

## McCombs Career Management 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 with a physical address
- In-home positions at personal residences are prohibited for both internship and full-time opportunities.
- Virtual internships are allowed if they align with company guidelines for all employees. Students should not incur any additional expenses as a result of working virtually and must be provided with the tools needed to complete their assignments (e.g., computer, software, etc.). Virtual internships may not meet the internship requirements for academic credit. Decisions regarding whether or not a student will be able to receive academic credit for an internship are made at the academic departmental level.
- The [RecruitMcCombs](#) and [RecruitTexasMBA](#) recruiting systems 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/Job Posting Requirements

- Both full-time and internship\* job opportunities are permitted on [RecruitMcCombs](#) and [RecruitTexasMBA](#).
- Undergraduate Leadership Development/Diversity Program opportunities are permitted on [RecruitMcCombs](#).
- Roles must be professional in nature, requiring the possession or pursuit of a business degree.
- Temporary (<1 year) full-time roles are not allowed.
- The job description must include a general scope of work as well as a detailed overview of the position responsibilities.
- 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 Information Technology and Management (MSITM), 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 sales or working away from the supervisor with limited supervision and oversight will not be permitted.
- 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, MS Bridge	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, MS Bridge	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, MS Bridge, MBA	Summer only	At least 6 weeks in length (the average full-time internship length is 10 weeks)	A minimum of 40 hours per week
	MPA	Fall, Spring, or Summer		
Full-time Positions	BBA, MBA, MPA, MSBA, MSF, MSM, MSITM	Fall, Spring, or Summer	> 1 year in length	Typically a minimum of 40 hours per week

### Notes:

- Acknowledgement to the [McCombs Career Management Recruiting Guidelines](#) and [UT's Equal Employment Opportunity Policy](#) are required in order to participate in on-campus recruiting.
- Students pursuing specialty master's degrees (MSBA, MSF, MSITM, and MSM) are only eligible for internships if they are enrolled in the Bridge program, for example, "MSBA – Bridge". Full-time students in these programs are not eligible for internships due to the length of the program.