

## McCombs Career Services Recruiting Guidelines 2016-2017 Academic Year

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. Please communicate these guidelines to all professionals involved in recruiting within your organization. In addition, acknowledgement of [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 conflicts with a student's prior academic obligation, employers are strongly 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.
- **MBA & MPA Only:** We have reduced the academic conflicts on most Fridays. Companies scheduling interviews in their offices are encouraged to do so on Fridays so that students will not miss class.

### Offers

- All offers must be in writing. Written offers are defined as electronic or hard copies.
- The start of the offer timeline is determined by the date on the written offer letter.

### 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An exploding offer requires a student to accept a job offer within a very short period of time or face having the offer rescinded or base salary diminished. This places undue pressure on a student and, as such, is viewed as inappropriate conduct. Adhering to the MCS offer guidelines allows students a sufficient consideration period, which improves retention for employers.
- Requiring a verbal acceptance in order to receive a written offer is considered an "exploding offer."

### BBA, MSBA, MSF, and MSM Offer Timelines (Full-Time and Internship)

- **"Early Offer" Policy:** When students receive an internship offer before the start of the next academic year the offer should remain open until October 1 preceding the summer internship start date. For example, if an employer extends an offer to a sophomore in October 2016 for an internship taking place summer 2018 then the offer must remain open until October 1, 2017.
- **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 1 should remain open for a minimum of three weeks after the date of the written offer. After April 1, offers should remain open for a minimum of two weeks after the date of the written offer.
- **Internship to Full-Time Offers:** Employment offers made to students who have recently completed an internship with your company should remain open until the 4<sup>th</sup> Friday in October (October 28) or for three weeks from the date of the written offer, whichever is later.

### MBA Offer Timelines (Full-Time and Internship)

- **Full-time Offers:** Full-time offers made in the Fall semester should remain open until December 5 or a minimum of three weeks after the date of the offer, whichever is later. Full-time offers made in the Spring semester before

April 1 should remain open for a minimum of three weeks after the date of the written offer. After April 1, offers should remain open for a minimum of two weeks after the date of the written offer.

- **Internship Offers:** Internship offers made before April 1 should remain open until February 20 or a minimum of three weeks after the date of the written offer, whichever is later. After April 1, 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 at national and diversity conferences prior to the start date of the spring semester should allow those internship offers to remain open until February 20 in alignment with our internship recruiting timelines.
- **Internship to Full-time Offers:** Offers made to students who have completed a summer internship with your company should remain open until December 5 or a minimum of three weeks after the date of the written employment offer, whichever is later.

#### **MPA Offer Timelines (Full-Time and Internship)**

- **Fall (Full-Time and Internship Recruiting):** Offers should remain open until December 5 or a minimum of three weeks after the date of the written offer, whichever is later.
- **Spring Internship Recruiting (Public Accounting Calendar Firms Only):** Firms will not make internship offers until office visits after final exams in May. Offers for internships must stay open for a minimum of 7 business days or June 5, whichever is later.
- **Spring Internship and Full-Time Recruiting (All Other Firms):** Offers made up until April 1 should remain open for a minimum of three weeks after the date of the written offer. After April 1, offers should remain open for a minimum of two weeks after the date of the written offer.
- **Internship to Full-time Offers:** 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 offer is made.

#### **MSTC Offer Timelines (Full-Time)**

- All offers should remain open for a minimum of three weeks from the date of the written offer or until December 5, whichever is later. Any offers made after April 1 should remain open for two weeks from the date of the written offer.

#### **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 altering base compensation. If you must rescind an offer, please contact the appropriate [Career Services Office](#) prior to that action so we can assist you in this difficult situation.
- We request that employers notify the appropriate [Career Services Office](#) once students have accepted an offer.
- MCS cannot indemnify employers from employment liability.

#### **Student Accountability**

- All acceptances must be in writing. Acceptances may occur in either electronic or hard copy.
- If a student accepts an offer of employment and later rescinds on the acceptance, please notify the appropriate program's [Career Services Office](#). 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 the [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.