

## BBA, MPA, and MS Career Management and Corporate Relations (CMCR) Recruiting Guidelines

Fall 2020 - Spring 2021

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 in order 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).

**Please note, all McCombs-facilitated recruiting activities for the Fall 2020 and Spring 2021 semesters will be virtual due to the COVID-19 pandemic. This includes information sessions, interviews, networking events, office hours, workshops, etc. To create an equitable recruiting environment for all students, we strongly encourage employers to refrain from hosting in-person recruiting activities this year.**

### First Round Interviews

- Opportunities for McCombs-facilitated virtual interviewing begin Monday, September 14, 2020.
- 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:  
**Fall 2020:** *December 7-16, 2020*  
**Spring 2021:** *May 10-18, 2021*

### 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.
- We ask employers to accommodate a virtual option for students who are unable for any reason to attend an in-person interview.
- Interviews should not be scheduled during the final exam periods for students, which are as follows:  
**Fall 2020:** *December 7-16, 2020*  
**Spring 2021:** *May 10-18, 2021*

### 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

- CMCR 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 CMCR 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 of position start date, the offer should remain open for a reasonable period, commensurate with industry/peer standards. Adhering to the CMCR offer guidelines allows students a sufficient consideration period in order to reduce risk of renege occurrences.

### **BBA and MS 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 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 to Full-Time Offers:** Employment offers made to students who have recently completed an internship with your company should remain open until the 4<sup>th</sup> Friday in October (October 23) or for three weeks from the date of the written offer, whichever is later.

### **MPA 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.
- **Internship to Full-time Offers:** Employment offers made to students who have recently completed an internship with your company should remain open for three weeks from date of 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 7, whichever is later.
- **Spring Internship and Full-Time Recruiting (All Other Firms):** Offers made up until 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.

### **Additional Employer Expectations and Accountability**

- Employers that misrepresent employment opportunities to students will risk losing access or privileges to CMCR recruiting resources.
- We strongly discourage any employer from withdrawing offers, altering base compensation, or drastically changing the position timeframe. If you must rescind an offer, shorten the length of an internship, or significantly delay a student's start date, 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.
- CMCR cannot indemnify employers from employment liability.

### **Student Accountability**

- All acceptances must be in writing. Acceptances may occur in either electronic or hardcopy.
- Students are expected to abide by a Career Management Code of Ethics 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 conflict. If necessary, we are willing to facilitate a meeting to determine a mutually agreeable solution.