

CONDITIONAL JOB OFFERS - Student Information / Checklist

Dalhousie business students in mandatory co-op/internship programs can experience significant academic impacts if they cannot secure their work term(s) on schedule. **If Management Career Services (MCS) deems your job offer to be a “conditional offer” based on the definition below, we will confirm that you may tentatively accept the offer but remain eligible to continue your job search.** With a conditional acceptance, you may accept an unconditional job offer from another employer, if that offer is received and accepted prior to your conditional job offer being finalized.

When tentatively accepting the conditional offer, it is still expected that you will assist the employer to finalize their offer as quickly as possible, by completing all requested action steps **promptly and fully**.

Conditional offers are defined as offers that are contingent upon your participation in additional eligibility screening processes that will take longer than 7 business days to complete, such as:

- Criminal record check, security clearance, fidelity bonding process or similar
- Occupational Health assessment with infectious disease screening/testing, or similar
- Providing proof of your student eligibility for a funding/wage subsidy application approval process**

**** NOTE:** Offers involving funding applications are **always** considered conditional if funding approval has not yet been granted to the employer. Otherwise, if your employer feels the applicable process(es) can be completed in less than 7 business days then your offer will **not** be considered conditional, and upon your acceptance myCareer posting access (if granted) will be removed. If the process continues beyond 7 days, we will re-classify the offer as conditional, inform your employer, and posting access will be restored so you may continue your job search.

Students are requested to:

- ☐ Check the job posting and/or with the employer during interview for all conditions of hire and consider whether you can meet them within the recruitment timeframe. **International students:** check your Co-op Work Permit for employment setting restrictions which may limit your hire eligibility
- ☐ **Contact hire.business@dal.ca upon job offer** to confirm if it meets the Conditional definition(s) above
- ☐ Respond within one business day to your job offer and copy hire.business@dal.ca on your response. If tentatively accepting a conditional offer, **promptly** complete all requested action items to meet the employer's conditions of hire
- ☐ Continue your job search until you receive a finalized offer (for this job or an alternate)
- ☐ Advise the initial employer and hire.business@dal.ca of any change in your availability immediately
- ☐ Once your conditional offer is finalized, respond to accept within one business day, and copy hire.business@dal.ca on your response

Conditional Offer Acceptance - Suggested Response to Employer

“Thank you for your offer, which I realize is currently conditional upon <insert conditions of hire>. As my co-op office has deemed this to be a conditional job offer, I will tentatively accept, but as per my program's Conditional Offer Process, I will search for an unconditional job until this offer becomes finalized, and will let you know immediately if my availability changes. In the meantime, please confirm my next action steps to meet your conditions of hire, and timeline for completion.”