

McCombs Career Services Recruiting Guidelines

To create consistency across organizations that recruit at the McCombs School of Business and to ensure your support of our academic mission, McCombs Career Services (MCS) requests your agreement to abide by the spirit of the following guidelines and to communicate them to all professionals involved in recruiting within your organization. In addition, acknowledgement to [UT's Equal Employment Opportunity Policy](#) is required in order to participate in [on-campus recruiting](#). For conducting on-campus recruiting, opportunities must align with the [McCombs School of Business Recruiting Requirements](#) (i.e. position type, timing of start dates, and compensation).

Second Round Interviews

- If an employer's second round interview interferes with a student's prior obligation (e.g., first round interview, class obligation, exam), employers are encouraged to offer the student an alternative interview date or time without negative consequence.
- If second round interviews are held off-campus, we recommend that employers give students a minimum of three business days notice from the time of interview notification to the interview date so that the student can arrange travel and manage potential conflicts.

Offers

- All offers must be in writing.
- The start of the offer timeline is determined by the date of the written offer letter.
- We request that employers notify the appropriate [Career Services program office](#) once students have accepted an offer.

Exploding Offers

- MCS prohibits "exploding offers."
- An exploding offer requires a student to accept a job offer within a very short period of time or face having the offer rescinded or base salary markedly diminished. This places undue pressure on a student, and as such, is viewed as inappropriate conduct.
- Requiring a verbal acceptance in order to receive a written offer is considered an "exploding offer."

BBA and MSF Offer Timelines (Full-Time and Internship)

- Fall Recruiting: Offers should remain open for a minimum of three weeks after the date of the written offer.
- Spring Recruiting: Offers made up until April 1st should remain open for a minimum of three weeks after the date of the written offer. After April 1st, offers should remain open for a minimum of two weeks after the date of the written offer.
- Employment offers made to students who have recently completed an internship with your company should allow a minimum of three weeks response time beginning the day the written employment offer is made.

MBA Offer Timelines (Full-Time and Internship)

- Fall Recruiting: Full-time offers should remain open until December 1st or a minimum of three weeks after the date of the written offer, whichever is later.
- Spring Recruiting: Full-time and internship offers made before April 1, should remain open for a minimum of three weeks after the date of the written offer. After April 1, full-time and internship offers should remain open for a minimum of two weeks after the date of the written offer.
- Companies that recruit first year MBA students for internships prior to the start date of the spring semester should allow those offers to remain open until three weeks after the start of spring semester classes (i.e. three weeks after MLK Holiday).
- Offers made to students who have completed a summer internship with your company should remain open for a minimum of three weeks, beginning the date the written employment offer is made.

MPA Offer Timelines (Full-Time and Internship)

- Fall Recruiting: Offers should remain open until December 1st or a minimum of three weeks after the date of the written offer, whichever is later.
- Spring Recruiting: Offers made up until April 1st should remain open for a minimum of three weeks after the date of the written offer. After April 1st, offers should remain open for a minimum of two weeks after the date of the written offer.
- Employment offers made to students who have recently completed an internship with your company should allow a minimum of three weeks response time beginning the day the written employment offer is made.
- Public Accounting Recruiting Calendar internship offers to third-year MPA students should remain open for a minimum of three weeks.

Additional Employer Expectations and Accountability

- Employers that misrepresent employment opportunities to students will risk losing access or privileges to MCS recruiting resources.
- We strongly discourage any employer from withdrawing offers or substantially altering base compensation. If you must rescind an offer, please contact the appropriate program's [Career Services Director](#) prior to that action so we can assist you in this difficult situation.
- MCS cannot indemnify employers from employment liability.

Student Accountability

- If a student accepts a written offer of employment and later rescinds on the acceptance, please notify the appropriate program's [Career Services Director](#). We recognize the importance of integrity in accepting an offer and want the opportunity to follow up with the candidate. MCS has provisions to penalize students and remove recruiting privileges when these circumstances arise.
- Students sign and are expected to abide by our [MCS Code of Ethics](#).
- MCS encourages students to discuss offers and timelines with employers to find a reasonable compromise to potential conflict. If necessary, we are willing to facilitate a meeting to determine a mutually agreeable solution.

REQUIRED RECRUITER ACKNOWLEDGEMENT

I have read and agree to follow the McCombs Career Services Recruiting Guidelines. Furthermore, I will communicate these guidelines to the employees from my organization who recruit at the McCombs School of Business. I understand that acknowledgement to these guidelines is required in order to participate in on-campus recruiting activities and events at the McCombs School of Business.