
McCombs Career Services Recruiting Requirements

In order to be eligible for the **RecruitMcCombs** or **RecruitTexasMBA** online recruiting systems and/or on-campus interviews, employers and opportunities offered must align with the following McCombs School of Business Recruiting Requirements:

Employers

- To help staff and students evaluate opportunities, all employers must be established with a professional website, and recruiters must use a professional/organization-related email address (e.g., no Gmail or Yahoo accounts).
- Internship employers must have a professional office space for students to attend work; virtual internships are not allowed. In-home positions at personal residences are prohibited for both internship and full-time opportunities.
- The RecruitMcCombs and RecruitTexasMBA recruiting tools are not available to third-party recruiters.

Compensation

- Positions must be salaried or hourly wage roles within organizations.
- Roles that have a base salary in addition to some form of commission structure are appropriate as long as the positions offer the salary component for at least one year of employment.

Position Type

- Both full-time and internship* job opportunities are permitted on RecruitMcCombs and RecruitTexasMBA.
- Roles must be professional in nature, requiring the possession or pursuit of a business degree.
- Temporary (<1 year) full-time roles are not allowed.
- See chart below for additional detail.

*Students in the following programs do not participate in internship recruiting due to the program length: Master of Science in Business Analytics (MSBA), Master of Science in Finance (MSF), Master of Science in Marketing (MSM), and Master of Science in Technology Commercialization (MSTC).

Work Experiences Not Eligible

- Internships comprised entirely of door-to-door or remote employment (e.g., situations where the student telecommutes, performs door-to-door sales, or otherwise works away from the supervisor and/or outside a professional business setting).
- Internship comprised entirely of training activities (e.g., time spent preparing for insurance and/or securities license exams).
- Participation in a political campaign, political action committee (PAC), or lobbying effort.

Timing of Start Dates

- On-campus recruiting is designed to help students find internships or full-time positions that align with The University of Texas at Austin and McCombs School of Business [academic time frames](#) (see chart below for more detail).

RecruitMcCombs & RecruitTexasMBA Position Guidelines				
Position Type	Applicable Programs	Semester of Position	Duration	Hours
Part-time Internships: <i>Austin Metro Area</i>	BBA, MPA	Fall, Spring, or Summer	At least 6 weeks in length	At least 10 hours per week (hours should allow students to fulfill their academic obligations as a priority)
Part-time Internships: <i>Outside of Austin</i>	BBA	Summer only	At least 6 weeks in length	At least 10 hours per week
	MPA	Fall, Spring, or Summer		
Full-time Internships: <i>Austin or other locations</i>	BBA, MBA	Summer only	At least 6 weeks in length (the average full-time internship length is ten weeks)	A minimum of 40 hours per week
	MPA	Fall, Spring, or Summer		
Full-time Positions	BBA, MBA, MPA, MSBA, MSF, MSM, MSTC	Fall, Spring, or Summer	> 1 year in length	Typically a minimum of 40 hours per week

Note: Acknowledgement to the [McCombs Career Services Recruiting Guidelines](#) and [UT's Equal Employment Opportunity Policy](#) are required in order to participate in on-campus recruiting.