

Accepting and Reneging Internship/Job Offers

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

When should I accept an internship/job offer?

- Students should receive a written offer with specific job title/location/salary/benefits. Do not accept an offer until it is in writing.
- If an organization gives you a verbal offer, request a written offer. An emailed offer is an acceptable 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 have 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 will negatively impact opportunities for fellow USC Trojans USC if you renege on an accepted offer.

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

- Prioritize what you are 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 USC's On-Campus Recruiting (OCR) Program are guided by the Career Center to allow you two weeks during the Fall semester and two to three weeks during the Spring semester from the offer date to make your decision. Summer interns who receive offers are given until November 1. 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. If you need to ask for more time, do so.

Are there any consequences to reneging 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 choose to accept the second offer, there will 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: Declining Offer Letter

Tiffany Traveler
1234 35th Street
Los Angeles, CA 90007
(213) 740-0000
Tiffanyt@usc.edu

March 1, 20xx

Ms. Katherine T. Walden, Manager
Creative Marketing Company
5678 Wilshire Boulevard
Los Angeles, CA 90038

Dear Ms. Walden:

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

Though Creative Marketing 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 Marketing Company all the best.

Sincerely,

Tiffany Traveler

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