



ON-CAMPUS

RECRUITING

Find the
perfect fit
for your
organization

At no cost to you, we provide assistance with On-Campus Interviews (OCIs), Resume Collections (RCs), Information Sessions, Alternative Recruiting Events, and more...

REQUIREMENTS

- Compensation: Positions, including internships, must be paid.
- Positions should be professional in nature, requiring the possession or pursuit of a business degree.
- 3rd party recruiting efforts are not appropriate for McCombs online recruiting systems, but may be for [HireUTexas](#).
- View our full [Recruiting Guidelines](#).
- In addition to those guidelines, recruiters must agree to the [EEO Policy](#).

PROGRAMS

- Bachelor of Business Administration ([BBA](#))
- Master of Business Administration ([MBA](#))
- Master in Professional Accounting ([MPA](#))
- Master of Science in Business Analytics ([MSBA](#))
- Master of Science in Finance ([MSF](#))
- Master of Science in Marketing ([MSM](#))
- Master of Science in Technology Commercialization ([MSTC](#))

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CONTACT US

Reach out to your [Recruitment Account Manager](#) (RAM) today to discuss your recruitment strategy.

RECRUITING CONTACTS



The McCombs School of Business Recruitment Services team (pictured above) is committed to providing you with a best-in-class recruiting experience.

At McCombs, you will work with Recruitment Services as well as contacts within McCombs Career Services & Employer Relations to achieve your on-campus recruiting goals. Each of our teams provides a distinct service to enhance your recruiting experience.

Each degree program's Career Services team coordinates a variety of events and branding opportunities intended to meet your recruiting and student-involvement goals. Your main contact in each office can guide you in building a recruiting strategy specific to your target student population(s).

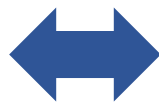
RECRUITMENT SERVICES

Recruitment Account Managers

Our team will guide your interview scheduling process and assist with on-campus recruiting logistics.

You will be assigned a Recruitment Account Manager (RAM) based on your company's industry. Your RAM will be your main point of contact for our online recruiting system.

We work closely with the Employer Relations teams to craft a comprehensive recruiting strategy to best meet your needs.



CAREER SERVICES

Employer Relations

As part of their Career Services' office, many programs have an Employer Relations team or contact which serves as your strategy leader for on-campus recruiting.

With insight into their specific student population, they can direct you to the best events and contacts for building your recruiting relationships and on-campus brand.

Career Coaches

Career Coaches are the student-facing career services contacts at McCombs.

Each degree program offers career services to their students which often include programming and events that employers can participate in.

Your contact(s) within Career Services will be determined by the event(s) you are interested in.

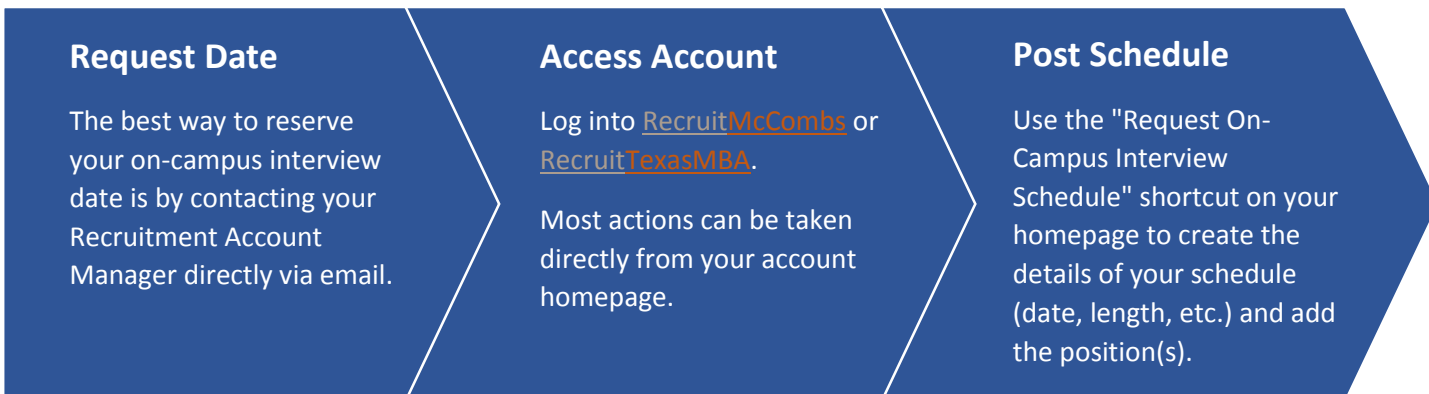
RECRUITING TIMELINE



On-Campus Interviews (OCIs) are held during the fall & spring semesters in the **Ford Career Center** interview suites (GSB 4.114).

SCHEDULING INTERVIEWS

Once you've decided that you would like to conduct interviews in the Ford Career Center, it's time to work with your Recruitment Account Manager to coordinate your on-campus interview schedule.



