

## Texas McCombs MBA Recruiting Guidelines

### 2021-2022 Academic Year

**Please note:** recruiting for the fall 2020 and spring 2021 semesters may include a mix of virtual and select in-person options. McCombs-facilitated interviews and office hours for the fall and spring semester will be virtual, while small events, including information sessions and employer workshops, may occur either virtually or in person. The University of Texas at Austin will continuously monitor conditions and assess our operational options, and we will update employers if any changes to our current mode of operation are possible or needed. Please contact your [Recruiting Operations Coordinator](#) for more information.

To create consistency across organizations that recruit at the McCombs School of Business and to ensure your support of our academic mission, McCombs Career Management and Corporate Relations (CMCR) 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 to participate in McCombs-facilitated recruiting, and opportunities must align with the [McCombs Recruiting Requirements](#) (i.e. position type, timing of start dates, and compensation).

#### Interviews

- Facilitated virtual interviewing of graduating MBA students (for full-time roles) begins Wednesday, **September 15, 2021**. School-facilitated interviewing of MBA internship candidates (first year students in our Full-Time Program) begins in January.
- We ask employers to offer a virtual option to accommodate students who are unable for any reason to attend an in-person interview.
- 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.
- Interviews requiring a significant time commitment are encouraged to be held 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.
- Interviews should not be scheduled during final exam periods, **December 7-15** and **May 11-17**.

#### 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

- McCombs CMCR prohibits "exploding offers." We define an exploding offer as one that expires, is rescinded, or results in diminished base salary within a short period of time. This type of offer 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.

- We also classify requiring a verbal acceptance in order to receive a written offer as an “exploding offer.”

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

- **Full-time Offers:**
  - Offers for full-time employment made in the fall semester should remain open until **December 6** 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 21** 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 on an accelerated timeline (i.e., through national and diversity conferences) should allow those internship offers to remain open until **February 21** in alignment with our internship recruiting timelines.

### **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 us](#) prior to that action so we can assist you in this difficult situation.
- We request that employers [notify us](#) 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.
- Students sign and are expected to abide by our MBA Recruiting Contract, which includes expectations surrounding interview cancellations, no-shows, offer acceptances, and more. If a student accepts an offer of employment and later reneges on the acceptance, please [notify us](#). We recognize the importance of integrity in accepting an offer and want the opportunity to follow up with the candidate. CMCR has provisions to penalize students and remove recruiting privileges when these circumstances arise.
- CMCR encourages students to discuss offers and timelines with employers to find a reasonable compromise to potential conflicts. If necessary, we are willing to facilitate a meeting to determine a mutually agreeable solution.