WHO WE ARE

Bachelors in Business Administration
The BBA program is one of the top undergraduate business programs in the nation. We provide students an education characterized by unique curriculums, outstanding faculty, and high alumni and student satisfaction.

Masters in Professional Accounting
The MPA program is widely recognized as one of the leading graduate accounting programs in the USA. Texas MPAs have a blend of accounting and finance skills that are ideal for roles in many industries.

Master of Science in Finance Master of Science in Business Analytics Master of Science in Information Technology and Management Master of Science in Marketing
The MS programs are designed for students to advance their education and knowledge in just 10 months.

Top-Ranked Undergraduate & 1 Year Masters Programs
U.S. News & WorldReport/Master’s in Data Science/TFE Times

Visit us online:
www.mccombs.utexas.edu/Career-Services/Recruit
Scheduling at McCombs

The Ford Career Center is a 43 room interview center available to you for booking interviews with McCombs Students.

Guidelines & Information

→ On-Campus Interviews & Information Session reservations are complementary!
→ All posted jobs must be paid.
→ All positions posted must require a degree or the pursuit of a degree.
→ Full-time internships must take place during the summer (with MPA being the only exception) and on-site. Part-time internships must be in Austin and on-site if during the fall or spring semester.
→ Please view a comprehensive list of Policies & Guidelines on our website.

Recruiting Cycle

Pro-Tip: Book early! Reservations for each semester open the prior semester. An email is sent to you as an announcement to begin making room reservation requests from your Recruitment Account Manager.

The Interview Suites open at 7:30am, with interviews starting as early as 8am and end by 5pm. The Ford Career Center closes at 5:30 p.m.

Check out the Recruiter Lounge for coffee, tea, soda, water, snacks, and a copy machine. You can also catch up on the latest news, take a call, or just relax!
**Connect at McCombs**

What are the best ways to reach potential candidates?

**RecruitMcCombs**

This recruiting system is the one-stop shop for McCombs students who are enrolled in BBA, MPA, and 1-year Masters Programs. Here you can post resume collections, schedule on-campus interviews, find resume books, register for Career Expos, special events, and plan for an information session on-campus.

**Information Sessions**

Schedule a presentation, a networking session, or Night Prior event (for students with interviews the next day) to provide students with more information about open positions and your company. This is a great way to get to know students outside the interview room. Recommended for employers with a strong, existing presence on campus.

**Student Engagement**

New to recruiting? Looking for a way to reach a large volume of students? Beyond information sessions, we encourage employers to participate in program-specific events which are typically a more productive method for building campus brand and reaching large volumes of McCombs students.

Contact [Career Services](#) to build your brand today.

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**BBA Career Week**

A collection of targeted events surrounding Career Expo.

- Target Your Future
- Women's Council
- McCombs Diversity Council

**MS Corporate Mock Interviews**

A great way to meet with potential new candidates while helping the students continue to improve their recruiting skills. Participating companies receive a schedule of students in the program of their choice to meet with.

**MPA Meet the Firms**

Showcase opportunities and connect with MPA students via

- Structured Speed Networking Rotations
- Open Reception-Style Networking

Looking to recruit McCombs Alumni? Check out the [McCombs Alumni Job Board](#).

Looking to recruit MBA students? You'll want to use [RecruitTexasMBA](#).
How-to Tips for Utilizing RecruitMcCombs for a Successful Recruiting Season

How to Request an On-Campus Interview (OCI)

An On-Campus Interview (OCI) schedule allows you to post positions in the system and create your interview schedule within the system. The first step is reaching out to your RAM to reserve space within the Ford Career Center. After you have a confirmed reservation, login to your account and click on “On-Campus Interview” and then “Schedules.” This will allow you to request your approved date and post the positions to the schedule.

**TIP:** Plan on 5-7 weeks for the on-campus interview process to take place.

How to Post a Resume Collection (no OCI)

A Resume Collection (RC) is a way to gather applications from students and allow more flexibility with interview scheduling. To post, click on “Resume Collections” and then “Job Postings.” This will present a form that allows you to target the students that you are looking to hire.

**TIP:** Posting an RC allows you to reach out to students and schedule interviews on your time & structure.

**PRO TIP:** Take advantage of our interview suites by posting a RC with a room-only reservation to create an abbreviated on-campus interview timeline.

Finding & Selecting Applicants

Whether your job is posted as an RC or associated with an OCI, the applicants are easy to find when you are ready to look through resumes. For RC’s, simply click on “Resume Collections,” “Job Postings,” and you can click to view the applicants on the right hand side of the screen for each position.

For OCI’s, find the “applicants” tab under the “On-Campus Interviews” tab to view applicants. Once you have reviewed the OCI applicants, you can make your selections by changing their status in the drop-down box.

Register for Career Week Events

Career Week happens each semester and provides you with many opportunities to interact with students. To sign up through RecruitMcCombs, simply click “Events” on the left-hand menu, and then click on “Career Fairs.” There, you will find Career Week events listed.

**TIP:** For more information on Career Week, visit BBA Career Services’ website.

Schedule an Information Session

Information Sessions are a great way to network with students and provide them with more information about your company and the positions for which you are hiring. To get started, reach out to your RAM to reserve space on campus. After your space has been confirmed, enter the details into RecruitMcCombs by clicking on “Events” then “Information Sessions.”

**TIP:** Be sure to send marketing materials to your RAM to promote your event throughout the McCombs School of Business.

Resume Books

Resume Books are provided in RecruitMcCombs. To access these, simply click on “Resume Books” on the left-hand side and use the “Advanced Resume Search” to narrow down to your specific targeted student population.

**TIP:** Resume Book access will be revoked for inappropriate usage such as spam.
**IMPORTANT DATES**

**FALL 2020**

- Job Open to Students | July 20, 2020
- First Day of Class | August 26, 2020
- Career Expo | September 2, 2020
- Ford Career Center Opens | September 8, 2020
- Ford Career Center Closes | December 4, 2020
- Exams | December 10-12; 14-16, 2020

**GETTING TO CAMPUS**

Our Address:

2110 Speedway  
Austin, TX 78705  
The Ford Career Center is on the 4th floor of GSB.

Directions:

- From Dallas: Take I-35 S and take the MLK Jr. Blvd. exit.
- From Houston: Take TX-71 W to I-35 N and use the MLK Jr. Blvd. exit.
- From the Airport: Take TX-71 W, continue on US 183 N, continue on Airport Blvd. Take a left on MLK Jr. Blvd.

Parking:

The closest parking garages are Brazos and AT&T Conference Center.

**What else can we help with?**

We are so excited to work with you and see you on campus this year!

**LOGIN**

If you are looking to post a job, set up on-campus interviews, or host an information session, login to RecruitMcCombs and reach out to your Recruitment Account Manager.

**CONNECT**

If you would like to get involved and build your brand on campus, please reach out to our Career Services teams to put together a plan!

- BBA Career Management Team
- MPA Career Management Team
- MS Career Management Team