Texas McCombs MBA Recruiting Guidelines
2018-2019 Academic Year

To create consistency across organizations that recruit at the McCombs School of Business and to ensure your support of our academic mission, Texas McCombs MBA Career Management 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 the University of Texas at Austin’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 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.
- Companies scheduling interviews in their offices are encouraged to do so on Fridays so that students will not miss class. We have reduced the academic conflicts on most Fridays for Full-Time MBA students. Working Professional MBA Students in our Houston and DFW Programs have class every other Friday evening.

Offers

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

Exploding Offers

- MBA Career Management 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An exploding offer requires a student to accept a job offer within a very short period of time or face having the offer rescinded or base salary diminished.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 MBA 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.”

MBA Offer Timelines (Full-Time and Internship)

- **Full-time Offers:**
  - Full-time offers made in the Fall semester should remain open until December 3 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 18 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 of the spring semester should allow those internship offers to remain open until February 18 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 3 or a minimum of three weeks after the date of the written employment offer, whichever is later.

**Additional Employer Expectations and Accountability**

- Employers that misrepresent employment opportunities to students will risk losing access to University recruiting resources.
- We strongly discourage any employer from withdrawing offers or altering base compensation. If you must rescind an offer, please contact MBA Career Management prior to that action so we can assist you in this difficult situation.
- We request that employers notify MBA Career Management once students have accepted an offer.
- The University of Texas at Austin 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 MBA Career Management. We recognize the importance of integrity in accepting an offer and want the opportunity to follow up with the candidate. MBA Career Management has provisions to penalize students and remove recruiting privileges when these circumstances arise.
- Students sign and are expected to abide by the McCombs Code of Ethics.
- MBA Career Management 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.