



Santa Clara University
Accounting Department
Student Recruiting Guidelines
(updated September 12, 2023)

Purpose of Recruiting Guidelines

These guidelines apply to recruiting Accounting and A&IS majors from Santa Clara University. The guidelines are designed to provide a level playing field among the recruiting firms and insure that students have adequate time they need to consider their internship and employment options.

Part A. Guidelines for firms recruiting undergraduate Accounting and A&IS majors

A1. Offer expiration and extensions. This section applies to offers made to students for full-time positions, internships, diversity programs, and other firm programs.

A1.1. Offer expiration dates

- Offers made during the fall quarter cannot expire before November 15.
- Summer internship offers made before the beginning of a student's junior year cannot expire before July 15.
- All other offers cannot expire before the 10th working day from the date of the offer.

A1.2. Requests by students for an extension of time to consider an offer

- If a student requests an extension of the expiration date, the firm must extend the expiration date of the offer for a reasonable period of time.
- If a firm does not grant a student's request to extend an offer expiration date for a reasonable period of time, SCU will not penalize the student for later rescinding acceptance of the offer.

A2. Notification and Timing of firm recruiting events and activities. Firms should notify the CARE Administrative Assistant about off-campus office hours, social events, on-campus tabling or coffee chats, and other recruiting activities so that these activities may be added on the Department calendar and publicized to students.

- Unless the SCU Accounting Association, the Accounting Department Chair, or the CARE Director allows an exception, firms should not hold off-campus events or interviews for SCU students during week 10 or finals week of each quarter.
- Firms should avoid scheduling events on the same date as either Department events or SCU Accounting Association events.
- By including firm events on the Department calendar, firms can avoid scheduling two or more events on the same date,

A3. Pressuring students to change their decisions. Firms will respect a student's decision to accept an offer with another firm. Students who reach out to inform other firms of their decision should not be encouraged or pressured to alter their decision.

Part B. Guidelines for accounting and A&IS majors

B1. Responsibilities after signing up to attend firm activities and events. Students who sign up interviews with firms must attend the interview. Students who sign up for interviews but fail to show up must write a letter to the firm *and* the accounting department describing why he or she did not attend the interview or critique.

B2. Student responsibilities for declining offers. By the beginning of the Fall quarter, each firm decides how many internships and full-time job offers it wishes to extend during the fall. Once a firm makes an internship offer or a full-time job offer to a student, it necessarily reduces the number of other offers it can make to other students. For this reason, if a student receives an internship offer after participating in winter quarter sophomore interviews and decides that he/she will not accept the offer, the student should notify the firm in writing (by email) that he/she is rejecting the offer as soon as possible after making his/her decision to reject the offer. By delaying the decision to accept or reject their internship offers, the student may be reducing the likelihood that the firms can extend internship offers to other SCU students.

B3. Difference between verbal offers and written offers. Students often receive verbal offers before an offer is received electronically or in writing. Students should wait until they have received the full details of an offer, electronically or in writing, before accepting an offer.

B4. Student responsibilities after accepting an offer. Once a student accepts a job offer from a firm that follows the recruiting guidelines, the student must immediately stop participating in the recruiting process and notify all firms for which the student has either (1) scheduled a future interview, (2) received an outstanding offer or (3) interviewed but has not yet received an offer that he/she has accepted an offer and is no longer available to accept a position at that firm.

B5. Exception for students who accept an offer from a firm that did not follow the recruiting guidelines about offer expiration dates and extensions. If a student accepts a job offer from a firm that did not follow the recruiting guidelines, the student is allowed to continue participating in the recruiting process and can later rescind renege the offer on a timely basis. We provide this exception because offer expiration dates that are inconsistent with the recruiting guidelines do not allow a student sufficient time to consider other opportunities.

B6. Consequences of applying for an interview with a CPA firm or accepting an offer from a firm that follows the recruiting guidelines. If a student accepts an offer from a CPA firm after previously formally accepting an offer from a different CPA firm that made an offer following the recruiting guidelines, the student (a) cannot apply for future department scholarships, (b) cannot serve as an officer of the SCU Accounting Association, and (c) cannot participate in accounting association events.

Part C. Notifications

C1. Notifying firms about these guidelines.

- Each year, the Accounting Department will host a recruiting update each year to share these rules with recruiters whose firms are members of the SCU Accounting Advisory Board.
- After the recruiting update, the Accounting Department will send (by email) a copy of the recruiting guidelines to all members of the SCU advisory board and recruiters of firms that historically recruit accounting or A&IS majors or have expressed an interest in recruiting SCU accounting or A&IS majors.
- Firm recruiters are responsible making sure that personnel recruiting SCU accounting / A&IS students are aware of this information.

C2. Notifying students about these guidelines.

- Once a student registers to be an accounting or A&IS major, the department will provide the student with a copy of these guidelines.
- The department chair will review the recruiting guidelines with all accounting and A&IS majors during the spring advising period.

C3. Notifying the department about guideline violations

- Students and recruiting firms observing behaviors inconsistent with these guidelines should inform one or more of the following people: (1) the CARE program manager, (2) the CARE Director, (3) the Accounting Department Chair, (4) an Accounting Association officer, or (5) an Accounting / A&IS peer advisor.
- The CARE Director will contact students and firms who display behaviors that are inconsistent with the recruiting guidelines.