
Ready to Make an Offer? Tips for Success

Co-op and Internship recruitment can be fast-paced and competitive. Keep in mind that:

- **Verbal offers and acceptances are not considered binding.**
 - Applicants may receive multiple interviews or offers at once (or in close succession).
 - While an applicant may seem excited about your verbal offer, do not mistake excitement for commitment! Students will expect a written offer they can review and evaluate before confirming their decision.
- Some applicants may not know how to navigate competing interviews or offers effectively and may choose to delay communications with you while considering their options, or without asking for guidance from our career coaches.
- As a result, MCS staff may not be aware of each interview or offer received.

To improve your chances of securing your preferred candidate, we recommend moving through your offer process quickly and following the tips below:

- **Prepare your written offer details in advance**
 - Include salary, # weeks, hours/week, location, and any conditions of hire
 - Provide ideal **start and end dates**, if already determined
 - If using a standard employee offer template:
 - Check that all **fine print** is clear and applicable to a student contract
 - Add a **written response deadline** and outline what may happen if response is not received by that deadline (see response tips below)
- **Email offer details to your candidate as soon as a hiring decision is made**
 - cc: hirebusiness@dal.ca so that we know you have extended an offer
 - Alternatively, we can extend the offer for you if requested
- **Request written response by reply email or signed offer letter**
 - We recommend a firm deadline of no more than **48 hours (2 business days)**
 - Ask the applicant to cc: hirebusiness@dal.ca on their response
 - If your deadline passes without a response, contact our office - **OR** you may consider the offer as 'declined' and automatically extend to another applicant

If all suitable candidates decline your offer: Alert hirebusiness@dal.ca and if sufficient time remains in the recruitment cycle, we will gladly re-open your posting and assist you to secure an alternate candidate where possible.

Contact hirebusiness@dal.ca for questions, or to share work term offer/acceptance updates