When choosing your interview date, there are several things to consider (event conflicts, travel availability, second round interview dates, etc.). Your Recruitment Account Manager can help you navigate the many campus events and city-wide happenings that may pose interview or travel challenges.

ON-CAMPUS INTERVIEW LOGISTICS

On-campus interviewing at McCombs is held in a state-of-the-art, 43-room interview facility called the Ford Career Center (FCC). Interviewing in the FCC is free of charge and includes access to wireless internet, a private recruiter's lounge, business center and McCombs top talent.



FCC HOURS OF OPERATION

The Ford Career Center Interview Suites open at 7:30 am and close 30 minutes after the last interview ends.

INTERVIEW START TIME

Interviews may begin as early as 8:00 am CST.

INTERVIEW END TIME

Your last interview must begin no later than 5:00 pm CST.

INTERVIEW LENGTH

Interviews can be 30, 45, 60 or 90 minutes long. They can start on the hour, ¼ hour, ½ hour, or ¾ hour.

Please click [here](#) for a general overview of what interviewer(s) should expect on interview day, including our location and a map of the route from the Brazos Parking Garage (the closest university parking garage) to the business school building (GSB).

INTERVIEW CHANGES AND/OR CANCELLATIONS

- 1) Contact your Recruitment Account Manager as soon as possible.
- 2) While we will notify students of known changes to your schedule, it is also recommended that you reach out to them directly in order to provide a better understanding for the changes.

Please note: Due to recruiting volume, we are unable to assist with rescheduling efforts after the schedule is finalized.

SCHEDULE DETAILS

When posting jobs in the online recruiting system, you have the flexibility to choose your location (on or off campus) as well as the scheduling format that works best for your business needs. Below is a table that outlines the four main options available through our online recruiting systems:

	On-Campus Interview (OCI)		Resume Collection (RC)	
MODEL	PRESELECT	PRESELECT TO ALTERNATE	ROOM-ONLY <small>(On-campus Interviews)</small>	RESUME COLLECTION <small>(Off-campus Interviews)</small>
SCHEDULING PROCESS	You will select which candidates you'd like to interview, and they will sign up for interview slots on a first-come, first-served basis.	In addition to your preselected candidates, you will select a list of alternate candidates. Should any of your preselected candidates decline the interview offer, alternates will sign up for remaining interview slots on a first-come, first-served basis after the preselected candidates have had an opportunity.	You will determine the candidate list and your own interview schedule by coordinating interviews with students directly. Interviews must occur between 8am and 5pm.	This scheduling process is the most flexible as interviews will take place off campus or virtually and will be coordinated by you directly with the students at your convenience.
SIGN-UP PROCESS	Students will sign up for interviews within your predetermined schedule format via an automated process in our online recruiting system.		This posting type gives you the flexibility to create the interview schedule format of your choice by coordinating the schedule with students directly.	
TIMING	This posting type is recommended when you are able to make reservations at least 4-6 weeks prior to your interview date.		Room-only reservations are often used for 2 nd round interviews, following on-campus career services events, office hours, or when you are less than 4 weeks out from the interview date.	Resume collections are often used for off-campus 1 st round interviews or when you will be conducting phone or video conference screens as 1 st round interviews.

New Employer Checklist

NEW EMPLOYER

- Register for a new account in the appropriate online recruiting system— [RecruitMcCombs](#) and/or [RecruitTexasMBA](#).
- Contact your Recruitment Account Manager (RAM) to plan your recruiting strategy.

ON-CAMPUS INTERVIEWS

- Reserve On-Campus Interview (OCI) date(s) by emailing your RAM. Please include # of rooms & target student population(s).
- Submit your OCI schedule request from your online account.
- Take note of all schedule-related dates (i.e., resume drop deadline, employer selection period, and schedule close date).
- Make your candidate selections during the employer selection period. Should you need to modify your schedule, please notify your RAM during this period.
- Check your email inbox the day after the schedule close date to view your interview packet.
- While reviewing your schedule, check for gaps in your schedule and adjust to your preference by contacting students directly. Notify RAM of final schedule if changes were made.
- Plan for your interview day travel by viewing our [Interview Day Logistics Packet](#).
- After interviews, communicate next steps and/or interview status to each student interviewed.

INFORMATION SESSIONS

- Request your preferred Information Session date by emailing your RAM.
- Once confirmed, submit your Information Session request from your online account.
- Contact RAM about additional opportunities for publicizing your event in addition to online event posting.
- Catering: If serving perishable food, fill out [Catering Form](#) provided by your RAM and coordinate order and delivery with your preferred third-party catering vendor.
- Follow up with your RAM to obtain attendee list, if not provided the next business day.

RESUME COLLECTIONS

- Fill out a Resume Collection (RC) Job Posting form from your online account.
- Once first round interview selections have been made, notify all applicants of their status.
- Notify your RAM of any hires made from the resume collection job posting.