

Texas BBA, MPA and MS Career Services Recruiting Guidelines

2018-2019

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 Recruiting Systems Usage Policy](#) (i.e. position type, timing of start dates, and compensation).

First Round Interviews

- Opportunities for on-campus interviewing begin Thursday, September 6, 2018.
- RecruitMcCombs-registered employers will receive an email at the start of each booking season (Fall & Spring) to prompt reservation requests.
- Interviews should not be scheduled during the final exam periods for students which are as follows:
 - Spring 2018:** *May 9-12, 14-15, 2018*
 - Fall 2018:** *December 13-15, 17-19, 2018*
 - Spring 2019:** *May 15-18, 20-21, 2019*

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.
- We have reduced the academic conflicts on most Fridays. Companies scheduling interviews in their offices are encouraged to do so on Fridays to minimize class conflicts.
- Interviews should not be scheduled during the final exam periods for students which are as follows:
 - Spring 2018:** *May 9-12, 14-15, 2018*
 - Fall 2018:** *December 13-15, 17-19, 2018*
 - Spring 2019:** *May 15-18, 20-21, 2019*

Offers

- All offers must be in writing. Written offers are defined as electronic or hardcopies.
- 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."

Early Offers

- In an accelerated recruiting environment in which students receive a job offer 13 months or more in advance to position start date, the offer should remain open for a reasonable period, commensurate with industry/peer standards. Adhering to the MCS offer guidelines allows students a sufficient consideration period in order to reduce risk of renege occurrences.

BBA Offer Timelines (Full-Time and Internship)

- **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 2 should remain open for a minimum of three weeks after the date of the written offer. After April 2, 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 4th Friday in October (October 27) or for three weeks from the date of the written offer, whichever is later.

MPA Offer Timelines (Full-Time and Internship)

- **Fall (Full-Time and Internship Recruiting):** Offers should remain open for a minimum of three weeks after the date of the written offer.
- **Spring Internship Recruiting (Public Accounting Calendar Firms Only):** Firms will not make internship offers, whether verbal or written, until May. Offers for internships must remain open for a minimum of 7 business days or June 3, whichever is later.
- **Spring Internship and Full-Time Recruiting (All Other Firms):** Offers made up until April 2 should remain open for a minimum of three weeks after the date of the written offer. After April 2, 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 for 3 weeks from date of written offer.

MSBA, MSF, MSITM and MSM Offer Timelines (Full-Time)

- **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 2 should remain open for a minimum of three weeks after the date of the written offer. After April 2, offers should remain open for a minimum of two weeks after 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 hardcopy.
- If a student accepts an offer of employment and later rescinds on the acceptance, please notify the appropriate [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.