living' in the area isn't an adequate reason for declining an offer.

If you accept an offer, celebrate! However, you aren't done! You need to report your internship or job offer on the Marriott School Database immediately after accepting an offer (see more information in the "Other Resources" section below). This step is **extremely** important!

Also, once you accept an offer, we encourage you to help your peers find internships and/or jobs. Spread the wealth!

Don't accept an offer and then go back on your decision. Ever! This is known as "reneging" on an offer. Doing so has a negative impact on you, the IS program, and BYU as a whole. Aside from some extreme circumstances, reneging on an offer can be considered an Honor Code violation. This is a serious matter that shouldn't be taken lightly.

If you feel the need to renege on an offer, talk to Reid immediately. He can help you determine the best course of action.