Once an offer is obtained, confirmation, clarification and education takes place. It is appropriate to request written confirmation of details, which can be transmitted via email. Most important, ask for time to make a decision if needed. First express an enthusiastic “thank you” and then simply ask “how much time can I have before a decision is needed?” Once you receive details, clarify issues pertaining compensation, start date, relocation expenses, and any other issues. But, do so politely and professionally while still expressing enthusiasm and appreciation. Clarification involves educating those making the offer about special circumstances that might impact start date; about average salaries within the field for specific internship functions and with comparable firms, and about the need for “two weeks (or specific number of days) to continue the interview process with one other firm.” Sometimes the employer will raise issues regarding your need to take steps to earn academic credit or transcript recognition. Issues related to fair labor practices are becoming more important and you should be ready to address them. Refer to our website for information about earning credit or transcript recognition. No matter how anxious you might feel, never, never accept an offer immediately, and then continue efforts to generate additional interviews, thinking you can ultimately renege on the initial offer!!!

Conduct post-offer analysis after you receive an offer for an internship. Don’t delay while trying to make hypothetical “what if” decisions. Be honest about your situation and assertively initiate query based interactions, and appropriately ask for time to analyze the offer and, if needed, to complete interviews or communicate regarding your status with other firms, organizations, or schools. This involves continued networking with those involved in consideration, support, and referral processes. The reputation of those individuals must be respected, especially if they work for the firm you received an offer from and if you might decline it. Inform them that you received an offer. Honestly share if you have issues, concerns, or questions and seek their advice and input. Keep all involved in your network informed of the offer and decisions and, of course thank them sincerely.

Data pertaining salaries, indexed by academic majors and functional fields, is available online (salary.com is one site). Counselors are ready to help you clarify options, identify key issues, address requirements of employers regarding credit, and make decisions. When you accept an offer, it is imperative that all internship search efforts cease, unless you are seeking two part-time experiences. Never continue active search efforts, receive another offer, and then renege on the first offer. Making decisions regarding internships may require phone, in person, or e-mail conversations with faculty or alumni (ae); as well as discussions with a counselor. Don’t make decisions without conducting post-offer research. You can (and should) call prospective internship employers, ask to speak with current interns or recent college hires, and thoroughly, yet politely, inquire regarding what might have been awkward issues to address prior to receiving an offer. The views of others often help you clarify your own thoughts. While some students complete two twenty-hour per week internships or several research experiences or projects in the summer (or during a semester), and multiple shadowing experiences, never accept an offer and then renege to accept one made later. Let us know about your success by emailing careers@mail.rochester.edu or via our surveys. We want to share in your successes and learn how we can improve our services.

When making a decision . . .

- Meet with a counselor to identify and address any issues that arise pre- and post-offer.
- Use Internet and published resources that address related topics and provide salary and other information.
- Always document successes with the Career and Internship Center, so we can express pride and wish you meliora!
- When you accept an offer, all search efforts cease!